

## BY-LAWS FOR BOARD OF TRUSTEES OF THE HAMMOND PUBLIC LIBRARY

### BP 1000A STATEMENT OF PURPOSE AND AUTHORITY

The Hammond Public Library shall have written bylaws that outline its purpose and its operational procedures and address conflicts of interest issues and nepotism. The by-laws shall be reviewed periodically and a copy of the bylaws shall be submitted to the Indiana State Library.

The Hammond Public Library is a municipal corporation and a Class A library organized under the public library provision of IC 36-12. The purpose of the library is to meet the educational, information, and recreational interest and needs of the public.

### BP 1001 NAME

The official name of this Board shall be the Board of Trustees of the Hammond Public Library.

### BP 1002 MEMBERSHIP

The seven member board is the policy-making body governing the Library. Board members are appointed one by the City Council, three by the School Board, one by the County Commission, one by the County Council and one by the Mayor for four year terms without remuneration.

### BP 1002.1 NEPOTISIM

Close relatives of Board members or the staff shall not be employed by the Library. "Close relatives" shall be defined as parent, sibling, spouse, child, grandchild, grandparent, mother / father-in-law, brother / sister-in-law, daughter / son-in-law, other relative, or friend with whom the staff member has a mutually acknowledged relationship as the above. The policy does not apply to employee(s) who were employed by the Library on or before May 25, 2010.

### BP 1003 REGULAR MEETINGS OF THE BOARD

The regular time of meeting of this Board shall be on the third Wednesday of each month beginning with the Executive Session at 12:00 pm, with the regular Board Meeting immediately following. The regular place of meeting shall be the Harriet M. Schlesinger Board Room, Hammond Public Library at 564 State Street.

### BP 1004 BOARD OF FINANCE

The Board shall meet twice annually, after the first Monday and on or before the last day of January and another agreed upon date, to organize as a Board of Finance by electing a president and a secretary, review the written report of the Library's investments during the previous calendar year and review the Library's investment policy and internal controls.

## BP 1005 SPECIAL MEETINGS OF THE BOARD

Special meetings may be voted at any regular meeting, may be called by the President of the Board, or at the request of any two members of the Board.

### BP 1005.1 MEETINGS OPEN TO PUBLIC

All meetings of the Board and committees of the Board shall be held in accordance with the provisions of the Indiana Open Door Law (IC 5-14-1.5). Public notice of the date, time and place of regular, special and executive meetings shall be given at least forty-eight hours before the meeting.

Reconvened meetings may be held with less than forty-eight hour notice if the new date, time and place is announced at the time of the original meeting, recorded in the minutes and there is no change in agenda.

### BP 1005.2 EXECUTIVE SESSIONS

The only meetings that are not immediately open to the public are the Executive Sessions. These meetings discuss strategy for collective bargaining; personnel matter(s); pending litigation; and Request for Proposals (RFP). However, before any final action can be taken, the matter (s) must be presented at an open meeting to the public.

Minutes of executive sessions must identify only the subject considered. The Secretary will certify in the minutes that no other subject matter was discussed in the executive session other than the subject matter specified in the public notice.

## BP 1006 QUORUM

A Majority of the members of the Board shall constitute a quorum for the transaction of business. In accordance to HEA 1347, at least half of the library board must be present in person at each meeting. So, for a typical 7-member library board, that means at least 4 must attend the meeting in person. Each member of the Board, including the President shall be allowed to vote on all motions. Board members attending electronically may be counted present and may vote on matters presented before the board. However, the board member must be able to be both seen and heard in order to participate in any final action (vote). All votes taken at during a meeting with electronic attendees must be taken by roll call vote.

## BP 1007 ORDER OF BUSINESS

Meetings shall be conducted according to *Robert's Rules of Order*, with such modifications as the Board may from time to time determine to be desirable.

## BP 1008 OFFICERS

The officers of this Board shall be President, Vice-President, Secretary, and Treasurer, each to serve one year or until a successor is elected. The officers for the ensuing year shall be elected at the December meeting of the Board and shall take office in January.

## BP 1009 DUTIES OF OFFICERS

The President shall preside at all meetings of the Board, and see that the business of the Board is carried out.

The Vice-President shall, in the absence of the President, perform all the duties of the President.

The Secretary shall review the board minutes that are prepared by the library's Administrative Services Manager to ensure they are a true and accurate record of all board proceedings, perform signatory duties and such other duties generally associated with this office.

The Treasurer shall be responsible for the receipt and deposit of all money and securities of the Library, the disbursement of funds as authorized by the Library Board upon a warrant signed by the Treasurer and the keeping of all financial records.

## BP 1012 MINUTES OF BOARD MEETINGS

Minutes of the previous meeting(s) of the Board shall be prepared under the direction of the Secretary and mailed or delivered to the members of the Board not later than the Wednesday preceding the next regular meeting.

The contents of the official minutes of the Board shall follow the form and content of the latest revised edition of Robert's Rules of Order. These minutes of the Board meeting(s) shall be considered for adoption and approval at a regular Board meeting and duly executed.

Minutes of the Board Meeting will be kept on open shelves and made accessible to the public and Library staff for inspections. Minutes will be tape recorded and the tape will be destroyed after minutes have been approved.

## BP 1013 BOARD POLICIES

It shall be the duty of the Board to determine and adopt written policies to govern the operation and program of the Library.

## BP 1014 SEXUAL HARRASSMENT

The Hammond Public Library is strongly committed to providing a work environment and an environment for our patrons free from sexual harassment and in which all individuals are treated with respect and dignity. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientation. The Hammond Public Library prohibits harassment of any person on the basis of gender or sexual orientation. The Library will not tolerate sexually harassing behavior and expects that all

## BY-LAWS FOR BOARD OF TRUSTEES (Continued)

relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

Specifically, acts considered to constitute SEXUAL HARASSMENT include, but are not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) an individual's submission to or rejection of such conduct is used as a basis for an employment decision affecting that individual; or (c) the purpose or the effect of such conduct is to substantially interfere with the affected individual's work performance or to create an intimidating, hostile or offensive work environment. Some examples of unwelcome behavior that can be construed as sexual harassment include, but are not limited to: sexual advances; propositions; sexually suggestive gestures; sexual jokes; off-color language; vulgar language; touching; physical assault; possessing, distributing or posting sexually explicit or suggestive magazines, pictures, posters, objects or material; derogatory comments about gender; references to a person's body parts, requests for sexual activity; and/or sexually explicit conversation.

It is the responsibility of each and every employee, official, trustee, agent, volunteer, and vendor of the Hammond Public Library as well as any patron using the Hammond Public Library's facilities, to abide by this policy. The Hammond Public Library will not tolerate sexual or any other type of harassment of or by any of its employees or appointed officials.

The Hammond Public Library takes allegations of sexual harassment very seriously. Any person who believes that they have been the victim of sexual harassment is urged to promptly report the harassment directly to the Executive Director. No supervisor or manager has the authority to condition any tangible job benefit on an employee's putting up with or agreeing to any conduct that may violate this policy. If an employee believes that he or she has been deprived of any job benefit or that he or she has been threatened, he or she should immediately report it to one of the individuals listed above.

The Library will investigate all complaints of harassment with care. If the Library determines that harassment has occurred, any offending employee will face prompt and severe discipline up to and including immediate discharge from employment.

### SEE ALSO:

BP 1101 Adoption and Approval of Policy  
BP 1102 Review of Policies  
BP 1103 Administrative Regulations  
BP 1200 Library Board – Director Relationships  
BP 1400 Open Communication  
BP 2010 The Director  
BP 2011 Appointment of the Director  
BP 2012 Function of the Director  
BP 2013 Moving and Interview Expenses  
BP 3110 Board of Finance and Investment Policy  
BP 3155 Public Purchasing Policy  
BP 4001 Employment of Relatives  
BP 3170 Official Bond-Officers and Employees  
AR 1414 Grievance Procedure

BY-LAWS FOR BOARD OF TRUSTEES (Continued)

AR 1421 Dismissals

## BP 1101 ADOPTION OF POLICY

Adoption and approval of governing policy for the Hammond Public Library is a function reserved entirely to the Board of Trustees. The numbered, adopted and approved written Board Policies shall serve as the continuing legal regulations of the Hammond Public Library.

Suggestions or proposals for numbered, written Board Policies and/or revisions of Board Policies may originate with individual members of the Board, the Board as a whole, or the Executive Director. The Executive Director shall act as an advisor to the Board in the adoption and approval of numbered, written Board Policies.

The final adoption and approval of numbered, written Board Policies shall occur only after the Board has considered the original written suggestions, proposals and/or revisions at a previous meeting. The formal adoption and approval of numbered, written Board Policies shall be recorded in the official minutes of the Board. Only those numbered, adopted and approved written Board Policies shall be regarded as the continuing official Board Policies.

The Executive Director shall maintain a written compilation of all numbered, adopted and approved written Board Policies for the information and guidance of all employees and members of the public.

See Also:

Union Contract, Article I, Section 1.4 Management Rights  
BP 1102 REVIEW OF POLICIES

## BP 1102 REVIEW OF POLICIES

Numbered, adopted and approved written Board Policies should normally be reviewed at periodic intervals. In reviewing these Board Policies, those deemed in urgent need of review and consideration by Board members or the Executive Director shall have priority.

See Also:

Union Contract, Article I, Section 1.4 Management Rights  
BP 1101 ADOPTION AND APPROVAL OF POLICY

## BP 1103 ADMINISTRATIVE REGULATIONS

The Executive Director is the chief Executive Officer who shall have the power to institute administrative regulations governing the Library which logically stems from adopted and approved Board Policies.

All administrative regulations must be consistent with the policies of the Board.

See Also:

Union Contract, Article I, Section 1.4 Management Rights

BP 1200 LIBRARY BOARD – DIRECTOR RELATIONSHIPS

BP 2010 THE DIRECTOR

BP 2012 FUNCTION OF DIRECTOR

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 1200 LIBRARY BOARD - DIRECTOR RELATIONSHIPS

The development of policies for the governing of the Hammond Public Library System by the Board of Library Trustees, and the administration of those policies by the Director, call for a high order of devotion, statesmanship, and integrity. It is the utmost importance that the Board and the Director work in an atmosphere of mutual respect, trust and good will.

The development of policies is the most important function of the Board. The execution of the policies is the function of the Director. The Board recognizes the administrative responsibility of the Director to manage the library system within established policies. The Director shall then be held responsible by the Board for results.

BOARD RESPONSIBILITIES

1. Select the Director. Support the Director in the discharge of duties.
2. Adopt policies governing the operation of the libraries.
3. Adopt annual budget.
4. Consider and approve vouchers and payrolls.
5. Appoint all employees upon the recommendation of the Director.
6. Adopt salary schedules and other personnel policies.
7. Receive and discuss reports of the Director concerning the progress of the library in terms of achievement of goals and performance of staff.
8. Receive and consider reports of business transacted, business pending, and the financial status of the system.

DIRECTOR RESPONSIBILITIES

1. Administer the library system.
2. Recommend policies to the Board. Carry out all policies adopted by the Board.
3. Prepare and submit the annual budget to the Board for consideration.
4. Approve and direct all purchases and expenditures within the limits of appropriations approved by the Board.
5. Recommend for Board approval candidates for employment.
6. Formulate and recommend personnel policies. Be responsible for assignment of all personnel.
7. Formulate and administer means of evaluating staff members and report findings to the Board formulate and administer a program of supervision of staff and services. Duties and responsibilities may be delegated, but the Director has responsibility for performance of staff.
8. Prepare reports upon status of budget. Prepare annual report on the operation of the Library and such other reports requested by the Board.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-1200 LIBRARY BOARD - DIRECTOR RELATIONSHIPS (continued)

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| 9. Counsel with the Director affording a group judgment, on recommendations for extensions or adjustments of the scope of library activities.  | 9. Provide professional leadership for the program of the library. Keep the Board continuously informed on the progress and condition of the Library             |
| 10. Consider recommendations for capital outlays, adopt plans for improvements, and determine the means for financing them.  | 10. Develop plans for maintenance, improvements or expansion of buildings and facilities needed to provide properly for an adequate library program.             |
| 11. Reflect the wishes of the community and represent the needs of the Library before the patrons of the district and legislature.   | 11. Facilitate communication between the community and the Board regarding the Libraries and plan means of keeping the community informed about library matters. |
| 12. Act as a court of final appeal for employees and patrons in cases which may be appealed from the decision of the Director. Board Decisions should be reached after hearing testimony from the Director and the appealing party, but without either party present during the Board's final deliberations. | 12. Make decisions in line with Board policy. Appeals from such decisions may be heard and decided by the Board.   |
| 13. Negotiate the Union Contract.  | 13. Schedule executive sessions of the Board, beginning 180 days prior to the termination date of the contract to review recommendations and/or proposals.       |

## BP 1300 CODE OF ETHICS AND COMPLIANCE

### PRINCIPLES:

The Hammond Public Library is dependent on the trust of its community to successful achievement of its mission. Therefore, it is crucial that all Board members and employees conduct business with the highest level of integrity, avoiding any impropriety or the appearance of such, and therefore commit to the following principles of operations and conduct.

1. We provide the highest level of service to all Library users through appropriate and usefully organized resources, equitable service policies, equitable access, and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor Library resources.
3. We protect each Library users' right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.
4. We recognize and respect intellectual property rights.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institution.
6. We do not advance private interests at the expense of Library users, colleagues, or our employing institution.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institution or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

See Also:

Union Contract:

- Article II Non-Discrimination
- Article VI Discipline
- Article XXVI Education/In-House Training
- Article XXVII Health and Safety

BP 1300.1 ETHICS COMPLIANCE CONDUCT STATEMENT

BP 1301 CONFLICT OF INTEREST

BP 4000 EQUAL EMPLOYEMENT OPPORTUNITY

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 5301 HAMMOND PUBLIC LIBRARY BILL OF RIGHTS  
BP 5306 COLLECTION DEVELOPMENT POLICY  
BP 5307 PUBLIC AND STAFF COMPUTING RESOURCES USE  
BP 5308 COMMUNICATIONS ACCOMODATIONS  
BP 5323 COPYING OF MATERIALS  
BP 5350 PRIVACY OF LIBRARY CIRCULATION RECORDS AND REGISTRATION FILES POLICY  
BP 5360 INSPECTION OF PUBLIC RECORDS  
BP 8005 SOCIAL MEDIA POLICY  
BP 8030 PATRON & STAFF CONDUCT  
AR 1403 COMPLIANCE WITH HEALTH INSURANCE PORTABILITY AND ACCOUNTABLITY ACT (HIPPA)  
AR 1426 DISCIPLINE  
AR 1507 ENCOURAGEMENT OF FURTHER EDUCATION  
AR 9100 COMMUNICATIONS ACCOMODATIONS

BP 1300.1 ETHICS COMPLIANCE CONDUCT STATEMENT

Ethics Compliance Conduct Statement  
Hammond Public Library

As an employee/Board of Trustees Member for the Hammond Public Library, I pledge to conduct the business of the Hammond Public Library with the highest level of integrity, avoiding any impropriety or the appearance of impropriety. As an agent of the Library, I will act according to the highest ethical and professional standards of conduct as expressed in the ethics policy.

In doing business solely by and for the Library, I will follow sound financial practices, including accurate financial reporting and responsible fiscal management. I will refrain from engaging in activities that conflict with my Library fiduciary, legal and ethical obligations to and for the Hammond Public Library.

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

Print Name: \_\_\_\_\_

## **BP 1301 - Conflict of Interest**

Indiana Code 35 Article 44.1 addresses offenses against public administration. Official misconduct on behalf of a public servant that involves the commitment of an offense in the performance of the public servant's official duties violates Statutory Conflict of Interest [IC 35-44-1-3].

### **Purpose**

The purpose of the Board policy is to cultivate organizational efficiency with procedures that ensure effectiveness. For efficiency, the *Library* Board and the administration are responsible for developing guidelines that ensure ethical and professional standards of conduct.

#### **A. Definition of Conflict of Interest:**

Indiana Code 35 Article 44.1 states a public servant who knowingly or intentionally:

- 1) Has a pecuniary interest in; or
- 2) Derives a profit from a contract or purchase connected with an action by the government entity served by the public servant, commits conflict of interest, a Level 6 felony [IC 35-44.1-1-4(b)]

#### **B. Exception for Compensation and Expenses**

Indiana Code 35 Article 44.1 states a public servant is not prohibited from receiving compensation for services provided as a public servant or for expenses incurred by the public servant as provided by law [IC 35-44.1-1-4(c)]

#### **C. Other Exceptions**

Indiana Code 35-44-1-3 does not prohibit a public servant from having a pecuniary interest in or deriving a profit from a contract or purchase connected with the governmental entity served under any of the following conditions:

- 1) If the public servant:
  - a) Is not a member or on the staff of the governing body empowered to contract or purchase on behalf of the governmental entity;
  - b) Function and performs duties for the governmental entity that are unrelated to the contract or purchase; and
  - c) Makes a disclosure as provided in IC 35-44.1-1-4(d) [IC 35-44.1-14(c)(6)]
- 2) If the contract or purchase involves utility services from a utility whose rate structure is regulated by the state or federal government [IC 35-44-1-4(c)(3)]

#### **D. Definition of Pecuniary Interest**

Indiana Code 35 Article 44.1 states a public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of:

- 1) The public servant; or
- 2) A dependent of the public servant who:
  - a) Is under the direct or indirect administrative control of the public servant; or
  - b) Receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant [IC 35-44.1-1-4(a)(3)]

#### **E. Definition of Dependent**

Indiana Code 35 Article 44.1 states a dependent may be any of the following:

- 1) The spouse of a public servant;
- 2) A child, stepchild, or adoptee of a public servant who is:
  - a) Unemancipated; and
  - b) Less than 18 years of age
- 3) Any individual more than one-half of whose support is provided during a year by the public servant [IC 35-44.1-1-4(k)]

#### F. Disclosure Requirements for Public Servant with Pecuniary Interest

Indiana Code 35 Article 44.1 states the disclosure as required must:

- 1) Be in writing;
- 2) Describe the contract or purchase to be made by the governmental entity;
- 3) Describe the pecuniary interest that the public servant has in the contract or purchase;
- 4) Be affirmed under penalty of perjury;
- 5) Be submitted to the governmental entity and be accepted by the governmental entity in a public meeting of the governmental entity before final action on the contract or purchase;
- 6) Be filed within fifteen days after final action on the contract or purchase with; (a) the state board of accounts; and (b) with the clerk of the circuit court in the county where the governmental entity takes final action on the contract or purchase; and
- 7) Contain, if the public servant is appointed, the written approval of the elected public servant (if any) that appointed the public servant.

#### G. Defense

Indiana Code 35 Article 44.1 states it is not an offense in a prosecution under the section that the public servant's interest in the contract or purchase, and:

- 1) All other contracts and purchases made by the governmental entity during the twelve (12) months before the date of the contract; or
- 2) Purchase was two hundred fifty dollars (\$250) or less [IC 35-44.1-1-4 (c) (2)]

#### H. Conflict of Interest Disclosure Statement Form

Indiana Code 35 Article 44.1 states the designated attorney for the governmental entity or a private attorney should be consulted to:

- 1) To determine if a conflict of interest disclosure statement form should be filed; and
- 2) To determine if the format of the *Library* conflict of interest disclosure statement form is sufficient

#### I. Consultants - Statutory Conflict of Interest [IC 5-16-11]

Pursuant to Indiana Code 5-16-11-5.5, a consultant has a conflict of interest if the following apply:

- 1) The entity has given a gift or gifts:
  - a) To the consultant, consultant's spouse or the unemancipated children;
  - b) That have a total fair market value of more than one hundred (\$100.00) dollars; and
  - c) Within the preceding year
- 2) The consultant, consultant's spouse or unemancipated children have an equitable or a legal interest in real property the value of which:

- a) Either is at least five thousand (\$5,000.00) dollars or comprises at least ten (10%) percent of the net worth of the consultant, the consultant's spouse, or the unemancipated children; and
  - b) Has been or would be increased or decreased if a contract were awarded to the entity
- 3) The consultant or the consultant's spouse is employed by the entity;
  - 4) The entity is the sole proprietorship or professional practice of the consultant or the consultant's spouse;
  - 5) The consultant or the consultant's spouse is a partner in the entity;
  - 6) The consultant or the consultant's spouse is an officer or a director of the entity; and
  - 7) The consultant, the consultant's spouse, or the unemancipated children own stock or options to purchase stock in the entity, and:
    - a) The stock or the options to purchase stock have a fair market value of more than ten thousand (\$10,000.00) dollars; and
    - b) The subdivision does not apply to the following:
      - i. Time deposits or demand deposits in a financial institution; and
      - ii. An insurance policy

#### J. Definition of Consultant

Indiana Code 35 Article 44.1 states a consultant means an individual who, under a contract with the state or a political subdivision, does either of the following for the state or the political subdivision:

- 1) Evaluates bids for contracts;
- 2) Awards contracts; and
- 3) The term consultant does not include a public employee (as defined in IC 34-6-2-38), and:
  - a) An individual is not required to be a party to the contract with the state or political subdivision to be a consultant [IC 5-16-11-2]

#### K. Definition of Entity

Indiana Code 35 Article 44.1 states as used and referred to in the policy, an entity means a person that:

- 1) Submitted a bid to be evaluated by a consultant; or
- 2) Was awarded a contract by a consultant (IC 5-16-11-3.5)

#### L. Disclosure Requirements for Consultants or Entity

Indiana Code 35 Article 44.1 states a conflict of interest must be disclosed as follows:

- 1) A consultant shall file a conflict of interest disclosure if the consultant has a conflict of interest under IC 5-16-11-5.5;
- 2) The disclosure must describe the conflict of interest;
- 3) The consultant shall file the disclosure within ten (10) days of the earlier of the following events:
  - a) The closing day for receipt of bids; and
  - b) The award of the contract
- 4) The consultant shall file the disclosure required by IC 5-16-11-6 with the governing board, if the consultant contracts with the political subdivision [IC 5-16-11-7]; and
- 5) The consultant shall make the disclosure required by IC 5-16-11-6 under affirmation [IC 5-16-11-6,7,8]

#### M. Disclosure Penalties

Indiana Code 35 Article 44.1 states the following:

- 1) A consultant who fails to file the required disclosure commits a Class A infraction [IC 5-15-11-11]; and
- 2) A consultant who files a false disclosure is subject to the penalties for perjury under IC 35-44-2-1 [IC 5-16-11-12]

N. Lucrative Office

Article 2, Section 9 of the Constitution of Indiana, states in part:

- 1) ". . . no person may hold more than one lucrative office at the same time, except as expressly permitted in this Constitution."; and
- 2) Any person holding two (2) offices which have been or may be deemed lucrative should obtain the written opinion of the attorney for the unit; or
- 3) Units served to determine compliance with Article 2, Section 9 of the Constitution of Indiana

**BP 1302 - Conflict of Interest Disclosure Form**

Uniform Conflict of Interest Disclosure Statement  
(Indiana Code 35-44-1-3)

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. Public servants have a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a *dependent* of the public servant who is under the direct or indirect administrative control of the public servant; or receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant.

Dependent means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in I.C. 31-3-4-1) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half of whose support is provided during a year by the public servant. The following only contains excerpts from I.C. 35-44-1-3.

1) **Name and Address of Public Servant Submitting Statement:**

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2) **Title or Position With Governmental Entity:**

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3) a) **Governmental Entity:** \_\_\_\_\_

b) **County:** \_\_\_\_\_

4) **Name of Contractors or Vendors:**

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5) **Description of Contracts or Purchases** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable):

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6) **Description of My Financial Interest** (Describe in what manner the public servant or *dependent* expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contracts or purchases; if reasonably determinable, state the approximate dollar value of such profit or benefit. Attach extra pages if additional space is needed):

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7) **Approval of Appointing Officer or Body** (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state supported college or university):

I (We) being the \_\_\_\_\_ of \_\_\_\_\_ and having the  
(Title of Officer or Governing Body Name) (Governmental Entity Name)

power to appoint the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act

\_\_\_\_\_  
\_\_\_\_\_  
(Elected official) (Office)

8) **Effective Dates** (Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):

\_\_\_\_\_  
\_\_\_\_\_  
(Date Submitted) (Date of Action on Contract or Purchase)

9) **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting to the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Public Servant)

Within 15 days after final action on the contract or purchase, copies of this statement must be filed with the following entities:

State Board of Accounts, Indiana Government Center South  
302 West Washington Street  
Room E418  
Indianapolis, Indiana 46204-2765

and the Clerk of the Circuit Court of the county in which the governmental entity executed the contract or purchase. A copy of this disclosure will be forwarded to the Indiana State Ethics Commission.

## **Conflict of Interest and Ethics Statement of Agreement**

As a public servant and a Hammond Public Library employee / Trustee, I duly promise to conduct business with the highest level of integrity, avoiding any impropriety or the appearance of impropriety.

I shall perform in accordance with the highest ethical and professional standards of conduct as expressed in the Ethics policy. I will disclose pecuniary interest in contracts and purchases if the contract or purchase results in or is intended to result in an ascertainable increase in income or net worth.

I shall follow sound financial practices including accurate financial reporting and responsible fiscal management. I shall refrain from activities that engage conflict of interest regarding my fiduciary responsibility that involves the Library including any such legal and ethical obligation of the Library.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 1400 OPEN COMMUNICATION

It is the policy of the Board of Trustees to encourage open communication of all staff and the general public. The library board's primary objective is to establish policies that will direct a course of action the entire library system will follow. This body is a committee of members charged to ensure that the public need is met, and that the library is running well. Liberty shall be granted to those with concerns regarding the general operations, policies, and procedures of the library and its board. Concerned patrons and staff are welcome to address their concerns by either of the following measures:

- 1) Written notification, which shall include the date of the letter along with the name, address, and telephone number of the concerned party.
- or
- 2) Presenting their concerns at the "open expression" segment of the board meeting.

All staff are recommended to take the following steps prior to expressing their concerns at a board meeting. Staff are encouraged to do this so that the matter can reach a quick resolution. Their concerns should be presented in the following order, first to:

- 1) The supervisor
- 2) A union representative and the supervisor
- 3) The Labor Management Committee
- 4) The Director and the Union President
- 5) The Library Board of Trustees

No staff member will suffer repercussions for verbalizing concerns or giving input to the Board of Trustees. But, proper protocol should be followed when presenting concerns to the board as a whole. This process is separate from the established grievance procedures. It does not justify ignoring or bypassing any steps in the normal chain of command of library business.

Policy adopted December 17, 1996, Policy Revised July 26, 2011

## BP 2010 THE DIRECTOR

The Director shall carry out policies of the Board of Library Trustees in the administration of the Hammond Public Library System. The Director shall be directly responsible to the Board for the total administration of the Hammond Public Libraries. The Board shall vest in the Executive Director the necessary authority and shall provide the necessary support to carry out such administration.

### POSITION TITLE

Individuals appointed by the Library Board of Trustees to perform the duties of the Director on a temporary basis will hold the title of Interim Director.

Individuals permanently hired into the position will hold the title of Director.

The Board reserves the right to promote the Director to the title of Executive Director in observance of duties performed beyond the scope identified in the Director's job description and demonstrable success.

To prevent confusion, in all Board Policies and Administrative Regulations, Director will be the term used to refer to the individual holding the position of Interim Director, Director, or Executive Director.

See Also:

Union Contract, Article I, Section 1.4 Management Rights

BP 1103 ADMINISTRATIVE REGULATIONS

BP 1200 LIBRARY BOARD – DIRECTOR RELATIONSHIPS

BP 2011 APPOINTMENT OF THE DIRECTOR

BP 2012 FUNCTION OF DIRECTOR

## BP 2011 APPOINTMENT OF THE DIRECTOR

The Board of Library Trustees shall appoint a qualified librarian to serve as Director. The Board shall utilize proper professional services to assist in determining qualifications of candidates and in determining the process for screening and selecting, the most qualified individual.

See Also:

BP 1200 LIBRARY BOARD – DIRECTOR RELATIONSHIPS

BP 2010 THE DIRECTOR

BP 2012 FUNCTION OF DIRECTOR

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-2013 MOVING AND INTERVIEW EXPENSES

The Board of Trustees may reimburse prospective professional employees for expenses reasonably incurred while interviewing. New professional employees may also be reimbursed for reasonable moving expenses.

The maximum amount the Library will pay for interview expenses is  $2/3$  of the cost or a cap of \$500.

The maximum amount the Library will pay for moving expenses is  $2/3$  of the cost or a cap of \$3,000.

## BP 3000 - Fiscal Policy

The Hammond Public Library Board of Trustee recognizes that the fiscal management of funds consist of allowable expenditures, budgeting, economic support, operating procedures and revenue sources including uniform compliance guidelines.

### **Purpose**

The purpose of the Board policy is to cultivate organizational efficiency for financial procedures that ensure efficacy. The Board and the administration shall be responsible for developing guidelines that ensure an overall fiscal accountability structure. The Board shall strive to provide reasonable assurance the fiscal objectives are achieved by:

- Adopting a proposed budget that adequately funds the Library's vision;
  - Ensuring an integrated system of internal controls be present, functioning and operating;
  - Attending workshops for Trustees required by the State Board of Accounts;
  - Analyzing and responding to fiscal risks including corruption, errors, fraudulent actions, management override and misappropriation including periodic review;
  - Encouraging organizational planning via budget procedures;
  - Emphasizing the importance of financial contribution and exploring all practical sources of income;
  - Establishing assessed fees and fines including penalties;
  - Requiring fundamental principles of accounting and reporting procedures; and
- Maintaining a level of expenditures necessary to provide programs and services

## BP 3100 BUDGET

The annual library budget shall be prepared from the best estimates that can be obtained.

The Director will each year, as directed by the Board, present to the Board for consideration, preliminary estimates of the budgetary needs of the library system for the next fiscal year.

After the budget has been adopted, it shall be the responsibility of the Director to see that all personnel use the budget effectively.

See also:

BP 3000 FISCAL POLICY

BP 3120 PREPARATION OF BUDGET DOCUMENT

BP 3130 PUBLICATION OF BUDGET

BP 3140 REVIEW OF BUDGET

BP 3150 ADOPTION OF BUDGET

AR 8010 CALENDAR OF FINANCIAL OPERATIONS AND BOARD APPROVALS

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 3110 BOARD OF FINANCE AND INVESTMENT POLICY

The duly appointed members of the Hammond Public Library Board are the fiscal body of the Library and thus constitute the Board of Finance of the Hammond Public Library. The members serve without compensation. (IC 5-13-7-5, IC 33-1-2-6)

Annual Meeting

The Hammond Public Library Board of Finance shall meet annually after the first Monday and on or before the last day of January to elect a president and secretary, review the written report of the Library's investments during the previous calendar year and review the Library's investment policy. (IC 5-13-7-6,7)

Fiscal Officer

The duly elected treasurer of the Hammond Public Library Board is the fiscal officer of the Library. The treasurer shall serve without compensation. (IC 20-14-2-5)

Deposits

All funds received by the Library shall be deposited in one or more designated depositories not later than the business day following receipt and shall be deposited in the same form in which they were received. (IC 5-13-6-1)

Investments

The Library fiscal officer is authorized to invest Library funds in:

1. Securities or discount notes backed by the full faith and credit of the United States Treasury or fully guaranteed by the United States and issued by the United States Treasury, a federal agency, a federal instrumentality or a federal government sponsored enterprise;
2. Deposit accounts issued or offered by a designated depository;
3. Agreements, commonly known as repurchase agreements (including standing repurchase or resale agreements, commonly known as sweep accounts), with depositories designated by the state board of finance as depositories for state investments, involving the purchase and guaranteed resale of any interest-bearing obligations issued or fully guaranteed by the United States, any United States government agency or any instrumentality of the United States government;
4. Obligations issued, assumed or guaranteed by the International Bank for Reconstruction and Redevelopment or the African Development Bank. (IC 5-13-9)

Investments made by the Library's fiscal officer must have a stated final maturity of not more than two (2) years after the date of purchase of entry into a repurchase agreement. (IC 5-13-9-5.6)

BP 3110 BOARD OF FINANCE AND INVESTMENT POLICY (continued)

Investment Cash Management

The Hammond Public Library Board of Finance may contract with a Library or state designated depository for the operation of an investment cash management system. (IC 5-13-11-1)

Prohibited Investments

The fiscal officer may not purchase securities on margin or open a securities margin account for the investment of Library funds. (IC 5-13-9-9)

Transaction Accounts

The fiscal officer of the Library shall maintain deposits that are invested or reinvested in at least two (2) of the Library's designated depositories. (IC 5-13-9-4)

## BP 3111 BOARD OF FINANCE OVERSIGHT BODY

The Hammond Public Library Board of Trustees recognizes that the fiscal management of funds consist of allowable expenditures, budgeting, economic support, operating procedures and revenue sources including uniform compliance guidelines.

### PURPOSE

The purpose of this Board policy is to cultivate organizational efficiency for financial procedures. The Board and the Library Administration shall follow strategic guidelines administered by the Internal Control Standards to ensure fiscal accountability. The Board shall also strive to provide reasonable assurance that the fiscal objectives set out by the Library Administration and the Standards for Internal Controls are achieved.

### PROCEDURAL GUIDELINES THAT INVOLVE THE BOARD OF FINANCE

Three (3) Library Board Trustees shall serve as the Board of Finance Oversight Body. The members of the Oversight Body shall be selected in the same manner and immediately following the annual selection of Board Officers. The Board Treasurer must be one of the members of the Oversight Body. These trustees shall serve without compensation (I.C. 5-13-7-5; I.C. 33-1-2-6).

### BI-ANNUAL BOARD OF FINANCE MEETING

On a bi-annual basis, the Board of Finance Oversight Body, shall meet during the first and third quarters each year. At these meetings, the following tasks shall be accomplished in conjunction with the duties and responsibilities established in BP 3110;

- Elect a Board of Finance President, (the Treasurer of the Board of Trustees shall serve both Boards), and a Secretary;
- Review the written Investment Report for investments acquired during the previous calendar year and review the Investment Policy and its procedures (I.C. 5-13-7-6,7)
- Review the Internal Controls Policy and procedures related to fiscal management;
- Review the Internal Controls Fiscal Management Compliance Checklist;
- Review the Internal Controls Fiscal Management Compliance Agreement Statements

See Also:

BP 3110 BOARD OF FINANCE AND INVESTMENT POLICY

Indiana Codes:

- IC 5-13-7-5
- IC 5-13-7-6
- IC 5-13-7-7
- IC 33-1-2-6

## BP 3115 - Materiality Policy

### Trustees Directive

Whereas, IC5-11-1-27(j) requires erroneous or irregular material variances, losses, shortage, or thefts of political subdivision funds or property shall be reported immediately to the State Board of Accounts; and

Whereas, State Examiner Directive 2015/16 directs each political subdivision to determine its own policy on materiality; and

Whereas, the Hammond Public Library does not condone any erroneous or irregular material variances, losses, shortages or thefts of political subdivision funds or property but recognizes that relatively small items may not justify the cost of the involvement of the State Board of Accounts;

Now, therefore, I René L. Greenleaf, Executive Director of the Hammond Public Library and the Board of Trustees do hereby direct as follows (with the explanation of substantial loss being greater than \$2,000.00) do direct:

- 1) All substantial erroneous or irregular variances, losses, shortages, or thefts of the Hammond Public Library funds or property or funds or property of which the Library holds in trust, shall be reported by the Executive Director to the Board of Trustee or their designated executive committee.
- 2) It will be the policy of the Secretary of the Board of Trustees to report to the State Board of Accounts any substantial erroneous or irregular variances, losses, shortages or thefts of cash in excess of \$500.00, except for inadvertent clerical errors that are identified and are timely and promptly corrected with no loss to the Library.
- 3) It will be the policy of the Trustee Board to report promptly to the State Board of Accounts any substantial erroneous or irregular variances, losses, shortages, or thefts of non-cash items in excess of \$1,000.00 estimated market value, except for those resulting from inadvertent clerical errors or misplacements that are identified and are timely and promptly corrected with no loss to the Library, except for losses from genuine accidents.
- 4) All Library Board Members are asked, and all Library Employees and agents are directed to comply with this policy as outlined in our Resolution to Establish Internal Controls as the Board of Trustees endorses it.
- 5) Any patron who creates substantial loss, theft, damage and/ or destruction to library material or property, shall be reported to the Executive Director and the Board of Trustees of the Hammond Public Library. They in turn, shall report such offenses to the proper authorities.
- 6) Any patron in excess of the maximum of charges assessed for library fines/fees shall be submitted to the collection agency for resolution.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-3120 PREPARATION OF BUDGET DOCUMENT

The Director shall determine the manner in which the annual budget is to be compiled. He shall also establish a budget calendar.

The Director shall present the proposed annual budget to the Board together with recommendations on the needs of the library system. The Board will review the proposed budget and make recommendations at scheduled board meetings.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-3130 PUBLICATION OF BUDGET

The budget shall be advertised in accordance with the prevailing state legislation.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-3140 REVIEW OF BUDGET

The Director shall recommend to the Board a date for a special public meeting devoted to a discussion of the budget.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-3150 ADOPTION OF BUDGET

The Board shall meet on the fourth Thursday of the month of August for a public hearing on the budget for the next calendar year.

## BP 3155 PUBLIC PURCHASING POLICY

The Hammond Public Library is a governmental body that is authorized to enter into contracts under the Indiana Public Purchasing Law. The Hammond Public Library will conform in every regards to IC 5-22-~~1-1~~ et seq. The Hammond Public Library is the "Purchasing Agency."

The "Purchasing Agent" of the Hammond Public Library is the Director of the Library and those who the Director may delegate authority. Those others who may be authorized by the Purchasing agent to make routine purchases are commonly the Assistant Director, the Head of Resource Services, Circulation Services, Youth Services, the Administrative Services Manager, and the Maintenance Services Manager.

The Board of Trustees or the Purchasing Agent will purchase services on the basis of provisions of the contract, cost, experience of the offer or any other factor deemed appropriate to the services being purchased.

In order to be in compliance with Indiana Code, contracts require vendor certification that the vendor is not engaged in any investment activities in Iran (IC 5-22-16.5). The Indiana State Board of Accounts emphasizes that the law applies to all contracts. A vendor certification form will be attached to all vendor contracts for future auditing purposes.

The Library will obtain a credit card(s) with no fee or a competitive annual fee that will best fit the library's needs. The credit card accounts will be used to facilitate business transactions that are consistent with the current budget and policies.

### SMALL PURCHASES

Purchases below \$75,000 are considered small purchases and may be authorized by the Purchasing Agent.

### BOARD REVIEW

Purchases costing more than \$75,000 are to be presented to the Board of Trustees for review, selection, and/or approval.

### STATE REQUIREMENTS

All items costing between \$50,000 and \$150,000 will be purchased only after inviting three (3) quotes from persons known to deal in the lines or classes of supplies to be purchased. The Library will follow all the proper steps for competitive bidding procedures or the inviting of quotes as required by statute or by the guidelines of the appropriate state agency.

Purchase requirements may not be artificially divided so as to constitute a small purchase (IC 5-22-8-1).

All items costing over \$150,000 will be purchased following competitive bidding procedures (IC 5-22-7).

## BP 3160 APPROVAL OF CLAIMS

All claims for payment for goods and services shall be prepared in the manner prescribed by the State Board of Accounts. Each claim shall be listed by number, description, and amount in the minutes of a regular or special meeting of the Library Board and such list shall be approved and signed by a majority of the Board.

See Also:

AR 8008 PAYING BILLS WITH PRIOR APPROVAL

AR 8010 CALENDAR OF FINANCIAL OPERATIONS AND BOARD APPROVALS

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-3161 SALES AND DISPOSAL OF BOOKS AND EQUIPMENT

Items deemed obsolete by the Director may be disposed of by the most expedient method determined if not otherwise covered by law. The Director shall report the proposed disposition of such items to the Board for approval.

Books, periodicals and audio-visual materials which are deemed outdated or no longer fit for circulation or reference purposes are to be considered of null value and assigned discard status.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-3170 OFFICIAL BOND-OFFICERS AND EMPLOYEES

The Treasurer of the Board, and any of the employees of the library whom the Board shall deem necessary to be bonded, shall give a corporate surety bond in an amount to be determined by the Board for the faithful performance of duty and the proper accounting of all funds and securities which may come into his or their hands. All bonds shall be written by an insurance company licensed to do business in the State of Indiana, make payable to the State of Indiana, approved by the Board and filed and recorded in the office of the county recorder.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP3180 CAPITAL FIXED ASSET POLICY

This policy will be used to provide accountability and to safeguard capital assets as defined herein

Capital assets include such items as: land, easements, right of ways, land improvements, buildings, building improvements, construction in progress, machinery and equipment, vehicles, infrastructure, books, works of art and monuments.

Capital assets with an estimated useful life of more than one year and an original cost of \$5,000 or more will be accounted for as capital assets. In addition, the aggregate of all books and similar materials with a useful life of more than one year, regardless of the original cost, will be considered capital assets. For accountability and safeguarding of assets an inventory will be kept on all computers and on all items costing less than the thresholds noted above, but more than \$500, which will be classified as non-capitalized assets.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4000 EQUAL EMPLOYMENT OPPORTUNITY

- A. The Board of Library Trustees will provide equal employment opportunities for applicants and employees in every aspect of employment. Discrimination because of age, ancestry, color, disability, domicile, national origin, political preference, race, religion, sex, or sexual preference is prohibited.
- B. The Director and Administrative Staff will communicate and work with all employees so that equal employment opportunity is a continuing reality. The Director will ensure that equal employment opportunity hiring practices are maintained.
- C. The Director will cooperate with all civil rights agencies in order to facilitate the achievement of a program of nondiscrimination.
- D. Employment tests that are determined to be without bias will be administered for designated job classifications.
- E. An objective job evaluation system will be used to determine the classification for all positions and to ensure employees are paid equitably for the work per formed.
- F. Sexual harassment of staff members or applicants for employment by Library supervisors and/or staff is unacceptable behavior and will not be tolerated or condoned. The Library will take appropriate corrective action to remedy any situation which is brought to its attention.
- \_\_\_\_\_ G. All employees have the right to work in an environment free from conduct which can be considered harassing, intimidating, hostile or offensive. It is the responsibility of Library supervisors to ensure compliance with this policy.
- H. Grievance procedures have been established and are available to applicants and employees. Charges of discrimination will be immediately investigated and processed.

Policy adopted June 27, 1974  
Policy revised May 26, 1983  
Policy revised January 24, 1991  
Policy revised August 31, 1992  
Policy revised October 12, 1992

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 4001 EMPLOYMENT OF RELATIVES

Close relatives of Board members or the staff shall not be employed by the Library. "Close relatives" shall be defined as parent, sibling, spouse, child, grandchild, grandparent, mother/father-in-law, brother/sister-in-law, daughter/son-in-law, other relative, or friend with whom the staff member has a mutually acknowledged relationship as the above.

Policy adopted February 23, 1978  
Policy revised May 24, 1993  
Policy revised August 29, 1994

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

## BP 4010 BACKGROUND CHECK POLICY

In accordance with Indiana Code IC 36-12-1-14 and to protect patrons and staff, the Hammond Public Library requires an inquiry into the personal background of each applicant recommended for employment by the Director and on each recommended volunteer who is eighteen (18) years of age or older. The background check will include an expanded national criminal history check, a national sex offender registry check, and as applicable, an inquiry with relevant former employers and explanations of employment gaps. Offers of employment and approval of volunteer/internship are contingent upon results of these background checks.

Due to the confidential nature of the results, only authorized human resources staff will conduct criminal history and sex offender registry checks. Records will be maintained in secure files in Administrative Services.

### RECOMMENDED APPLICANTS

A nation-wide criminal history and sex offender registry check will be conducted on each applicant recommended for employment prior to the first day of employment. Applicants will be informed during the interview process of this condition and will be required to sign a consent form for the background check process for further consideration for employment. An offer of employment is contingent upon the results of the required checks.

### EMPLOYEES

A nation-wide criminal history and sex offender registry check is required on all library employees. Employees will be required to sign a consent form for the background check. Refusal to sign the required consent form may result in disciplinary actions. Initial checks for existing employees as of January 1, 2021 will be conducted for twenty-percent of existing employees annually. Thereafter, checks are to be updated every five (5) years.

### VOLUNTEERS AND INTERNS

Volunteers or interns (paid or unpaid), more than eighteen (18) years of age are subject to the same requirements for criminal history and sex offender registry checks as employees. Volunteers will be required to sign a consent form for the background check. Refusal to sign the required consent form may result in rescission of an opportunity to volunteer. Initial checks for existing volunteers as of January 1, 2021 will be conducted for twenty-percent of existing volunteers annually. Thereafter, checks will be repeated every five (5) years for long-term volunteers.

Volunteers participating in the city's college tuition program are required to obtain at their expense a local criminal history check directly from the Hammond Police Department. The completed document must be received by the Assistant Director and on file at the library prior to beginning any hours.

The Hammond Public Library does not conduct criminal history checks on youth volunteers who are under the age of eighteen (18) or who are enrolled at the middle or high school levels.

## CONSIDERATIONS

The Director may rescind an offer of employment or an offer to perform volunteer work for the Library, and may take disciplinary action up to and including termination of employment or revocation of volunteer/internship status related to the results of the background checks. The following factors will be considered for applicants:

- The nature of the crime and its relationship to the position
- The time since the conviction
- The number (if more than one) of convictions
- Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the Library's operations, employees and/or patrons and vendors

Unless specifically provided otherwise in this policy, any costs associated with obtaining the criminal history and sex offender registry checks shall be borne by the Library.

**See Also:**

AR 1000 SELECTION OF PERSONNEL

AR 1024 BACKGROUND CHECKS

AR 1025 BACKGROUND INVESTIGATION CONSENT

AR 1030 INTERSHIPS

AR 1350 VOLUNTEER GUIDELINES

AR 7000 PROGRAMMING

AR 7015 PROGRAM PROPOSAL

BP 4105 INTERSHIP POLICY

BP 4111 CONDITIONS OF EMPLOYMENT

BP 4170 LIBRARY VOLUNTEERS

BP 4000 Equal Employment Opportunity

Indiana Code IC 36-12-1-14

HAMMOND PUBLIC LIBRARY  
HAMMOND, INDIANA

BP 4100 POSITION CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

<b><u>Job Title</u></b>	<b><u>Requirements</u></b>
<b>Director</b>	A Master's degree in Library Science from an ALA accredited program, 10 years experience as a Librarian, which includes 3 years of administrative experience and eligibility for Librarian Certificate 1 in Indiana.
<b>Assistant Director</b>	A Master's degree in Library Science from an ALA accredited program, 3 years experience as a Librarian and eligibility for Librarian Certificate 2 in Indiana.
<b>Division Head</b>	A Master's degree in Library Science from an ALA accredited program, 3 years experience as a Librarian and eligibility for Librarian Certificate 2 in Indiana OR an equivalent combination of education and experience as required by division assigned and eligibility for Librarian Certificate 2 in Indiana.
<b>Branch Librarian</b>	A Master's degree in Library Science from an ALA accredited program and eligibility for Librarian Certificate 3 in Indiana OR an equivalent combination of education and related library experience.
<b>Senior Librarian</b>	A Master's degree in Library Science from an ALA accredited program and eligibility for Librarian Certificate 3 in Indiana OR an equivalent combination of education and related library experience.
<b>Administrative Assistant</b>	An Associate or Bachelor's degree in a business related subject OR an equivalent combination of education and related experience.
<b>Financial Specialist</b>	An Associate or Bachelor's degree in a business related subject OR an equivalent combination of education and related experience.
<b>Automation Specialist</b>	Two years of college or technical school and one year related experience OR an equivalent combination of education and experience.
<b>Librarian, Librarian-Floater</b>	A Master's degree in Library Science from an ALA accredited program and eligibility for Librarian Certificate 3 in Indiana OR an equivalent combination of education and related library experience.
<b>Maintenance Services Manager</b>	A High School diploma or equivalent and four years related maintenance experience.
<b>Graphic Artist/Exhibit Coordinator</b>	Two years of college or technical school and one year related experience OR an related amount of education and experience.

<b>Automation Technician</b>	Two years of college or technical school OR equivalent amount of education and related experience.
<b>Public Information Coordinator</b>	Two years of college in journalism/communications or related field OR equivalent amount of education and related experience.
<b>Acquisitions Specialist</b>	High School diploma or equivalent and a minimum of one year related experience.
<b>Secretary/Procurement</b>	High School diploma or equivalent and a minimum of one year related experience.
<b>Lead Janitor</b>	High School diploma or equivalent and related experience.

BP 4100 POSITION CLASSIFICATIONS AND MINIMUM QUALIFICATIONS (continued)

**Information Serv. Lib. Asst.** High School diploma or equivalent and 2 years related experience.

**Branch Assistant,  
Circ. Asst./Reg. Coordinator,  
Circ. Asst./Mtg. Room Coord.,  
Circ. Asst./Audio Vis. Coord.,  
Clerical Assistant-Floater,  
Youth Services Assistant** High School diploma or equivalent and related experience.

**Technical Services Assistant,  
Circulation Services Assistant,  
Information Services Assistant-ILL,  
Janitor** A High School diploma or equivalent is required.

**Youth Services Page,  
Processor** A High School Diploma or equivalent is required.

**Page** High School enrollment, or a high school diploma or its equivalent is required.

(Certificates issued by Indiana Library Certification Board)

Policy adopted May 14, 1992

Policy revised July 27, 1992 (Job Title Changes)

Policy revised October 17, 1994, December 19, 2000, January 30, 2001, July 21, 2009, December 29, 2009

HAMMOND PUBLIC LIBRARY  
SALARY SCHEDULE

Policy Revised 7/27/92, 10/17/94, 7/1/95, 7/1/96, 9/30/96, 7/1/97, 9/1/97, 7/1/98, 7/1/99, 7/1/00, 7/1/01, 7/1/02, 7/1/03, 7/1/04,  
7/1/05, 7/1/06, 7/1/07, 11/1/08, 7/1/09, 7/24/09, 07/01/12, 7/01/15, 3/29/16, 7/1/16, 7/1/17, 7/1/18, 7/1/19

Grade	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
11	Executive Director	Salary Determined by the Board of Trustees						
10	Assistant Director	\$ 62,305	\$ 64,797	\$ 67,386	\$ 70,081	\$ 72,884	\$ 75,797	\$ 78,828
9	Head, Circ. Services Head, Info. Services Head, Tech. Services Head, Youth Services	\$ 51,920	\$ 53,997	\$ 56,155	\$ 58,399	\$ 60,736	\$ 63,165	\$ 65,691
8	Admin. Services Manager Maintenance Services Manager Information Services Manager	\$ 47,203	\$ 49,090	\$ 51,052	\$ 53,089	\$ 55,214	\$ 57,421	\$ 59,717
7	Financial Analyst Automation Specialist Senior Info. Serv. Lib.	\$ 42,911	\$ 44,625	\$ 46,410	\$ 48,263	\$ 50,194	\$ 52,204	\$ 54,292
6	Acquisitions Spec. Automation Technician Graphic Artist Infor. Services Librarian Librarian - Floater Public Information Cord. Technical Services Lib. Youth Services Librarian	\$ 39,008 \$19.75	\$ 40,567 \$20.53	\$ 42,191 \$21.35	\$ 43,876 \$22.20	\$ 45,632 \$23.10	\$ 47,456 \$24.01	\$ 49,351 \$24.98
5	Info. Serv. Lib. Assistant Lead Janitor Secretary/Procurement	\$ 32,507 \$ 16.45	\$ 33,806 \$ 17.10	\$ 35,158 \$ 17.80	\$ 36,564 \$ 18.50	\$ 38,028 \$ 19.24	\$ 39,550 \$ 20.02	\$ 41,133 \$ 20.81
4	Cler. Asst. - AV Coord. Cler. Asst. - Floater Cler. Asst. - Mtg. Rm. Cord. Cler. Asst. - Registration Tech. Serv. Asst. Bib. Rec. Youth Services Assistant	\$ 28,265 \$ 14.31	\$ 29,397 \$ 14.87	\$ 30,571 \$ 15.47	\$ 31,796 \$ 16.10	\$ 33,068 \$ 16.73	\$ 34,391 \$ 17.41	\$ 35,768 \$ 18.10
3	Circulation Asst. Clerical Asst. - Outreach Infor. Serv. Asst. - ILL Janitor	\$ 25,698 \$ 13.00	\$ 26,724 \$ 13.52	\$ 27,795 \$ 14.06	\$ 28,905 \$ 14.63	\$ 30,063 \$ 15.21	\$ 31,265 \$ 15.83	\$ 32,512 \$ 16.45
2	Tech. Serv. Asst. - Process. Youth Services Page	\$ 23,363 \$ 11.83	\$ 24,297 \$ 12.30	\$ 25,269 \$ 12.79	\$ 26,277 \$ 13.29	\$ 27,331 \$ 13.82	\$ 28,423 \$ 14.38	\$ 29,561 \$ 14.95
1	Page	\$ 8.53	\$ 8.84	\$ 9.16	\$ 9.52	\$ 9.90	\$ 10.24	\$ 10.63

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 4102 POSITION CLASSIFICATION POINTS

<u>Salary Grade</u>	<u>Point Spread</u>	<u>Job Title</u>
11	2,500 and Over	Director
10	2,300 - 2,499	Assistant Director
9	2,100 - 2,299	Head, Circulation Services Head, Information Services Head, Technical Services Head, Youth Services
8	1,900 - 2,099	Branch Librarian
7	1,700 - 1,899	Administrative Assistant Automation Specialist Financial Specialist Maintenance Services Manager Senior Information Services Librarian
6	1,500 - 1,699	Acquisitions Specialist Automation Technician Branch Youth Services Librarian Graphic Artist/Exhibit Coordinator Information Services Librarian Librarian - Floater Public Information Coordinator Technical Services Librarian Youth Services Librarian
5	1,300 - 1,499	Information Services Librarian Assistant Lead Janitor Secretary/Procurement
4	1,100 - 1,299	Circulation Assistant/Audio Visual Coordinator Branch Assistant Clerical Assistant - Floater Circulation Assistant/Meeting Room Coordinator Circulation Assistant/Registration Coordinator Technical Services Assistant (Cataloging) Youth Services Assistant
3	900 - 1,099	Branch Library Janitor Clerical Assistant - Outreach Program Circulation Assistant Information Services Assistant - ILL Janitor Janitor/Courier Technical Services Assistant - (Clerical)
2	750 - 899	Technical Services Assistant (Processing) Youth Services Page
1	749 and Under	Page

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4105 INTERNSHIP POLICY

A limited number of academic internships are available to students majoring in library science, computer science, and related fields.

The Library will accept interns only to the extent and at the times that it can provide successful management and oversight and for areas of service that fall within the mission and goals of the Library.

Interns can be very valuable to the Library, bringing added talent, different perspectives, and fresh approaches to an activity or service. The Library must also offer a genuine educational opportunity for “on-the-job training” in particular services and/or special projects.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4106 TRAINING POLICY

To develop and maintain an outstanding workforce and Library Board of Trustees capable of supporting the Hammond Public Library's vision and mission statements and its goals.

Goals

- Acquaint new staff and newly appointed Board members with the goals, history, traditions, policies, and divisions of the library.
- Convey to employees the importance of job training to maximize patron satisfaction.
- Provide continuous learning opportunities for staff and Library Board.
- Plan, implement and evaluate ongoing staff training.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4107 STAFF MEETINGS

The library will conduct two (2) mandatory staff meetings per year. There will be one (1) staff meeting semiannually with the library closing for the day. All staff will be required to attend the meeting. Any exceptions are outlined in AR 1016. All staff will be paid for attending the meetings.

The full day staff meetings will be reviewed and approved for the preceding year at the December Library Board Meeting.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 4108 COMPLIANCE WITH HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT  
(HIPAA)

The Hammond Public Library will comply with the Health Insurance Portability and Accountability Act (HIPAA) as required by law.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 4110      SALARY COMPENSATION OF EMPLOYEES

Salaries of persons appointed to the staff will be in accordance with the Salary Scale. Salary adjustments will be made in accordance with Board Policies and are effective July 1<sup>st</sup>.

Policy adopted October 24, 1974  
Policy revised January 24, 1980  
Policy revised May 14, 1992  
Policy Revised December 18, 2007

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4110.3 COMPENSATORY PAY

Out of class pay will be paid for all hours worked in a higher classification if the employee works more than five (5) consecutive days in the higher classification. Special assignments in a higher classification approved by the Director will also be paid the higher classification.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4111

CONDITIONS OF EMPLOYMENT

- A. Full time positions have a work schedule of 38 hours a week for 52 weeks of the year. Part time positions are all positions that have less than 38 hours of work per week for 52 weeks of the year. All positions are budgeted per the number of hours to be worked per week per year.

Full-time employees required to work on their regular day off shall be credited with plus time at the rate of time and one half after 40 hours. All staff members will be paid or receive plus time for a mandatory staff meeting that is scheduled beyond their regular work hours.

Employees will be paid time and one half their hourly rate of pay or credited with plus time at the rate of time and one half after 40 hours of work. Plus time is to be used within the pay period if it can be arranged without affecting library service.

The work week for all employees includes evenings, Saturdays and Sundays. Employees are required to work any of these days and times to meet the service needs of the Library.

- B. All new employees will serve a probationary period not to exceed six months. If the employee's performance is not satisfactory during the probationary period, the supervisor may recommend termination.

If still employed at the end of the fifth month, the employee will be evaluated in writing by the supervisor using the evaluation form. The supervisor will recommend if the employee will continue in the same position, if a change in position is needed, or if a change in duties is needed. Steps needed to improve job performance will be noted. If an employee is recommended for continued employment, this recommendation is not a guarantee of employment for a definite period of time.

Staff benefits are noted in BP 4114. Vacation accumulation and personal business days will not be granted during the first year of employment, but will be retroactive to the date of employment if the employee is recommended for continued employment. Earned time may not be used until completion of one year of employment. In special circumstances, the Director may grant permission to use earned time prior to completion of the one year period. Hospital, medical and life insurance will be available for those eligible during the initial six month period upon completion of the enrollment forms.

Performance will be evaluated again on the employee's anniversary date for all employees or, when requested by the supervisor, at any time during the year.

The official employment date shall be the effective date on the Personnel Report approved by the Board of Trustees. The effective date marks the beginning of the initial six month period and will also be used in determining seniority. Seniority means an employee's length of continuous service with the Library since the last date of hire.

The Library will follow the just cause standard of progressive and corrective action through established disciplinary procedures that are applied evenly. All problems should be resolved at the lowest possible level. Staff members covered by the Union contract may have a Union Steward present. Management may also have a second person present. Staff members will be made aware of the behavior expected by the Library, and that disciplinary action will be taken when the standards are violated. An employee will be encouraged to correct unacceptable behavior. The discipline taken will depend on the specific infraction, circumstances of the violation, and the service record of the employee. The reasons for termination by the Library may be, but are not limited to, unsatisfactory job performance, or refusal to carry out assigned duties. All new employees will be informed about this policy.

- C. New employees will be placed at the appropriate step on the approved salary schedule. The salary schedule is determined by the Board of Trustees. Placement will be based upon training and experience.
- D. When a holiday observed by the Library falls on a full time employee's regular day off, the employee will be granted 8 hours plus time. This time may be paid at the regular salary rate or taken off during the week in which the holiday occurs. The arrangement will be worked out with the supervisor.
- E. Supervisors may allow flexible scheduling as long as there is continuation and coverage of services at the work location, no additional expense will be incurred by the Library, and the work schedules of other staff members will not need to be changed to accommodate the request unless it is mutually agreed upon. Flexible scheduling is the adjustment of the work day when requested by a staff member, not affecting the total hours required to work during the week.
- F. Staff members are allowed one fifteen (15) minute rest period for every four (4) hours worked, or thirty (30) minutes for a full day. The rest period(s) may be added together for one break but may not be added to the meal period or arrival or departure time. Employees working less than four (4) consecutive hours are allowed one (1) ten (10) minute rest period for each three (3) hours worked. Staff members whose jobs require extended physical exertion or visual concentration for long periods, or job-related stress may take reasonable additional intermittent breaks.
- G. Staff members are allowed an unpaid meal period of one (1) hour each shift unless another arrangement is mutually agreed upon between the employee and the supervisor. If the meal period is on the employee's time, she is entitled to leave the building. When a staff member cannot leave the building because of coverage needs, the meal period will be paid.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 4111.1 DISCIPLINE

The Library agrees with the tenets of progressive and corrective discipline to improve employee behavior and/or performance and to discipline employees. Maintenance of discipline is the sole and exclusive responsibility of the Library. Employees shall be disciplined or discharged only for just cause and in a timely manner.

The purpose is to establish a safe and pleasant workplace, protect the well-being and rights of all employees, focus on the future, and make a commitment to reach appropriate behavior. Progressive and corrective discipline may be oral warning, written warning, probation, transfer, suspension (with or without pay), or termination.

In certain situations, the Director may recommend to the Board of Trustees the termination of an employee. If the offense is not sufficiently grave to merit termination, the Director may impose disciplinary action and/or reinstate the probationary period up to six months.

An employee recommended for termination has the right to a hearing before the Board. An appeal must be made in writing prior to the date of the regular Board meeting. Relevant documentation, witnesses, and supporting material should be presented at this time. The Board will at this time concur or revise the recommendation of the Director.

In extraordinary circumstances the Director may immediately suspend an employee until the Board can take final action.

The Library has established the following examples of offenses that warrant reprimand or discipline, which include but are not limited to:

1. Harassing or intimidating staff members or job applicants.
2. Commission of a felony.
3. Reporting to work under the influence of alcohol or illegal drugs.
4. Unlawful manufacture, distribution, dispensing, possession, or use of alcohol or illegal drugs in the Library.
5. Commission of a lewd or immoral act, or an act of physical violence on another staff member or patron.
6. Theft.
7. Actions which would cause the Library to lose revenue.
8. Unexcused absences or tardiness.
9. Deficiency or neglect of assigned duties.
10. Leaving work station without obtaining supervisor's approval.

BP 4111.1 DISCIPLINE (continued)

11. Failure to report to work within the prescribed time limits following a leave of absence for extended illness, injury or personal reasons.
12. Failure to lock up a firearm or other weapon in the workplace.
13. Intentional failure to follow the Universal Precautions Policy in handling blood or body fluids, as stipulated in the instructions issued with the Bodily Fluid Disposal Kit.
14. Failure to notify the Library of a criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction.
15. Failure to follow the policy on prohibited areas for smoking.
16. Failure to maintain appropriate personal appearance, including cleanliness, for assigned work.

## BP 4112 PANDEMIC POLICY

Should a pandemic affect our community, the library will comply with requests from the Lake County Health Department, or other government agencies, or practices recommended by the Center for Disease Control and Prevention (CDC) to assist in checking the spread of the disease. This may involve closing some or all library facilities for the duration of the crisis or institute specific parameters. Staff illness may also force closing of some or all facilities for a period of time. Measures, procedures or steps taken during a pandemic event will be unique to the situation at hand. The library will adhere to any Executive Order at the local, county, state, or federal levels.

### THE PUBLIC

In the event the library is closed as part of a quarantine implementation:

- All events scheduled to take place in library facilities will be cancelled
- Every attempt will be made to maintain electronic resources and services to provide information and recreation for the public
- Library facilities will be made available to public health officials to be used as staging, screening, or treatment sites, or for other purposes to help protect the safety and welfare of the public
- Overdue fees for borrowed library materials will be waived for the duration of the closing

If the library remains open during a pandemic, or re-opens after a pandemic closure, the Library Board of Trustees will issue parameters for facility availability, library services, and staff and patron conduct. In the uncertain climate of a pandemic, the Board can approve movement between levels of implementation based on the state of the pandemic locally, statewide, or nationally. The following may apply based on location or situation:

- Patrons entering library facilities must comply with any safety precautions which will be posted at facility entrances, including but not limited to: patrons must wear protective masks when in the building, or patrons must social distance at six feet intervals
- Normal hours of operations may be adjusted
- Patron capacity limits may be applied to facilities, floors, departments, or rooms
- Movement and/or access to some portions of the library may be temporarily limited, adjusted or restricted
- Public computer use/access may be temporarily limited, adjusted or restricted
- Physical material accessibility may be temporarily limited, adjusted or restricted
- Guidelines for materials checkout may be temporarily altered

### THE STAFF

In the event the library is closed as part of a quarantine implementation:

- Most staff will be instructed to stay home for the duration of the quarantine period
- Management staff will work, if they are needed, during a pandemic when the library system is closed

- Some staff members may be required to report to library facilities for various reasons. Examples would include maintenance staff needed to protect the property, IT staff needed to keep essential computer systems operating, management staff needed to direct operations, finance staff needed to process payrolls, etc. Other staff members may be requested to work as needed.
- Staff will be provided with Personal Protective Equipment (PPE) and trained for proper use.
- Employees not currently on a lay-off status will continue to be paid at their normal weekly rates and receive their applicable insurance benefits

If the library remains open during a pandemic, or re-opens following a pandemic closure the Library Board of Trustees will issue parameters for facility availability, library services, and staff and patron conduct. In the uncertain climate of a pandemic, the Board can approve movement between levels of implementation based on the state of the pandemic locally, statewide, or nationally:

- Staff members will be expected to report for work as instructed
- Staff will not be allowed to use sick bank or unscheduled benefit time simply because they are worried or concerned about leaving their homes
- Staff will be required to wear masks or other specified protective gear while inside the library if plan indicates
- Staff will be required to social distance if plan indicates

However, some staff members may find it necessary to stay home, in these instances, documentation must be provided:

- Because they are ill
- Are needed to care for dependents
- Are quarantined because of illness in the household

In such cases, individuals will be required to use (in the following order) accumulated sick days, benefit time, or unpaid personal leave.

Staff who are ill and report to work may be sent home and required to use (in the following order) accumulated sick days, benefit time, or unpaid personal leave.

See Also:

AR 9150 PANDEMIC EVENTS

AR 9501 PATRON VIOLATION PROCEDURES

BP 8030 PATRON BEHAVIOR POLICY

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4113 LEAVE FOR PERSONAL ILLNESS OR INJURY

Administrative Services will provide each employee a written statement annually in January showing the total number of days accumulated sick bank credited to the employee. A copy of this statement will be filed in the employee's personnel folder.

During the leave for illness or injury, the health insurance will be paid by the Hammond Public Library for the first twelve (12) weeks at the same amount that was paid for the employee prior to the leave.

The employee shall notify the Director in writing of the intent to take leave except in case of emergency and may be asked by the Director for a doctor's statement establishing the need for such a leave.

The Illness or Injury Leave may be granted for a period of up to one (1) year without pay or increment.

The employee will use earned time and sick time before taking an unpaid leave of absence unless the employee elects not to use earned time.

All requests for leave beyond earned time and accumulated sick leave and earned vacation shall be made in writing to the Director in time for consideration by the Board of Trustees at a regular meeting. The Director shall submit a recommendation to the Board of Trustees.

All benefits to which the employee was entitled at the time the leave of absence commenced, including unused sick leave or vacation time, will be restored upon return to work. A doctor's return to work statement must be submitted to the Director.

An employee who returns to work at the conclusion of an approved leave of absence will be restored to her former position or to a comparable position at the same rate of pay unless it is mutually agreed that changed circumstances makes such a return impossible. Such an employee will retain credit for prior accrued retirement benefits and accumulated seniority.

HAMMOND PUBLIC LIBRARY  
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BP-4113.1 FAMILY LEAVE

The employee shall notify the Director in writing of the intent to take leave and, except in case of emergency, shall give such notice as least thirty (30) days prior to the date on which the leave is to begin.

Family leave may be granted for a period of up to one (1) year without pay or increment.

The employee may elect to use the accumulated leave days or earned vacation days rather than take family leave.

All requests for leave beyond current and accumulated sick leave and earned vacation shall be made in writing to the Director in time for consideration by the Board of Trustees at a regular meeting. The Director shall submit a recommendation to the Board of Trustees.

All benefits to which the employee was entitled at the time the leave of absence commenced, including unused sick leave or vacation time, will be restored upon return to work.

Policy adopted February 22, 1979  
Policy revised January 14, 1983  
Policy revised September 25, 1986  
Policy revised October 17, 1991  
Proposed revision September 9, 1993

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 4113.2 EMPLOYEE ASSISTANCE

Staff members may be faced with personal problems ranging from family and relationship difficulties to financial, legal and health concerns.

Staff members who wish to address any of these concerns are encouraged to consult the file of information on human service agencies, available in Circulation Services and Information Services, or contact the Union Counselors or the Director who can provide referral assistance. The Counselors and the Director will provide a list of referrals, on a confidential basis, which can help with the problem.

The decision to seek or accept the assistance is the personal choice of the staff member.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4115 ABSENCE FOR PROFESSIONAL MEETINGS AND CONFERENCES

Professional leave days with or without pay may be granted upon recommendation of the Director and approval by the Board for the purpose of attending or participating in professional meetings, library workshops, seminars or conferences.

As far as possible, the privilege of attendance at such meetings should be rotated among members. Active participation in programs or committee work shall determine professional leave priority.

Staff members requesting professional leave days shall make their request in writing to the Director well in advance of conference.

The Director shall approve professional leave requests and the Board of Trustees shall authorize such professional leave and may authorize payment of conference expense, dependent upon availability of funds.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 4115.1

REQUEST FOR APPROVAL OF PROFESSIONAL LEAVE

A signed completed form must be submitted to the Director in time for approval by the Library Board at a regular meeting.

(Name of Conference, Workshop or Convention)

(Are you a member?)

(Give Dates)

(Place Where Held)

Is a substitute needed? \_\_\_\_\_

For how many days? \_\_\_\_\_

Attach another sheet outlining purpose and value of attending the meeting for you and HPL.

REQUEST FOR REIMBURSEMENT OF EXPENSES

(Note: Auto and ground travel and lodging are to be shared with other staff or staff from other libraries whenever possible.)

	Amount Requested (Filled in by Staff member)	Amount Authorized (Filled in by Director)	Amount Claimed (Filled in by Financial Specialist)
Auto @ current federal rate	\$ _____	\$ _____	\$ _____
Tolls and Parking	_____	_____	_____
Plane Fare (coach)	_____	_____	_____
Lodging: \$200.00 Daily Maximum (unless otherwise authorized)	_____	_____	_____
Meals: \$45.00 Daily Maximum (unless otherwise authorized)	_____	_____	_____
Registration (Indicate if meals are included.)	_____	_____	_____
Ground Travel (taxi, bus, train)	_____	_____	_____
Other: (Identify)	_____	_____	_____
<b>TOTAL:</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

RECOMMENDATION OF SUPERVISOR:

Yes      No

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

RECOMMENDATION OF DIRECTOR:

\_\_\_\_\_ Recommended

\_\_\_\_\_ Not Recommended

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director



4/27/04

## BP 4116 ABSENCE FOR BEREAVEMENT

In case of a death in the family, employees may be absent with pay not to exceed 38 consecutive working hours for full-time staff and a pro-rated amount based on regularly weekly scheduled hours for part-time staff.

See Also:

Union Contract, Section 15.2 Bereavement

AR 1210 ABSENCE BECAUSE OF BEREAVEMENT

## BP 4116.1 ABSENCE FOR FUNERAL HOME VISITATION AND SERVICES

When work schedules permit, and proper job coverage is available, time may be allowed during a scheduled work day to visit a funeral home or attend a service for a current or former staff member, Board member, or close relative of a staff or Board member.

See Also:

AR 1211 ABSENCE FOR FUNERAL HOME VISITATION AND SERVICES

## BP 4117 ABSENCE FOR JURY DUTY

All employees called for jury duty are excused from work without any deduction from salary, sick leave or vacation allowance.

See Also:

Union Contract, Section 15.3 Jury Duty

AR 1213 ABSENCE FOR JURY DUTY

## BP 4117.1 ABSENCE FOR VOTING

Employees are generally not granted time off work to vote. Federal law and Indiana law do not require employers to do so. Library work schedules allow time to vote between the time of opening and closing the polls.

See Also:

AR 1220 ABSENCE FOR VOTING

## BP 4118 ABSENCE FOR MILITARY SERVICE

Annual service in the Reserves of the U.S. Armed Forces or National Guard by an employee is allowed without any deduction from his or her sick leave or vacation allowance. The Library will pay the difference between the employee's salary and his or her remuneration as a Reservist or member of the National Guard, provided the salary is greater.

See Also:

Union Contract, Section 15.5 Military Leave

AR 1214 ABSENCE BECAUSE OF MILITARY SERVICE

## BP 4119 LEAVE OF ABSENCE WITHOUT PAY

Upon written request, a staff member may be granted a leave of absence without pay. All requests shall be made in writing and submitted to the Executive Director for consideration.

See Also:

Union Contract, Article XV Leaves

AR 1200 EARNED TIME

AR 1201 EARNED TIME DEPLETION NOTIFICATION

AR 1216.1 REDUCTION OF EARNED TIME FOR UNPAID LEAVES OF ABSENCE

AR 1217 LEAVE FOR PERSONAL ILLNESS OR INJURY

AR 1240 UNPAID ABSENCES

## BP 4119.1 UNAUTHORIZED LEAVE OF ABSENCE

Any staff member who fails to report, or does not notify the appropriate supervisor of the inability to report to work for three (3) scheduled work days during a 12-month period will be sent a letter by the Executive Director advising the individual of terminated employment.

Extenuating circumstances will be taken into consideration by the Director.

See Also:

Union Contract, Article XV Leaves

AR 1013.1 UNAUTHORIZED ABSENCE

AR 1216.1 REDUCTION OF EARNED TIME FOR UNPAID LEAVES OF ABSENCE

AR 1217 LEAVE FOR PERSONAL ILLNESS OR INJURY

AR 1240 UNPAID ABSENCES

BP 4111.1 DISCIPLINE

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 4120 OUTSIDE EXPERIENCE FOR SALARY PURPOSES

Full time library experience by a librarian eligible for an Indiana Public Library Certificate, Grade IV or higher, previous to present employment, may be credited for salary purposes, not to exceed a maximum of three years.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 4121

RETIREMENT UNDER THE PROVISIONS OF THE PUBLIC EMPLOYEES RETIREMENT FUND OF INDIANA AND THE FEDERAL INSURANCE CONTRIBUTION ACT

Membership in the Public Employee's Retirement Fund of Indiana is a condition of employment for all full-time salaried employees.

Public Employees' Retirement Fund eligibility of an employee shall be determined as instituted by the rules and regulations of the Public Employees' Retirement Fund of the State of Indiana.

Adjustments in percent (%) amounts and maximum payments to the Public Employees' Retirement Fund by each eligible employee and the Hammond Public Library shall be made as instituted and required by the Public Employees' Retirement Fund of the State of Indiana.

Normal retirement is permitted at age 65 with at least ten years of creditable service. Early retirement is permitted at or after age 50 with at least 15 years of creditable service.

Benefits include monthly payments after retirement, payments to dependent survivors, and disability insurance.

Compulsory participation in the Federal Insurance Contribution Act (Social Security) by all employees of the Hammond Public Library.

Deductions from employee's earnings shall be paid into the Federal Insurance Contributions Act as instituted and required under Federal Law.

The Hammond Public Library's contribution in behalf of each employee to the Federal Insurance Contribution Act shall be equal to each employee's contribution as instituted and required under Federal Law.

Full time employees are members of the Public Employees' Retirement Fund of Indiana and are covered by Social Security provisions. Retirement of the employee is subject to the State and Federal rules and Federal regulations.

Policy adopted February 25, 1977

Policy revised March 22, 1979

Policy revised May 28, 1987

Policy revised December 18, 2007

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 4122 HOLIDAYS

1. All non-probationary employees who are not on layoff status, are paid for ten holidays or have the option to take the time off provided the employee works the last scheduled day prior to the holiday and the first scheduled day after the holiday, unless absence on either or both of these work days is for good cause and not personal convenience. The arrangement will be worked out with the supervisor.
2. All Library locations are closed New Year's Day, Dr. Martin Luther King, Jr., Birthday, President's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, day after Thanksgiving, December 24th, and Christmas Day.
3. All non-probationary employees who are not on layoff status, will be granted a floating holiday with pay on their birthday or within thirty (30) days of the birthday with the approval of the supervisor.
4. At Christmas time the library will be closed as follows:

<u>If Christmas falls on:</u>	<u>The Library will close:</u>
Sunday	Saturday, Sunday, Monday
Monday	Saturday, Sunday, Monday
Tuesday	Sunday, Monday, Tuesday
Wednesday	Tuesday, Wednesday
Thursday	Wednesday, Thursday
Friday	Thursday, Friday
Saturday	Friday, Saturday, Sunday

5. The Main Library is not open on the Sunday designated as Easter. This is not a paid holiday. Bargaining unit members are not required to work on Mother's Day.
6. All Library locations close at 5:00 p.m. on July 3<sup>rd</sup>, day before Thanksgiving, and New Year's Eve. Employees affected by the early closing shall be offered the opportunity to make up the lost hours within the same pay period or use earned time hours.
7. For full-time staff, a holiday week will be 30 hours of work time and the holiday will be counted as 8 hours. If two holidays fall in 1 week, the work week will be 22 hours. In the event a holiday falls on the scheduled day off of a full-time employee, an additional eight hours off will be granted during the same pay period.

BP 4122 HOLIDAYS (continued)

8. If a holiday falls on a part-time staff member's day off, the employee will be given either time off or pay for the total number of hours regularly scheduled in a pay period divided by ten. If a holiday falls on a day the part-time staff member is scheduled to work, the employee will be credited the regularly-scheduled hours.
9. If a birthday holiday falls on an unscheduled day for part-time staff, another mutually agreed upon day will be chosen. The part-time staff member will be paid a prorated amount using the formula found in section 14.7 of the Union contract. If the pro rated amount is less than their regular scheduled hours for that day the employee may add ET hours to get their full scheduled hours. If the part-time employee is in their first year of service they may make up the time during that pay period.
10. An employee may be granted time off for the observance of a religious holiday, provided the time off is made up within the same pay period. The employee also has the option of using Current Time for the time off.

Policy adopted February 25, 1977

Policy revised 11/27/79, 1/11/85, 6/24/86, 3/29/83, 3/25/97, 7/29/97, 12/30/03, 12/29/09

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 4123 INSURANCE - HEALTH, LIFE, DISABILITY, DENTAL AND VISION

A group health, life, and long term disability insurance plan is available for employees regularly scheduled to work at least 30 hours per week. A group dental insurance plan is available for employees regularly scheduled to work at least 20 hours per week. A group vision insurance plan is available for all employees.

BP 4124 INSURANCE - WORKMEN'S COMPENSATION

Workmen's Compensation Insurance shall be provided to all employees as required by law.

Policy adopted February 25, 1977  
Policies revised November 27, 1979  
Policy #4123 revised May 24, 1984  
Policy #4123 revised June 24, 1986  
Policy #4123 revised May 28, 1996  
Policy #4123 revised December 27, 2005  
Corresponding Administrative Regulation - AR 1404

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4125 GRIEVANCE

Grievances are defined as disputes arising between the Library and an employee. Most employees are covered by the Union Contract and the Grievance Procedure spelled out in Article VII. Employees who are not a part of the bargaining unit (Division Heads, Branch Librarians, Administrative Assistant, Maintenance Services Manager, Grade 1 Pages) may follow a similar procedure, except in some cases, a complaint against the supervisor may be a complaint against the Director, eliminating a step in the process. Exempt employees are not represented by the Union.

A grievance may also arise between the Library and the Union which concerns the interpretation, application or claim of breach or violation of the Union Contract, or Board Policy applicable to bargaining unit employees.

The grievance procedure usually consists of four steps: Discussion between the employee and the supervisor; Appeal to the Director; Referral to the Library Board of Trustees; and Arbitration.

Policy adopted June 23, 1988, Policy revised 10/27/09

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 4126 TAX DEFERRED ANNUITY PROGRAM

A tax deferred annuity program will be made available to all staff members.

Policy adopted July 21, 1977  
Policy revised May 28, 1996

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 4127 MILEAGE

Employees and volunteers will be paid the Board-established mileage rate for using their personal car for Library business.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4128 UNIVERSAL PRECAUTIONS POLICY

The Library will provide information on universal precautions to staff members whose job duties may require contact with blood or body fluids. Staff members are directed to follow the guidelines set forth by the Indiana State Board of Health and provided by the Library.

BP-4129 DRUG-FREE WORKPLACE POLICY

The Library will provide a drug-free workplace:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Library or on Library property.
2. The use or possession of drugs or other illegal substances is cause for involuntary termination. (BP-4111.1)
3. The Library has books and other information resources on the dangers of drug abuse in the workplace and information on drug counseling, rehabilitation, and employee assistance programs that are available.
4. Employees will notify the Library of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

## BP 4130 FORMAL EDUCATION REQUIREMENTS

Employees hired in positions that require a stipulated education or certification, shall take the required classes or undergo the necessary examinations to meet the position requirements. The Library will not pay for the courses or give time off, but will adjust the schedule to allow attendance at classes.

At the end of three years, if the courses have not been completed, the employee would be terminated. The Library will consider extenuating circumstances affecting completion of the classes.

See Also:

Union Contract, Article V, Section 5.3 Employees Not Meeting Requirements for Positions

AR 1000 SELECTION OF PERSONNEL

AR 1004 CERTIFICATION

BP 4000 EQUAL OPPORTUNITY EMPLOYMENT OPPORTUNITY

BP 4100 POSITION CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

BP 4111 CONDITIONS OF EMPLOYMENT

BP 4135 CERTIFICATION POLICY

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4131 RECOGNITION OF OUTSTANDING SERVICE

The Board of Library Trustees may present a Certificate of Appreciation to individuals who have given exemplary service to Hammond Public Library and the citizens of Hammond.

This Certificate of Appreciation is the highest honor the Board of Library Trustees can bestow upon an individual.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4132 TRANSFERS WITHIN THE SAME RATE GROUP

Transfers of personnel from one position to another within the same salary rate group may be made by the Director.

A. Voluntary Transfers

An employee who wishes to transfer to another position in the same salary rate group shall file a written statement of such interest with the Director. Such transfers will be made at the discretion of the Director when such action seems in accordance with the needs of the Library and the welfare of the employee.

B. Involuntary Transfers

When involuntary transfers are deemed necessary, such transfers will be discussed in advance with each employee concerned in order to explain the reasons for the action and to give consideration to the employee's wishes to the extent that circumstances permit.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4133 TRANSFERS FROM A FULL TIME TO A PART TIME POSITION

If for reasons of ill health, too many leaves of absence, or non-job related responsibilities, an employee is unable to meet the work schedule or sustain the work load required in a full time position, the employee may be transferred to a part time position; salary to be adjusted as required.

A written and documented statement of the transfer must be signed by the employee after a discussion to explain the reasons for the action and to give consideration to the employee's wishes if circumstances permit.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 4134 JOB ANNOUNCEMENTS

Job announcements for all paid positions in the Library, including positions funded through outside grants and gifts, will be posted.

If the position cannot be filled from within the staff, or by persons currently working in the Library, outside applicants will be sought through widely-distributed announcements.

When transfers are necessary for budgetary or other reasons, and it is not feasible to post the open position, a notice will be distributed to the staff explaining why the position will not be posted.

## BP 4135 CERTIFICATION POLICY

It is the policy of the Library to meet the standards set by the Indiana State Library for certification levels for professional staff members.

It is the responsibility of each of these staff members to maintain the certification level appropriate to the position he/she fills and to pursue the Library Education Units (LEUs) required by the Indiana State Library as of July 1, 2008 for recertification for the professional position he/she holds.

If the staff member is unable to maintain the certification level required by the State Library for the position he/she holds, the Library may demote or dismiss the individual from the position he/she holds.

See Also:

Union Contract, Article V, Section 5.3 Employees Not Meeting Requirements for Positions

AR 1000 SELECTION OF PERSONNEL

AR 1004 CERTIFICATION

BP 4000 EQUAL OPPORTUNITY EMPLOYMENT OPPORTUNITY

BP 4100 POSITION CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

BP 4111 CONDITIONS OF EMPLOYMENT

BP 4130 FORMAL EDUCATION REQUIREMENTS

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4140 PERFORMANCE RATING FOR SALARY PURPOSES

After completion of at least one year of employment, full time employees shall be eligible for consideration annually for salary increases based on job performance ratings carried out in accordance with procedures stated in the Personnel Manual.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4150 PROMOTION

To be eligible for promotion an employee must meet the minimum qualifications given for the position. Upon promotion an employee will receive at least the minimum salary stated for the position in the Salary Schedule.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-4160 EMERGENCY LIBRARY CLOSING

The Director will establish procedures for the emergency closing of a building or the Library system because of weather, comfort, safety, or other emergency condition.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 4170 LIBRARY VOLUNTEERS

The Library recognizes the important roles volunteers play in the operation of the Library and in special services that are beyond the system's financial ability to provide.

Volunteers will not be used to displace current employees or fill open positions. They may be used to supplement work performed by regular Library employees, perform specific tasks which are limited in scope and perform any other function or duty not identified in the above, so long as the use of such personnel has been approved in the Labor-Management Committee. There should be a clear and broad distinction between the work done by employees and volunteers.

The assistance of volunteers is entirely at their own choosing and is not an assurance of a future paid position in the Library. Volunteers do not receive benefits or privileges of paid employees. The Library has the right to refuse the offer of volunteers to assist and to dismiss individuals who cannot provide the assistance needed.

Library employees may volunteer to work in the Library but not at their regular work location.

## **BP 5301 - Hammond Public Library Bill of Rights**

### **Purpose**

The purpose of the administrative *Board* policy is to cultivate organizational efficiency with procedures that ensure effectiveness. For efficiency, the *Library* is responsible for developing consistent guidelines for adequate service operations.

### **Guidelines that Involve the Hammond Public Library Bill of Rights and Its Service Operations**

In collaboration with the American Library Association (ALA), the *Library* advocates and endorses ALA's Library Bill of Rights and its subsequent revisions and interpretations. The *Library* also encourages research and study by maintaining a public service environment that is conducive to lifelong learning, reading and literature.

The following guidelines have been established to affirm that the *Library* seeks to serve as a community forum for information and ideas, and that the following affirmations guide its service operations:

- 1) Books and other material shall provide for community enlightenment, information and interest;
- 2) Material shall not be excluded due to the origin, background or view of those contributing to its creation;
- 3) The *Library* shall provide material and information presenting different views on current and historical issues;
- 4) Material shall not be proscribed or removed due to partisan or doctrinal disapproval;
- 5) The *Library* shall not engage in censorship in the fulfillment of its responsibility to provide information and enlightenment;
- 6) The *Library* shall cooperate with persons, groups and organizations concerned with resisting abridgment of free expression and free access to ideas;
- 7) An individual shall not be denied or abridged the right to use the *Library* due to origin, age, background or view;
- 8) The *Library* shall allow the community to use available exhibit display space and meeting rooms;
- 9) The *Library* shall allow accessibility per availability on an equitable basis, regardless of belief and / or affiliation of an individual, group or organization; and
- 10) Although the *Library* Bill of Rights are unambiguous statements of basic principles, they shall be governed in accordance with service operations

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

## BP 5306 Collection Development Policy

### Mission Statement

#### Mission

Hammond Public Library will encourage lifelong learning by anticipating needs and exceeding expectations in delivering service to the community.

#### Vision

Connecting people, information and ideas.

### Intellectual Freedom

#### Library Bill of Rights

The Hammond Public Library and its Board of Trustees endorse the Library Bill of Rights, adopted by the Council of the American Library Association on June 19, 1939, with subsequent amendments and interpretations included in the latest edition of the *Intellectual Freedom Manual*, published by the American Library Association. For more information, see Appendix A.

#### Freedom to Read

The Hammond Public Library and its Board of Trustees endorse the Freedom to Read Statement, adopted by the Council of the American Library Association on June 25, 1953, with subsequent revisions included in the latest edition of the *Intellectual Freedom Manual*, published by the American Library Association. For more information, see Appendix B.

#### Freedom to View

The Hammond Public Library Board and its Board of Trustees endorse the Freedom to View Statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989, and endorsed January 10, 1990, by the American Library Association Council. For more information, see Appendix C.

## Collection Development and Management

The Hammond Public Library selects, acquires, and provides free and open access to appropriate materials regardless of format. As technology advances and the Hammond community changes and develops, the Library will be both a physical resource and a "virtual" presence in the lives of everyone in our community.

While this policy is established as a guide for the Library's collection development principles, the actual implementation process is continual. Available information and statistics will be regularly reviewed, strategies will be planned, and actions will be executed in order to maintain the collection at the highest possible standards.

## Philosophy and Scope of Collection

Knowledge of our community is essential in making decisions about the Library's collection. Our collection reflects the large, diverse and dynamic community we serve.

The Hammond Public Library defines its primary service audience as residents of Hammond, Indiana. As a secondary audience, we serve all residents of the state of Indiana who are eligible for a library card from the Library, and residents who are eligible for service through reciprocal borrowing agreements. In addition, we serve users from around the world who access our resources via the internet.

The Library collects materials, in a variety of formats, which support its function as a major information source for the demanding needs of our community. The collection also serves the popular and recreational needs of the general public, and reflects the racial, ethnic and cultural diversity of the community.

Customer use is the most powerful influence on the Library's collection. Circulation, customer requests and holds levels are all closely monitored, triggering the purchase of new items and additional copies of high demand items. In addition to user demand, selections are made to provide depth and diversity of viewpoints to the existing collection and to build a high-quality collection.

Inherent in the collection development philosophy is an appreciation for each customer of the Hammond Public Library. The Library provides materials to support each individual's journey, and does not place a value on one customer's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

The Library contains core fiction and nonfiction, and includes material on an enduring nature as well as current interest materials. The collection includes information in multiple formats and represents the diverse viewpoints and interests of the community. The reference collection contains current and historical non-circulating publications to support extensive and in-depth reference services for the general public, students, and businesspeople.

## Selection Criteria

Materials are selected for the Library on the basis of estimated use either intensively for a short period of time, or occasionally over a period of years. The area served, interests of users, and the available space determine the maximum size of the collection. A continuous process of withdrawal ensures that the Library contains works that will be utilized.

In addition to providing current and accurate materials, the broad service and deeper collection responsibilities of the Hammond Public Library requires the retention of older titles. Youth Services will retain Newbery and Caldecott award winning titles and other works in children's literature which have become classics. Information Services will retain older repair manuals, back issues of periodicals and newspapers on microfilm, specialized reference sources, works by local authors or subjects that are locally relevant, and titles which have become standard works in their field.

## Library Role

The Hammond Public Library serves the public by fulfilling specific roles for the community in its selection of materials:

1. Primary Role – Reference Library  
Provide timely, accurate and useful information for residents, businesses and organizations.
2. Secondary Role – Education Support Center  
Assist students of all ages study in meeting their educational objectives.  
Assist adults in pursuing their avocational interests.
3. Popular Materials Library  
Provide current, high-demand, high-interest materials in a variety of formats for all users.

## Adequate Representation of Diverse Viewpoints and Collections

The means to study all sides of controversial issues including individual titles which express unorthodox, partisan and unpopular viewpoints will be provided. Selection goes beyond the demands of individuals or organizations already using the Library to appeal to other segments of the community. Equal access for all users is given, and no attempt is made to censor or label materials on political, religious, or moral grounds. The Hammond Public Library serves as a conduit of information for all of the members of our Community. We serve with pride to provide current, timely, and high-interest information to our constituents. Controversial materials are sometimes available in our collection. However, in compliance with the First Amendment Rights (Freedom of Speech), Intellectual Freedom Principles, and the Library Bill of Rights established by the American Library Association (ALA), in the case of minor children, our Board of Trustees allocates dissemination of information to a child to the right of the Guardian

or Parent. Additionally, because the Hammond Public Library does not censor materials it is the opinion of the Board of Trustees that it is the responsibility of each individual to evaluate the content of the materials selected.

## Purchasing Materials

These basic principles will be considered in selecting materials for the collection:

- Level of materials funding
- Library's mission and service roles
- Positive reviews in reputable library periodicals
- Awards/merit based on industry standard
- Patron Requests
- Community needs, surveys and assessments
- Authority, accuracy, and accessibility of the material
- Currency of information in rapidly changing fields
- Reputation of the author, publisher or issuing body
- Importance of item in providing diversity to the collection
- Importance as a record of the times for present and future use
- A wide range of materials which covers a broad spectrum of viewpoints

The following undesirable criteria is seriously considered in the decision not to purchase materials:

- Materials published more than five (5) years previous if more current materials are available on the topic
- Print materials in loose-leaf binder format
- Print materials in spiral bound format
- Print material smaller than 17 centimeters in height (with the exception of board books for toddlers)
- Nonfiction material in any format that is self-published by the author "without the involvement of an established third-party publisher"
- Non-U.S. publications covering health or law topics
- Textbooks and related workbooks

## Patron Requests

Patrons interested in specific materials may submit a request to the Library. Librarians can inform patrons of the request options available at the time of request. Requests shall be reviewed individually and if the item fall within the scope of the services provides, the Library will order the material for the collection. If items requested are not suited for purchase or are currently out of print, the request will be referred to the Interlibrary Loan Librarian, who will attempt to borrow the item from another library.

## Gifts

The Library welcomes gift of materials which are in good condition as long as they may be accepted without commitment as to final disposition. Gifts are added to the collection according to the same criteria for selection of purchased materials.

Gifts of money for the purchase of materials as memorials or for other reasons will be accepted. The Library will inform the donor and other designated persons how the contribution was used. The wishes of the donor will be followed in the purchase of materials so long as the items conform to the selection criteria.

Donations are final and become the property of the Hammond Public Library.

## Deselection Criteria

The Hammond Public Library employs the CREW method with respect to weeding:

- **C**ontinuous
- **R**eview
- **E**valuation
- **W**eeding

Systematic evaluation of the Library's materials is necessary to provide an up-to-date collection in good physical condition. Librarians decide whether the material should be included in the collection as well as the classification or format of the item.

Weeding is a continual, indefinite process. Materials may be replaced with new editions or copies, or new or similar titles in the subject or genre area. Withdrawals indicate that a collection is receiving care and every effort is made to keep it useful, current and attractive. Other items are withdrawn because they are soiled or torn and cannot be mended or cleaned. Library users are not well served when shelves are crowded and information is inaccurate or outdated.

The Library uses the MUSTIE system as the criteria for deselection of collection materials. The MUSTIE guidelines are as follows:

- **M**isleading (factually inaccurate)
- **U**gly (worn beyond mending or rebinding)
- **S**uperseded (by a new edition or by a better book on the subject)
- **T**rivial (of no discernible literary or scientific merit)
- **I**rrelevant (unrelated to the needs and interests of the Library's community)
- **E**lsewhere (it is easily obtainable from another library)

In addition to the CREW and MUSTIE methods, the Hammond Public Library reviews information and statistics that indicate specific areas of the collection might require weeding in

order to provide room for newer or more relevant materials. These factors include but are not limited to:

- Hammond city population demographics
- Annual circulation statistics
- Educational needs of students and adult learners
- Patron demand for popular materials
- Size and scope of specific collections
- Strategic goals of the Library

## Formats Policy

The Library collects materials in a variety of formats, which may include but is not limited to:

- PRINT: books, documents, periodicals/magazines, newspapers, pamphlets and maps
- AUDIO/VISUAL MEDIA: videos on DVD, audiobooks on CD and cassette, music on CD
- ELECTRONIC MEDIA: databases, software, self-contained electronic books and audiobooks, downloadable materials such as e-books, magazines, audiobooks, videos and music
- OTHER: multimedia kits, microforms, and newly released formats

## Reconsideration of Materials

Complaints about any material(s) owned by the Hammond Public Library and part of the Library's materials collection will be handled as follows:

1. If the user is dissatisfied with an item, they will be asked to fill out the Request for Reconsideration form (see Appendix D) listing the concerns that they have about the item.
2. The form will be forwarded to the Head of Technical Services, who will review the item(s) in question from the standpoint of the concerns expressed.
3. Options for the Head of Technical Services will include, but not be limited to, explaining why the item will be maintained by the Library in its present location, moving the item to a different department of the Library (from Youth Services to Information Services for example), moving the item to non-circulating status or removing the item from a display area, or other appropriate action. Upon request, a written response will be sent to the user explaining the option chosen.
4. A copy of the Head of Technical Services' letter to the user, as well as the user's written statement of concern, shall be given to the Library's Executive Director for informational

purposes.

5. The user may appeal the decision to the Library's Executive Director.

# Appendix A

## The Library Bill of Rights

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

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

Adopted by the Hammond Public Library Board of Trustees May 1987, revised June 1995, and February 2007, January 2016.

## Appendix B

### The Freedom to Read Statement

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

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that

publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

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

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

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

writers to achieve artistic expression.

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

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

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

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

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

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

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

read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Adopted by the Hammond Public Library Board of Trustees May 1987, revised June 1995, and February 2007, January 2016.

## Appendix C

### The Freedom to View Statement

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed (American Library Association, 2015):

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989, and endorsed January 10, 1990, by the American Library Association Council.

Adopted by the Hammond Public Library Board of Trustees May 1987, revised June 1995, and February 2007, January 2016.

## BP 5307 INTERNET SAFETY AND COMPUTING RESOURCES POLICY

The mission of the Hammond Public Library is to provide free and equal access to information, knowledge and independent learning. Computers and the Internet are vital in fulfilling our mission. Public access to the library computers is available to all users of the Hammond Public Library. All users are expected to use these resources in a responsible manner, consistent with the educational, informational, and recreational purposes for which they are provided and to follow published policies and guidelines. Unauthorized, illegal, or unethical activities or failure to adhere to usage guidelines may result in the loss of Internet access, computer or library privileges, and could result in financial responsibility and/or criminal prosecution.

### ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, technology protection measures shall be used to block or filter Internet content. Specifically, as required by the Children's Internet Protection Act (CIPA), blocking shall be applied to visual material deemed (as defined by CIPA):

- Obscene
- Child pornography
- Harmful to minors

Subject to staff supervision, technology protection measures may be disabled during use for adults age 18 or older only for bona fide research or other lawful purposes.

The Internet and its available resources contain a wide variety of material and opinions from varied points of view. In offering Internet access, library staff cannot control web site content beyond its own website, which often changes rapidly and unpredictably. Users are responsible for the web sites they reach.

### CHILDREN AND THE INTERNET

Parents or legal guardians of minor children must assume responsibility for their children's use of the Internet through the Library's connections.

When accessing the Internet through the library, parents and guardians should monitor a child's activity for:

- Access to material inappropriate for minors;
- Safety and security when using electronic mail, chat rooms and other forms of direct electronic communications, including but not limited to;
  - Disclosure of personal information such as full name, address, phone number, social security number, etc.
  - Posting pictures on public sites
  - Chatting with strangers
- Unauthorized access, including so-called "hacking," and other unlawful activities

## WIRELESS ACCESS

The Library offers free wireless access for library patrons to use with their own personal devices. These access points are unsecured and follow the library's CIPA filtering regulations. A patron's use of this service is governed by the Guidelines for Public Computing Resources and Wireless Access Policies.

## ETHICAL USE

It is unacceptable to use the Library's computer system, Internet, online resources, or wireless access for any of the following:

- For any purposes which violate applicable U.S., state, or local laws. Users must respect all copyright laws and licensing agreements pertaining to software, files, and other resources obtained via the Internet.
- Destruction of or damage to equipment, software, or data belonging to the Library
- Disruption or interference of network users or services. Such interference or disruption includes but is not limited to: distribution of unsolicited advertising, harassment, libeling, or slandering other others; propagation of computer worms or viruses.
- Sending, receiving, or displaying texts or graphics which may reasonably be constructed as either obscene or child pornography by community standards.

## STAFF USAGE

Staff computing resources are to be used to advance the Library's vision and mission. Staff may use them only for purposes related to the discharge of their duties as employees, their official business with the Library, and other Library-sanctioned activities, and are to adhere to published policies and guidelines.

See Also:

AR 1426 DISCIPLINE

AR 5701 GUIDELINES FOR PUBLIC COMPUTING RESOURCES

AR 5703 CHILDREN AND THE INTERNET

AR 5707 WIRELESS ACCESS

AR 9501 PATRON VIOLATION PROCEDURES

BP 8030 PATRON CONDUCT

## **BP 5308 - Communication Accommodations**

The Hammond Public Library promotes and supports disability rights, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Library supports the educational, personal and work related needs of the community and is committed to assisting the facilitation of individuals with disabilities. The Library seeks to also provide an environment conducive to sustaining the diversity of its community.

### **Purpose**

The purpose of the Board policy is to cultivate organizational efficiency with procedures that ensure effectiveness. For efficiency, the *Library* board and the administration are responsible for developing guidelines that ensure ethical and professional standards.

- 1) Individuals that need special accommodations related to sign language interpreter services, shall be required to:
  - a) Submit a written request to the Library administration; and
  - b) Requests must be submitted at least two (2) weeks in advance of the event, meeting or program activity.
- 2) Upon receipt of the request, the administration shall attempt to make reasonable efforts to provide interpreter services that do not:
  - a) Alter or restrict the nature of *Library* services, events, meetings or program activities; or
  - b) Result in undue administrative burdens or financial hardship
- 3) All request made for sign language interpreter services, are contingent upon the availability of the interpreter

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-5310      GIFTS AND DONATIONS

The Hammond Public Library accepts gifts and donations which help the Library better serve the needs of the community. The Library reserves the right to decline gifts and donations. All donations are tax-deductible.

The Library assumes no responsibility for appraising or enumerating donations. The donor is responsible for providing value on non-cash contributions. Items accepted by the Library may be set aside for sales and fund raising opportunities.

All gifts are considered irrevocable and unconditional, to be used at the Hammond Public Library's discretion with copyright and reproduction rights as applicable. The Library will consider the wishes of donors when accepting gifts.

## **BP 5311 - Donor Naming Opportunities**

### **Purpose**

The purpose of the administrative *Board* policy is to cultivate organizational efficiency with procedures that ensure effectiveness. For efficiency, the Hammond Public Library is responsible for developing consistent guidelines that address partnership and collaborative initiatives that involve individuals and affiliated 501(c)(3) organizations.

### **Guidelines that Involve Donor Naming Opportunities**

In collaboration with the American Library Association (ALA), the *Library* advocates and endorses ALA's Library Bill of Rights and its subsequent revisions and interpretations. The *Library* encourages research and study by maintaining a public service environment that is conducive to lifelong learning, reading and literature. The *Library* also maintains the authority to establish procedural guidelines that specifically involve opportunities that regard its physical building structures, facilities including other subsequent departments or meeting rooms.

The Board of Trustees shall reserve the right to refuse requests that do not contain the aforementioned guidelines. The Board also reserves the right to refuse requests that involves conduct on behalf of the individual named, is deemed questionable or suspect. Furthermore, the Board may decline donor naming opportunities to any political and religious organization. The Board shall decline any other naming proposal upon discretion. The Board establishes donor assessments based upon the locality and size of its facilities. Upon the discretion of the Board, these recommendations shall change.

The outlined assessments shall accompany administrative regulations. The following guidelines have been established to confirm that the *Library* shall partner and collaborate with organizations:

- Individuals and entities that wish to participate in *naming opportunities* shall be required to submit a formal written request that indicates the following information: individual name of candidate, or name of entity; address and telephone number including the prospective building, department or room;
- A brief biography of the prospective candidate including the purpose for the *naming opportunities* that also details the contribution to the *Library* and / or the Hammond community;
- Upon Board approval, the Executive Director or its designated appointee shall formally contact the individual or entity **prior** to the establishment of any such agreement that involves finance or locality;
- Formal requests received on behalf of an individual / entity interested in the *naming opportunities* shall be placed on the agenda for the next scheduled Board Meeting.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-5312      ADVERTISING IN PUBLIC LIBRARIES

1.      The Board of Trustees recognizes a responsibility to protect the Library from abuses of advertising.
2.      Advertising of any individual, firm or product shall not be permitted on any property owned or rented by the Library except as such advertising is an integral part of Library circulating and reference materials.
3.      Advertising is the public announcement of an individual, product, business or organization with the intent to increase sales or promote a political candidate or party or a religion.
4.      Exceptions may be authorized by the Board of Trustees.

Policy adopted April 28, 1977  
Policy revised January 29, 1991  
Policy revised October 17, 1991

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 5313 REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

1. Persons who wish to register a concern regarding Library material will be given the Citizen's Request for Reconsideration of Library Materials form to complete. The form will be forwarded promptly to the Director. The Materials Selection Committee will review it at their next regular meeting.
2. The Director or designee will inform the patron promptly by letter of the action taken. If the patron is not satisfied with the action taken by the committee, the person may appeal to the Board of Trustees at their next regular meeting. A special meeting may be held if necessary. The final determination regarding the disposition of the request for reconsideration is made by the Board of Trustees.

Policy adopted February 27, 1975  
Policy revised February 12, 1987  
Policy revised October 17, 1991  
Policy revised March 18, 1996

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 5320      PUBLIC SERVICE ROLES

MAIN LIBRARY

Reference Library: Provide timely, accurate and useful information in a variety of formats for residents, businesses and organizations, and access additional sources of information and materials as necessary.

Popular Materials Library: Provide current, high-demand, high-interest materials in a variety of formats for all users.

Education Support Center: Assist students from preschool through undergraduate study in meeting their educational objectives and adults in pursuing their avocational interests.

A Door to Learning: Encourage preschoolers and elementary and middle grade students to develop an interest in reading and learning, and enable parents, caregivers and children to learn together.

E. B. HAYWARD AND HOWARD BRANCH LIBRARIES

Popular Reading Library: Provide current, high-demand, high interest reading materials for all users.

Education Support Center: Assist students from preschool through the 12th grade in meeting their educational objectives.

A Door to Learning: Encourage preschoolers and elementary and middle grade students to develop an interest in reading and learning, and enable parents, caregivers and children to learn together.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-5323      COPYING OF MATERIALS

Subject to applicable laws, all materials which are part of the circulating and reference collections of the Library may be mechanically or photographically copied in the Library by the patron at his or her own cost. Other materials, such as public announcements, may be copied if not prohibited by law.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-5340

LOAN OF LIBRARY MATERIALS

1. All materials except reference items are loaned freely to any Hammond resident registered to use the Library, provided the borrowing privilege has not been restricted for non-payment of fines or unreturned materials. The lending of materials to other borrowers registered in Indiana public libraries is governed by Reciprocal Borrowing Agreements.
2. A non-resident who owns or rents property, owns or manages a business, is a student or teacher in a Hammond school, or participates in a Library-sponsored program such as Great Books or Adult Learning Center, may borrow materials, provided the privilege has not been restricted.
3. Out-of-state residents who do not meet the above criteria may register and borrow materials upon payment of an annual non-resident borrower's fee in an amount established by the Board of Trustees.

Policy adopted March 20, 1975  
Policy revised May 23, 1983  
Policy revised October 17, 1991

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-5341 RECOVERY OF OVERDUE LIBRARY MATERIALS

The Library will make every effort to recover items not returned within the established loan periods. In order that no borrower shall be denied access to needed materials, the Library will employ all reasonable and prudent action, including proper legal measures, to protect and retain its collection for general and repeated uses.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-5350

PRIVACY OF LIBRARY CIRCULATION RECORDS AND REGISTRATION FILES  
POLICY

1. The circulation records and registration files of the Hammond Public Library are confidential regardless of sources of inquiry.
2. Circulation records and registration files shall not be made available to anyone except pursuant to such process, order, or subpoena as may be authorized by law.
3. Upon receipt of such process, order or subpoena, consultation may be made with library's attorney to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.
4. If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released. (The legal process requiring the production of circulation records or registration files shall ordinarily be in the form of subpoena duces tecum [bring your records], requiring the librarian to attend court or the taking of his or her deposition and may require him to bring along certain designated circulation records or registration files.)
5. Any problems relating to the privacy of circulation records or registration files which are not provided for in the above four paragraphs are to be referred to the Director or to the Head, Administrative Division.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-5360 INSPECTION OF PUBLIC RECORDS

1. Except as otherwise specified in this policy, all records maintained by the Hammond Public Library are considered public and are available for inspection by individuals at reasonable times during normal business hours.
2. All personnel file information shall be made available to the employee or his/her representative.
3. Records exempt from public inspection include:
  - A. Circulation and Registration Files
  - B. Personnel files of Library employees, except
    - (i) the name, compensation, job title, business address, business telephone number, job descriptions, education and training background, previous work experience, and dates of first and last employment of present or former employees and appointment dates of trustees of the Library;
    - (ii) information relating to the status of any formal charges against an employee; and
    - (iii) information concerning disciplinary actions in which final action has been taken and that results in an employee being disciplined or discharged.
  - C. Administrative or technical information that would jeopardize record keeping or security system.
  - D. Computer programs, computer codes, passwords, computer filing systems, and other software owned by, or entrusted to, or licensed by the Library and portions of electronic maps entrusted to the Library by a utility.
  - E. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.
  - F. The identity of a donor of a gift made to the Library if the donor requires nondisclosure of his/her identity as a condition of making the gift; or after the gift is made, the donor, or the donor's family, requests nondisclosure.
  - G. Archival Records
    - a. Which can be used to identify any library patron; or

- b. Deposited with, or acquired by, the Library upon a condition that the records be disclosed only: (i) to qualified researchers; (ii) after the passing of a period of years that is specified in the documents under which the deposit or acquisition is made; or (iii) after the death of persons specified at the time of the acquisition or deposit.
  - H. Names and addresses of Library employees which may not be disclosed by the Library to commercial entities for commercial purposes and may not be used by commercial entities for commercial purposes.
- 4. Records being inspected shall not be removed from the premises, and a staff member shall be present during the examination.
- 5. An individual shall be permitted to make copies of any documents examined. If Library photocopiers are used, the individual shall bear the expense and pay the rate currently charged for reproduction of other Library materials. Library staff may not be used to photocopy documents for individual convenience.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 5400 SUZANNE G. LONG LOCAL HISTORY ROOM COLLECTION MANAGEMENT/  
DEVELOPMENT POLICY

\* indicates Public Distribution desired.

MISSION STATEMENT\*

The Suzanne G. Long Local History Room Special Collections supports the overall mission of the Hammond Public Library to provide quality information service through the acquisition and the maintenance and display of documents, printed materials, photographs and carefully selected artifacts which together portray an accurate representation of local history.

GENERAL HISTORY STATEMENT\*

“The Suzanne G. Long Local History Room Special Collections of the Hammond Public Library was established in the 1960s to attract, collect, organize, and preserve materials on Hammond and adjacent communities...” (Mrs Florence Cleveland, “Calumet Room Collection,” 1980. Hereafter cited as Cleveland, 1980).

STATEMENT OF PURPOSE\*

**Intended Use\***

“...for persons seeking information about past events, persons, organizations and geography of the area.”(Cleveland, 1980). The patrons are residents or former residents of Hammond and other local communities within the collective interest area. Some out-of-area patrons occasionally use the Suzanne G. Long Local History Room collections in-person to either locate and obtain copies of obituaries for genealogy research, view photographs out of the yearbook collection or to locate photographs of various buildings and structures within the interest area. Less frequently, students from local public schools and area universities will seek local history information, which is the speciality of the facility. The Suzanne G. Long Local History Room will make every reasonable effort to provide access to its material holdings and collections without regard to patron characteristics. However, the Suzanne G. Long Local History Room is not orientated toward providing full academic support for national or international historical research. Due to the web-hosting of indexed obituaries printed in the Hammond Times, many letters, e-mail queries, and occasionally telephone calls seeking to locate and photocopy obituaries and other types of information are received from all over the United States, Canada, and even European countries. Each query will be responded to as rapidly as possible.

**Scope\***

“The holdings include duplicate local history material currently in the circulating and reference holdings of the Library, local history material withdrawn from those holdings, and types of material not acquired for the Library’s circulating and reference collections.”(Cleveland, 1980). Those types of material include: original and duplicate documents, manuscripts, newspapers (both printed and microfilm), photographs and photographic negatives, directories, books, records, selected artifacts, metal plaques, diorama displays, tapestries, 16mm film, video and audio tape.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-5440

LOANING AND DISPOSAL OF SPECIAL COLLECTIONS  
MATERIALS

1. The Hammond Public Library collection items having an assessed value equal to, or greater than, \$5,000 or items of historical significance or items located in the Suzanne G. Long Local History Room are defined as Special Collections.
2. At the discretion of the Board of Trustees, individual items within the Hammond Public Library's Special Collections may be loaned to other organizations for public display purposes off Hammond Public Library property provided a completed Loan Agreement has been submitted to, and approved by, the Board of Trustees. Approval for individual items under \$5,000 will be considered by the library director.
3. At the discretion of the Board of Trustees, individual items within the Hammond Public Library's Special Collections may be withdrawn and disposed of by gifting or sale to organizations or individuals. Individual items under \$5,000 may be withdrawn and disposed of by gifting or sale to organizations or individuals at the discretion of the library director.

# Loan Agreement

The Hammond Public Library  
564 State Street  
Hammond, IN 46320  
219-931-5100

On this date, \_\_\_\_\_ the Lender agrees to lend of the following Item(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (See attached sheet if necessary)

To (hereafter Borrower):

Name \_\_\_\_\_ Organization \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_

For public display at the following locations:

Name and address of display facility \_\_\_\_\_

For the period beginning and ending on the following dates:

Beginning \_\_\_\_\_ Ending \_\_\_\_\_

In accordance with the conditions listed as follows:

I. Insurance: The borrower is required to have and keep a wall-to-wall insurance policy on the item for the duration of this agreement:

- A. against damage, loss or theft at a minimal amount of \_\_\_\_\_ U.S. Dollars
- B. under policy number \_\_\_\_\_ dated \_\_\_\_\_
- C. issued by the following insurance carrier \_\_\_\_\_

II. Costs: The Borrower will pay all costs unless otherwise noted here: \_\_\_\_\_

III. Display Credit Line: for public display, cataloging and brochure purposes the following credit line should be used: **Courtesy Hammond Public Library.**

V. Special Requirements for item handling, installation and display are: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Additional Loan Conditions

**Item care and protection:** Items borrowed shall be given special care at all times to insure against loss, damage, or deterioration. The Borrower agrees to meet the special requirements for installation and handling as noted above. Furthermore, the Lender may require an inspection and approval of the actual installation by a member of its staff as a condition of the loan and at the expense of the Borrower. No item may be altered, cleaned, or repaired without the written permission of the Lender. Items must be maintained in a building equipped to protect objects within from fire, smoke or flood damage and protected from extreme temperatures and humidity, excess light, and from insects, vermin, dirt, or other environmental hazards. Items must be handled only by experienced personnel and be secured from damage and theft by appropriate brackets, railings, display cases or other responsible means.

**Packing and Shipping:** The Lender agrees to: A). prepare and pack the item(s) for shipment prior to the date scheduled for shipment; B). will specify in writing to the Borrower the condition of the Item when it is prepared for shipment. The Borrower agrees: A). to schedule the pick-up, transportation and delivery of the item(s), to bear all costs of shipping and to insure that portal-to-portal insurance is maintained throughout the shipping process commencing at the beginning date of the agreement and ending at the return of the item into the Lenders possession; B). to immediately notify the Lender in writing of any condition discrepancies found upon unpacking of the item(s) at the display location, any condition discrepancies or alterations arising during the display period ; C). use the same packing and shipping methods to return the item to the Lender.

**Insurance:** Items shall be insured during the above described loan period for the value stated on the face of this agreement. If the insurance is to be carried by the Lender, with the premium billed to the Borrower, this agreement will act as proof of, or as a certificate of, "all-risk" wall-to-wall insurance coverage. If the Borrower carries the insurance policy then the Borrower agrees that the Lender will be named as additional insured. The Lender may also request documentary evidence of coverage in addition to a policy number and name of insurance carrier such as a copy of the policy or a certificate of insurance. If the Borrower fails to secure and/or maintain said insurance, the borrower will, nevertheless, be required to respond financially in case of loss or damage to the item as though said insurance were in effect.

**Reproduction and Credit:** Unless otherwise agreed to in writing, only impromptu photographs by the viewing public are allowed. No other reproduction will be permitted except for digital photographic copies used for catalog and publicity uses as related to the stated purpose of the loan.

**Extensions/ Location Alterations/Cancellation.** Any extension of the loan period must be approved in writing by the Director of the Hammond Public Library and be covered by a parallel extension of the insurance coverage. The Lender reserves the right to recall the item(s) from loan on short notice, if necessary. Furthermore, the Lender reserves the right to cancel this loan for good cause at any time, and will make every effort to give reasonable notice thereof.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-6010 CABLE TELEVISION AND VIDEO MATERIALS IN LIBRARIES

1. The Library will accept the free basic cable service as provided by the franchise agreement with the City of Hammond.
2. Cable television/video will be utilized for special programs presented by the various Library departments.
3. With regard to viewing and recording, no copyright provision will knowingly be violated. Letters of permission, where needed, will be obtained.
4. Selection and loan policies for video media will reflect the criteria in force for other Library materials.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-6020 LIBRARY USE OF PUBLIC ACCESS CHANNEL

1. The Library will take advantage of the public access and production facilities as provided in the local cable television company's franchise agreement with the City of Hammond.
2. The public access channel may be utilized from time to time for broadcasting library-generated programs in a public relations effort.
3. The Library will assume the responsibility for adhering to copyright requirements and will make every reasonable effort to respect the integrity of protected works used in its broadcasts.
4. Copies of finished tapes, together with narratives and scripts of programs, will remain the property of the Library and not that of the individuals who have performed, written, or directed.

# STRATEGIC PLAN 2019-2023

HAMMOND PUBLIC LIBRARY  
HAMMOND, INDIANA



CONNECTING PEOPLE,  
HPL  
INFORMATION & IDEAS

**OUR VISION**  
our aspiration

connecting people,  
information and ideas

**OUR MISSION**  
what we do

the Hammond Public Library is  
dedicated to providing free and equal  
access to information, knowledge, and  
independent learning

**OUR VALUES**  
what we believe

- a competent, well-trained and enthusiastic staff and a fully participating and informed Board of Trustees are essential to the success of the library.
- patrons and staff deserve to be treated in a courteous, respectful, and non-judgmental manner
- input from the community and our partners are valuable tools to improve library services
- intellectual freedom is a right we uphold on behalf of our patrons and we resist efforts to censor information
- technology is an integral part of achieving goals in the 21<sup>st</sup> century

**OUR GOALS**  
how we achieve our mission and fulfill our vision

1. strengthen community connections and celebrate Hammond
2. provide exceptional operational and fiscal management
3. innovate to support 21<sup>st</sup> century access
4. provide robust collections, services, and programs
5. promote learning and personal growth for all individuals

# BY THE NUMBERS

## HAMMOND POPULATION (2016 CENSUS)

Total Population	78,349
Median Age	33.9
Under 5	7.0%
5 – 14	15.0%
15 – 19	7.9%
20 – 24	7.7%
25 – 34	13.8%
35 – 44	13.7%
44 – 54	13.1%
55 – 64	11.1%
65 + older	10.8%
White	53.8%
Black/African American	23.7%
Hispanic/Latino	35.7%

## HPL CARDHOLDERS AS OF AUGUST 2018

Adult Resident	17,781
Teen Residents	1,365
Youth Residents	7,390
Senior Residents	1,807
Outreach	17
Reciprocal	1,645
Non-Resident	312
Inter-Library Loan	2,549
Employee/Board	69
Library Internal	13
E-Access	646
Total Cardholders	33,594
Total Active Cardholders	18,054

## HAMMOND ECONOMIC CHARACTERISTICS (2016 CENSUS)

Individuals below poverty level	23.4%	(15.0% for Indiana)
Families below poverty level	20.3%	(10.7% for Indiana)
Median household income	\$41,685	(\$50,433 for Indiana)

## HAMMOND PUBLIC SCHOOL STUDENTS (IN DEPT OF EDUCATION)

Pre-K to 12 Enrollment	13,868		2016-2017
Free/Reduced Lunch	75.5%	(48.2% for Indiana)	2016-2017
Graduation Rate	76.9%	(87.2% for Indiana)	2016-2017

## OUR PLAN MOVING FORWARD:

Since 1902, the Hammond Public Library has been serving the residents of Hammond. As young Hammond established, grew, and changed, so did the Library. The small organization founded to entertain the affluent citizens of Hammond, has evolved into a public resource open to everyone, regardless of economic or social status.

Since its beginnings, HPL has adapted to meet the needs of the community. When Hammond was growing, so too did HPL. As the industrial and commercial businesses in the city shifted, HPL adapted to meet the needs of the residents. Today is no different.

Collections have changed in content and format. As society becomes more internet and digitally based, we offer more online and downloadable content. As the population's demographics change, we alter our services to meet the needs—an increase in early literacy programs, programming extending out into the communities, and services based on people's needs, whether that need be to learn a new language, get homework help, or increase computer and business skills.

93% of the library's operating budget is derived from property taxes collected. Allocating operating funds and providing optimal materials and services are paramount to HPL's staff and Board of Trustees. Each year the responsibility of the Board is to review and evaluate our progress in meeting the objectives outlined in this plan.

Our goals focus on providing valuable and needed resources and services, strengthening relationships with the community, and maintaining a high level of professional clarity and integrity to service and support the Hammond community and its residents.



# GOAL 1

## strengthen community connections and celebrate Hammond

### We will:

- Meet
- Listen
- Communicate
- Present
- Educate
- Instruct
- Train
- Collaborate

### OBJECTIVES & ACTIVITIES:

- A. broaden partnerships to support civic engagement
  - strengthen bonds with schools, administrators, and teachers
  - grow relationships with city government
  - engage local businesses
- B. engage the underserved audiences
  - target neighborhoods, age groups, and socio-economic levels
  - diverse communities
  - digital natives
- C. celebrate Hammond's history
  - historical Hammond and its residents
  - archival collection
- D. complimentary meeting space
  - community non-profits and organizations
  - individuals and small study groups

GOAL 1	2019	2020	2021	2022	2023	PLAN
MEASURABLES	2017	GOAL	GOAL	GOAL	GOAL	GOAL

Number of collaborative programs, meetings, or events with other organizations	174	4% ↑ 181	4% ↑ 188	4% ↑ 195	4% ↑ 202	4% ↑ 209	20% ↑ 209
Engagement during collaborative programs, meetings or events	1,126	2% ↑ 1,149	2% ↑ 1,172	2% ↑ 1,195	2% ↑ 1,218	2% ↑ 1,240	10% ↑ 1,240
Librarians Around Town (LAT) events	20	20% ↑ 24	20% ↑ 28	20% ↑ 32	20% ↑ 36	20% ↑ 40	100% ↑ 40
Engagement during LAT events	1,052	10% ↑ 1,158	10% ↑ 1,263	10% ↑ 1,368	10% ↑ 1,473	10% ↑ 1,578	50% ↑ 1,578
Local History / Genealogy programs or events	3	4	6	8	10	12	12
Engagement during Local History / Genealogy programs or events	6	10	25	40	55	70	70
Usage of public meeting spaces	113	1% ↑ 114	1% ↑ 115	1% ↑ 116	1% ↑ 117	1% ↑ 119	5% ↑ 119
Attendees of public meetings	1,138	1% ↑ 1,149	1% ↑ 1,160	1% ↑ 1,171	1% ↑ 1,183	1% ↑ 1,195	5% ↑ 1,195
Study room usage	2,142	1% ↑ 2,163	1% ↑ 2,184	1% ↑ 2,205	1% ↑ 2,227	1% ↑ 2,249	5% ↑ 2,249



## GOAL 2

provide exceptional operational and fiscal management

### We will:

- Learn
- Improve
- Advance
- Communicate
- Review
- Evaluate
- Research
- Investigate
- Create
- Plan
- Collaborate

### OBJECTIVES & ACTIVITIES:

- empower staff to provide exceptional service
  - maintain professional certification
  - staff opportunities to improve skills through training
  - establish staff core competencies
- improve internal and quality controls
  - Board Policies review
  - patron service procedures
  - financial procedures assessment
- create, analyze, and review facilities maintenance
  - maintenance and equipment contracts
  - interior and exterior physical improvements
  - radio-frequency identification (RFID) project
- secure private support and alternative funding sources
  - Friends of the Library and the HPL Foundation
  - seek grant opportunities to supplement services and programs

GOAL 2	2019	2020	2021	2022	2023	PLAN
MEASURABLES	2017	GOAL	GOAL	GOAL	GOAL	GOAL

Staff requiring certification / Staff possessing certification	14 / 13 92.8%	1 / 1 100%	1 / 1 <b>100%</b>				
Number of minutes/hours online staff training	655 min/ 10.92 hr	1% ↑	1% ↑	1% ↑	1% ↑	1% ↑	5% ↑
Number of in-house training sessions	19	10% ↑ 21	10% ↑ 23	10% ↑ 25	10% ↑ 27	10% ↑ 30	50% ↑ 30
Staff attendance at in-house trainings	41	5% ↑ 43	5% ↑ 45	5% ↑ 47	5% ↑ 49	5% ↑ 51	25% ↑ 51
Board Policies adopted/reviewed/revised	1	10	10	10	10	10	50
Administrative Regulations adopted/reviewed/revised	5	10	10	10	10	10	50
Building & Grounds Improvement Plan created/annual goals met	Did not exist	YES	YES	YES	YES	YES	YES
Gift/Grant funding received outside of annual budget	\$35,226.24	\$37,500	\$40,00	\$42,500	\$45,000	\$47,500	<b>\$47,500 annually</b>



# GOAL 3

## innovate to support 21<sup>st</sup> century access

### We will:

- Explore
- Evaluate
- Update
- Upgrade
- Revitalize
- Replace
- Create
- Communicate

### OBJECTIVES & ACTIVITIES:

- A. create welcoming and vibrant spaces
  - appearance, comfort, and usability
  - staff workflow and engagement
- B. improve digital access to current and historical collections
  - value of content and ease of use
  - digitize non-circulating materials
- C. enhance available technology
  - equipment replacement and rotation
  - supplemental new technologies and equipment
  - proprietary software and system functionality
  - wired and Wi-Fi connectivity
- D. participate in mainstream social media and marketing
  - comprehensive marketing plan
  - online presence
  - live in-person events

**GOAL 3** **PLAN**  
**MEASURABLES**    **2017**   **2019**   **2020**   **2021**   **2022**   **2023**   **GOAL**

Interior Improvements Plan created/annual goals met	Did not exist	YES	YES	YES	YES	YES	YES
Usage of digital material collections (checkouts/access)	319,069	1% ↑ 322,259	1% ↑ 325,449	1% ↑ 328,640	1% ↑ 331,831	1% ↑ 335,022	5% ↑ 335,022
Usage of online historical collections (clicks/page views)	8,087	1% ↑ 8,168	1% ↑ 8,249	1% ↑ 8,330	1% ↑ 8,411	1% ↑ 8,491	5% ↑ 8,491
New computers purchased for system equipment rotation	15	10	10	10	10	10	50
Upgrade/Maintain OS and software to match School City of Hammond standards	YES	YES	YES	YES	YES	YES	YES
Number of devices accessing Wi-Fi connection	11,180	1% ↑ 11,292	1% ↑ 11,404	1% ↑ 11,516	1% ↑ 11,628	1% ↑ 11,739	5% ↑ 11,739
Number of times public computers accessed	48,406	1% ↑ 48,890	1% ↑ 49,374	1% ↑ 49,858	1% ↑ 50,342	1% ↑ 50,826	5% ↑ 50,826
Social Media Plan created/annual goals met	Did not exist	YES	YES	YES	YES	YES	YES



# GOAL 4

provide robust collections, services, and programs

## We will:

- Explore
- Encourage
- Present
- Instruct
- Enlighten
- Assist
- Communicate
- Create
- Invigorate

## OBJECTIVES & ACTIVITIES:

- A. stimulate imagination and exploration of new ideas
  - individual and group programs
  - hands-on technology, learning, and crafts
- B. provide educational resources for all learners
  - live children's tutors and online tutors for all age groups
  - physical and digital resources in varied formats and topics
- C. educate, enlighten, and entertain
  - targeted programming for ages and interests
  - visual, auditory, and print incorporated into programs
- D. rejuvenate senior services and homebound outreach
  - on-site programs and library card sign-ups
  - introduce homebound delivery
- E. present annual summer and winter reading programs
  - custom multi-age programs
  - energize vacations and low-activity months

# GOAL 4 MEASURABLES

# PLAN 2017 2019 2020 2021 2022 2023 GOAL

Number of all public programs (all age groups)	724	1% ↑ 731	1% ↑ 738	1% ↑ 745	1% ↑ 752	1% ↑ 760	5% ↑ 760
Number of in-person public tutoring sessions	41	2.4% ↑ 42	2.4% ↑ 43	2.4% ↑ 44	2.4% ↑ 45	2.4% ↑ 46	12% ↑ 46
Number of minutes/hours of online public tutoring/training video accessed	500 min/ 8.3 hr	4% ↑ 520 min/ 8.6 hr	4% ↑ 540 min/ 9 hr	4% ↑ 560 min/ 9.3 hr	4% ↑ 580 min/ 9.6 hr	4% ↑ 600 min/ 10 hr	20% ↑ 600 min/ 10 hr
Number of entertainment programs (all ages groups)	Not measured	12	16	20	24	28	28
Number of Homebound Residents serviced	14	7% ↑ 15	7% ↑ 16	7% ↑ 17	7% ↑ 18	7% ↑ 19	35% ↑ 19
Number of items sent to Homebound Residents	608	1% ↑ 614	1% ↑ 620	1% ↑ 626	1% ↑ 632	1% ↑ 638	5% ↑ 638
Number of Winter Reading Program participants (all ages)	148	2% ↑ 151	2% ↑ 154	2% ↑ 157	2% ↑ 160	2% ↑ 163	10% ↑ 163
Number of Summer Reading Program participants (all ages)	814	1% ↑ 822	1% ↑ 830	1% ↑ 838	1% ↑ 846	1% ↑ 855	5% ↑ 855



# GOAL 5

promote learning and personal growth for all individuals

## We will:

- Introduce
- Teach
- Provide
- Support
- Encourage
- Communicate
- Create
- Present

## OBJECTIVES & ACTIVITIES:

- provide programming and services designed to prepare students of all ages to learn and succeed
  - thought-provoking programs for readers and listeners
  - primary, secondary, post-secondary, and graduate students
- provide educational support to parents and caregivers
  - build early literacy skills through take-home and online resources
- assist homeschool families with materials and programming to supplement their curriculum
  - programs fulfilling educational and socialization needs
- cultivate the exploration of new ideas
  - STEAM
  - multiple formats and new and popular topics
- offer reader's advisory and recommended reads
  - newsletters and read-alike lists
  - new monthly displays on current events and high-interest topics

**GOAL 5**  
**MEASURABLES**

**PLAN**  
**GOAL**

**2017 2019 2020 2021 2022 2023**

Number of Early Literacy programs	108	1% ↑ 109	1% ↑ 110	1% ↑ 111	1% ↑ 112	1% ↑ 113	<b>5% ↑ 113</b>
Number of homeschool programs/events	1	100% ↑ 2	100% ↑ 3	100% ↑ 4	100% ↑ 5	100% ↑ 6	<b>500% ↑ 6</b>
Number of NextReads subscriptions	Did not exist	20	35	50	65	80	<b>80</b>
Number of educational programs (all ages included)	132	3% ↑ 136	3% ↑ 140	3% ↑ 144	3% ↑ 148	3% ↑ 152	<b>15% ↑ 152</b>

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-8000      COMMUNITY RELATIONS

The Hammond Public Library shall cooperate with community agencies in the mutual development of programs, exhibits, and other educational and recreational activities designed to enrich the quality of community life.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-8001 SOLICITING FUNDS FROM LIBRARY PERSONNEL

The Director shall approve distribution of information about and arrangements for solicitation of funds for worthwhile area charities. Participation of library personnel shall be voluntary.

No person or organization representing public or private organizations shall be permitted to make personal solicitation of gifts or money from library personnel in the library buildings.

BP-8002 AD HOC ADVISORY COMMITTEES

When there is a definite function to be performed, ad hoc advisory committees may be established by the Board of Trustees.

These ad hoc advisory committees shall be appointed primarily to advise the Board on specific matters.

Appointment of these advisory committees shall be made by the Board.

Board members shall be ex-officio members of all ad hoc committees.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-8003 PROGRAMMING POLICY

One of the Continuing Goals of the Library is to arrange or present programs that meet the interests of all age groups. Programs are recreational, cultural and/or informational activities provided or sponsored by the Library for young people and adults.

Library program activities have a number of purposes:

- promote lifelong reading and learning
- introduce and extend the use of the collection
- publicize the Library and attract new users
- expand cultural awareness
- provide an opportunity for community sharing
- broaden public awareness of vital issues

In addition to considering patron needs and interests, the frequency of programs is evaluated in relation to staffing, funding, and the other goals and services of the Library.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-8004      OUTSIDE FUNDS

The Library will seek grants and gift funds to augment public tax support for special projects and materials. Grant applications will include costs to administer the project during the funding period. Continuation of the project after the funding period will be a prime consideration in seeking grants.

A Library Future Committee, comprised of Board, staff and representatives from the public, will seek gift funds for special projects and materials. Gift funds will be solicited from the general community and deposited in the Library's Gift Fund.

The Library Board will approve all applications for grants and projects to raise gift funds.

Those businesses or individuals who have been awarded contracts by the Library during the previous 12 months shall not be solicited.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-8005 SOCIAL MEDIA POLICY

In keeping with the Hammond Public Library's mission of "connecting, people, information, and ideas," the Library participates in various "social software" applications whereby library staff and community members can interact through virtual (Internet) communication. These resources allow members of the community access to the resources of the Hammond Public Library without mandating a visit to the physical library. The Hammond Public Library regards online social software applications in the same way as its other information resources in accordance with its mission of serving Hammond's needs for informational, educational, cultural and recreational pursuits. Social software is defined as any website or application that allows users to share information. Social software can include, but is not limited to, blogging (Twitter), instant messaging, social networking sites (Facebook), and wikis.

Administrators of social media sites may be any or all of the following staff members:

- Director
- Head of Youth Services
- Children's Librarian at each Branch location
- Public Information Coordinator
- Teen Librarian
- Information Services Librarian
- Automation Specialist/Cataloger/Electronic Resources Librarian

The administrators of the Library's social media site(s) will follow the guidelines below in moderating the space. These are in addition to the Library's Computing Policy.

Comments

- All comments posted on social media site(s) will be screened by one or more administrators.
- Comments that are deemed inappropriate for a public space will not be added. This can include (but is not limited to) any of the following:
  - Obscene or racist content
  - Personal attacks, insults, or threatening language
  - Potentially libelous statements
  - Plagiarized or copy-written material
  - Private, personal information published without consent
  - Comments totally unrelated to the content of the forum
  - Hyperlinks to material that is not directly related to the discussion
  - Commercial promotions or spam
  - Organized political activity
  - Photos or other images that fall in any of the above categories

Content

- The Hammond Public Library's social media sites may contain information about library programs and services, materials owned by the library, and community issues/events. There may also be information pertaining to authors and their works, movies and music that may be of interest to patrons.
- The Hammond Public Library's page may be linked to other pages. The Library has no control over the content of those pages.

Disclaimer

The Hammond Public Library assumes no liability regarding any event or interaction that takes place by any participant in any Library-sponsored social media service, and does not endorse or review content outside the "pages" created by Hammond Public Library staff. The Library also does not endorse any opinions, services, graphics, or advertisements available for viewing on social media sites. The Library strongly encourages parents and guardians to supervise their children's use of social media sites.

## **BP 8010 - Meeting and Study Rooms including Exhibit Display Spaces**

### **Purpose**

The purpose of the administrative *Board* policy is to cultivate organizational efficiency with procedures that ensure effectiveness. For efficiency, the *Library* is responsible for developing consistent guidelines for adequate service operations.

### **Guidelines that Involve the Reservation of Meeting and Study Rooms including Exhibit Displays**

In collaboration with the American Library Association (ALA), the *Library* advocates and endorses ALA's Library Bill of Rights and its subsequent revisions and interpretations. The *Library* also encourages research and study by maintaining a public service environment that is conducive to lifelong learning, reading and literature. These guidelines have been established to affirm that the *Library* seeks to serve as a community forum for information and ideas.

The following guidelines have also been established to guide service operations and meet the diverse needs of the community:

- 1) The meeting and study rooms including exhibit display spaces shall not constitute the *Library's* advocacy or endorsement of viewpoints expressed by the individual, group or organization;
- 2) The community of library users shall be expected to behave in an appropriate, courteous and responsible manner to preserve the facility, environment and its collection;
- 3) The *Library* shall reserve the right to determine and regulate the nature and extent of its use and / or involvement by declining, changing or canceling requests for meeting and study rooms including exhibit display;
- 4) Individuals, groups and organizations shall agree to indemnify, defend and hold harmless the *Library* and its agents, officers personnel and patrons from and against claims, costs, demands, expenses, suits, actions that arise, result and accrue from negligence or misconduct on behalf of the exhibitor including:
  - a) Omission or errors of the individual, group or organization that results in or relate to injury or damage to person or property that may arise out of, or be caused either proximately or remotely, wholly or in part, from the individual's, group's or organization's use of meeting or study rooms including exhibit display space
- 5) Groups and organizations shall be allowed to use rooms and display exhibits for civic, cultural, educational or intellectual activities;
- 6) Rooms shall be used for meetings and events including *Library* sponsored or co-sponsored programs;
- 7) Failure to comply with policy and procedures related to meeting and study rooms including exhibit display space may result in the denial of subsequent requests;
- 8) Meeting rooms including its exhibit display space shall prohibit activities related to private individuals and / or commercial purpose that involve products or services including private social occasions;
- 9) Study rooms shall also restrict activities related to commercial involvement that relates to products or services including private social occasions;
- 10) Responsible parties for meeting room applications and study room occupants shall be financially responsible and liable for damages to meeting or study rooms including exhibit display space as a result of use; and
- 11) Responsible parties that reserve meeting or study rooms assume full liability and responsibility for the conduct of its attendees

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 8011 COMPUTER TRAINING LAB – RENTAL FEE SCHEDULE

The Computer Training Laboratory of the Hammond Public Library, 564 State Street, is available to organizations for the sole purpose of instructional classes. A reservation form is required and proper identification, including a Hammond Public Library card, must be presented at the time of the request. The room may be reserved for a minimum of three hours, with the use of ten (10) computers. The cost for the use of the Computer Lab is \$150.00 for a three hour session. Additional hours are \$50.00 per hour.

An authorized representative of the group reserving the Computer Lab must remain on the premises throughout the period for which it is reserved, or until the meeting ends. The room must be restored to its original clean condition. Users of the Computer Lab agree to pay for any damages to Library property.

To reserve the Computer Training Lab, a completed and signed meeting room Reservation Form must be submitted for approval at least two weeks in advance of the event. A \$50.00 non-refundable fee must be submitted at the time of the application. The following guidelines apply:

- (a) the remaining \$100.00 must be paid one week prior to the class session
- (b) a responsible administrator must be present at the time of the class session
- (c) cancellation notices must be presented in writing (to the Circulation Desk of the Main Library) at least 48 hours prior to the class session
- (d) groups using the lab shall be liable for all damages, expense and loss of equipment including theft and property loss by any person who attends the scheduled session

Absolutely no food or drink is permitted in the Computer Lab. It is incumbent upon the group administrator to inform the Circulation Desk of when the room is vacated. Any time beyond the scheduled time will be charged in increments of ½ hour.

## BP 8015 EXAM PROCTORING POLICY

Distance Learning and Correspondence Courses are increasingly popular methods of obtaining advanced education, and are often the only way citizens can complete specialized programs of study locally and in a cost-effective manner. The Hammond Public Library agrees to cooperate with institutions of higher learning in providing exam proctoring services as a courtesy to area residents to support their lifelong learning goals. The Hammond Public Library does not charge fees for the staff required to proctor examinations, but greatly appreciates donations in support of the Library's collections and services.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-8020 NO SMOKING POLICY

In keeping with the health and well-being of our community and work environment and in compliance with the Indiana Code (I.C. 16-14-37-2), the smoking of tobacco or any other substance is prohibited in all municipal buildings; cities and schools.

The Hammond Public Library and its branch locations shall prohibit smoking on its property (entryways and parking lots) by employees, patrons, and visitors.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP-8022 LOITERING AND UNAUTHORIZED SOLICITATION OF MATERIALS

Loitering and solicitation of unauthorized materials is prohibited at all Hammond Public Library locations. Patrons visiting the Hammond Public Library locations are encouraged to utilize our facilities to address questions, concerns, attend community events and programs. The dissemination of material or propaganda is strictly prohibited.

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 8025 FRIENDS OF THE HAMMOND PUBLIC LIBRARY POLICY

The Board of Trustees of the Hammond Public Library looks upon Friends of the Hammond Public Library as an extremely worthwhile community organization which greatly benefits the Library. The Friends of the Hammond Public Library is a volunteer group organized to benefit the Library by raising extra funds, sponsoring programs, cultural events and exhibits, and raising community awareness of the Hammond Public Library.

The Board of Trustees acknowledges that the Friends of the Library is an organization separate and apart from the Hammond Public Library, and that the Friends of the Library has its own Board, goals, and purposes.

The Friends of the Hammond Public Library is distinct and separate from the Library and neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the Hammond Public Library.

Because Friends of the Hammond Public Library is an organization solely of volunteers distinct and separate from Library personnel, no Library personnel shall be required to perform any duty or take any action on behalf of the Friends of the Library, except that Library staff members may act in an advisory capacity for Friends activities. Library staff, with permission of the Library Director, may perform Friends computer tasks, computer printing, copying as assigned by the Library Director, or collecting book sale funds when volunteers are not present.

Operating expenses of the Hammond Public Library are provided through allocation of tax monies which are audited by state auditor. Friends' funds and Library funds shall not be co-mingled or integrated, except that gifts from Friends may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library but shall be expended for the specific purpose for which the gift or donation has been made by the Friends. In the event the Hammond Public Library becomes the manager or caretaker of any Friends funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.

Complete advance information regarding all Friends of the Hammond Public Library projects and public relations programs on behalf of the Hammond Public Library shall be provided to the Library Director and the Library Board of Trustees of the Hammond Public Library.

The Hammond Public Library agrees that withdrawn materials will become the property of the Friends to sell in the Booksale Room at Main Library and at a designated location at the branch buildings.

## BP 8030 PATRON BEHAVIOR POLICY

Behavior standards are provided to encourage a welcoming, pleasant, and safe environment for all patrons. The following guidelines for patron conduct are essential to ensure respect for individuals who use this public facility.

Patrons are encouraged to utilize the Hammond Public Library's resources and services to address their informational concerns. Our mission is to provide free and equal access to information, knowledge, and independent learning. We encourage our patrons to utilize this facility as a place of study and inquiry, and welcome their participation in Library programs.

The Library Board of Trustees is responsible for determining the rules for public behavior in the Library; that are necessary to protect the rights of individuals to use Library property, materials, and services. These guidelines are established to protect the rights of Library employees and volunteers to conduct Library business without interference; to preserve Library materials and facilities from harm; and to ensure the safety of Library patrons, employees, and volunteers. Adults and children are expected to adhere to the Library's Patron Behavior Policy.

For the safety and comfort of children, a responsible adult or caregiver should accompany children while they are using the Library.

### INCIDENTS OF PROBLEM BEHAVIOR

Behavior problems are defined as any disruptive actions that interfere with the rights of others to enjoy the Library's resources and services, or interfere with the work of Library employees.

### DISORDER

The Library reserves the right to eject or refuse further admission (until such time as they meet with the Board of Trustees) to those individuals who display inappropriate behavior, threatening behavior, or actions or behavior that may violate the rights of the staff or Library users, or create disorder on Library property, including any of the following:

- Any situation in which the actions of a person present an imminent danger to the life or safety of others on Library property, or
- Any situation in which a person is observed in an attempt to steal Library property or that of another Library user or employee, or to maliciously destroy Library property, or
- Any situation in which a person willfully and purposefully disturbs the staff or other Library users or whose behavior is in any way disruptive to the legitimate use of Library facilities by others, or
- Any situation in which a person's behavior is threatening, damaging, harmful, or inappropriate to the use of a Library building facility or outside grounds for the purposes for which it is legally constituted.

### DEFINITIONS OF INAPPROPRIATE BEHAVIOR

Inappropriate behavior includes but is not limited to:

- Neglecting to provide proper supervision of children
- Loitering (not utilizing the Library for intended library purposes)
- Sleeping
- Smoking
- Eating and drinking except where permitted
- Gambling
- Begging/panhandling
- Voyeurism
- Unwanted sexual advances
- Public indecency
- Failing to wear shoes and clothing which substantially covers the torso
- Exhibiting a pervasive odor that unreasonably interferes with staff and others' use of the Library
- Molestation
- Solicitation for unlawful purposes
- Using obscene language/high volume (loud) disruptive conversations
- Using threatening or abusive language
- Fighting
- Carrying a firearm other than allowed by law
- Carrying a weapon (other than a lawfully allowed firearm)
- Public intoxication
- Possessing alcohol or illegal drugs
- Vandalism
- Misuse of Library computer resources
- Violating any Federal , State or Local laws, codes, or ordinances

## THREATENING BEHAVIOR

Threatening behavior includes an expressed or an implied threat to interfere with an individual's health or safety, or with the property of the Library, or property belonging to others on Library premises, which causes a reasonable apprehension or fear that such harm or injury is about to occur. Examples of threatening behavior include, but are not limited to:

- Direct or indirect threats of harm or injury
- Words or gestures which create a reasonable fear of harm or injury
- Prolonged or frequent shouting which creates a reasonable fear of harm or injury
- Failure to comply with posted pandemic guidelines such as wearing protective face masks and social distancing

## PUBLIC MEETINGS

Intentional display of firearms during a Library Board meeting is prohibited.

## VIOLATORS

Individuals who violate these policies may be ejected from the Library premises and may be subject to suspension of Library privileges, or when appropriate, may be subject to arrest. Repeated violators and/or those who refuse to leave the premises for violation of behavioral policies will be subject to

arrest and prosecution of the Indiana criminal trespass laws. Records of violators are maintained by the Library.

## POSTING OF RULES

Policies and rules regarding inappropriate behavior are prominently posted in public area in the Library building.

## COMPUTER USE STANDARDS

Acceptable practice standards for use of computer resources and equipment are posted on the Library's web page (<http://www.hammond.lib.in.us/assets/board-policies.pdf>). This document is also accessible at the Information Services desk and Youth Services desk for public review.

See Also:

AR 5701 GUIDELINES FOR PUBLIC COMPUTING RESOURCES

AR 5703 CHILDREN AND THE INTERNET

AR 5707 WIRELESS ACCESS

AR 9501 PATRON VIOLATION PROCEDURES

BP 4112 PANDEMIC POLICY

BP 5307 INTERNET SAFETY AND COMPUTING RESOURCES POLICY

HAMMOND PUBLIC LIBRARY  
Hammond, Indiana

BP 8031 PROJECT SAFE PLACE

All locations of the Hammond Public Library will be a part of the Project Safe Place network administered by the Crisis Center, 101 North Montgomery Street, Gary, Indiana.

## BP 8040 STAFF BEHAVIOR POLICY

Behavior standards are provided to encourage a welcoming, pleasant, and safe environment for staff and patrons. The following guidelines for staff conduct are essential to ensure respect for co-workers and individuals who use this public facility.

The Library's mission is to provide free and equal access to information, knowledge, and independent learning. While fulfilling this mission, employees have a right to work in an environment free from conduct which can be considered harassing, intimidating, hostile or offensive.

The Library Board of Trustees is responsible for determining the rules for staff behavior in the Library. These guidelines are established to protect the rights of Library employees and volunteers, to conduct Library business without interference; to preserve Library materials and facilities from harm; to ensure the safety of Library patrons, employees, and volunteers; and to ensure high quality, professional services to all patrons.

## INAPPROPRIATE AND THREATENING BEHAVIOR

Library employees are subject to the same standards of behavior and computer use standards as described in BP 8030 PATRON BEHAVIOR POLICY.

## STAFF CONDUCT

In addition to detrimental behaviors listed in BP 8030, employees of the Library are expected to make every effort to provide the most effective service, guidance, and directions in a polite, helpful, and professional manner.

Staff Conduct should include but is not limited to:

- Provide unbiased and courteous responses to all requests.
- Greet and address patrons in a warm and friendly manner.
- Be as informative and accommodating as possible to patron requests. No patron should be turned away unless all avenues have been explored.
- There may be times when assigned desk staff must leave the public services desk to assist a patron. Other departmental staff members will continually monitor the desk so that patrons are not left waiting for assistance.
- Staff members will not pass any information, tell, or make judgement on or about any patron.
- Staff may not discuss or reveal confidential library information to anyone under any circumstances, except within the scope of their duties.
- Staff members are to treat their fellow staff with the same professionalism, courtesy, and friendly manner as we expect to be given to our patrons.
- Do not discuss personal or personnel issues in public areas of the library. When you are on the clock, your professional duties take precedent over your personal beliefs and issues.

## VIOLATIONS

Library employees who do not adhere to the Staff Behavior Policy are subject to disciplinary action. The Library agrees with the tenets of progressive and corrective discipline to improve employee behavior and/or performance and to discipline employees. Maintenance of discipline is the sole and exclusive responsibility of the Library.

See Also:

Union Contract Article VI Discipline

AR 1007 PERSONAL APPEARANCE & HYGIENE

AR 1414 GRIEVANCE PROCEDURE

AR 1421 DISMISSALS

AR 1422 SUSPENSION HEARING

AR 1426 DISCIPLINE

AR 5702 GUIDELINES FOR STAFF COMPUTING RESOURCES

AR 5707 WIRELESS ACCESS

BP 4111.1 DISCIPLINE

BP 5307 INTERNET SAFETY AND COMPUTING RESOURCES POLICY

BP 8030 PATRON BEHAVIOR POLICY