



# Operational Policies

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New Policy Added 9/19/2017

(Pest Control)

New Policy added 3/20/2018

(Integrated Library System-

Not Working)

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## **Mission Statement**

Enrich...Empower...Educate

## **Vision Statement**

The Mission of the Green County Public Library is to provide current materials, services, programs, and technology to meet the educational, informational, and recreational needs of community members of all ages.

We shall provide a place that is conducive to learning and recreational reading, as well as an area for meetings and programs that foster literacy and community.

We shall strive to meet all statewide standards for libraries, and we shall provide service hours and staff sufficient to serve the community needs.

## **Ethics Code Resolution**

The Green County Public Library resolves that it places itself under the Green County Fiscal Court county ethics code as now written and as it may be amended in the future, subject to periodic review by this board. The Green County Public Library shall also continue to abide by any statutes and administrative regulations which may be applicable to this entity both now and in the future. The library board further reaffirms the Library Code of Ethics adopted on Tuesday, October 15, 2013.

## **Ten Commandments of Good Library Service**

1. A patron or borrower is the most important person in my business.
2. A patron is my business, not an outsider.
3. A patron is not an interruption of my work. He is the purpose of it.
4. A patron does me a real service when he calls. I am not doing him a favor by serving him.
5. A patron is not a cold statistic. He is a flesh and blood human being with feelings and emotions like my own.
6. A patron is not someone to argue or match wits with.
7. A patron is a person who brings me his wants. It is my job to fill these wants.
8. A patron is deserving of the most courteous and attentive treatment.
9. A patron is the lifeblood of my business.
10. I am dependent on the patron for the library and my job.

## **“The Freedom to Read”**

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
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.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
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.
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, bookmen can demonstrate that the answer to a bad book is a good one; the answer to a bad idea is a good one.

NOTE: “Books” as used in this statement include all materials acquired for library use.

## **“Library Bill of Rights”**

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

1. Books and other library resources should be provided for the interest, information and enlightenment of the community the library serves. Materials should not be excluded because of origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit space 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.

## **Board Members**

### **Libraries established as taxing districts under KRS 173.720:**

(Adair, Allen, Anderson, Bell, Bourbon, Boyd, Boyle, Breathitt, Breckinridge, Bullitt, Butler, Caldwell, Calloway, Campbell, Casey, Clark, Clinton, Cumberland, Edmonson, Estill, Franklin, Gerrard, Grant, Grayson, Green, Greenup, Hancock, Harrison, Henderson, Henry, Jackson, Jessamine, Johnson, Kenton, Knox, Knott, Larue, Laurel, Lee, Leslie, Letcher, Logan, Lyon, Marion, Marshall, Martin, Mason, McCreary, Meade, Menifee, Mercer, Metcalfe, Monroe, Montgomery, Morgan, Nelson, Oldham, Owen, Owsley, Pendleton, Perry, Pike, Powell, Pulaski, Rowan, Russell, Scott, Shelby, Spencer, Taylor, Todd, Trimble, Union, Washington, Wayne, Webster, Whitley, Wolfe, Woodford)

1. For each vacancy, the board selects two (2) names of individuals committed to the provision of library service;
2. The names are submitted to the Kentucky Department for Libraries and Archives;
3. The state librarian and commissioner approves the names and sends the recommendations to the local county judge-executive;
4. The county judge-executive, with the approval of the fiscal court, appoints one of the two provided names to either a full term of four (4) years or the remainder of an unexpired term;
5. The newly appointed trustees takes the Oath of Office\* before the county judge-executive or other judicial officer.



## **General Duties & Responsibilities of All Trustees**

The trustee is legally appointed, with powers and duties set out in the Kentucky Revised Statutes, Chapter 173. All authority for operation of the library resides in the board, taking action as a quorum in a public meeting. No authority resides in the individual member.

When a person becomes a board member, he/she must assume these general duties and responsibilities:

- Attend all board meetings; participate in discussion; and support board decisions.
- Advocate for the library in the community and advocate for the community as a member of the library board.
- Secure adequate funds for the library.
- Hire & support a qualified and competent library director, but also demand accountability for a quality library.
- Plan for the future with a written strategic plan, known as the Long Range Plan, which is not to exceed three years' coverage.
- Monitor and evaluate
  1. the finances;
  2. the director's performance;
  3. the library's progress towards its goals; and
  4. The board's performance.
- Establish policies for the library.
- Comply with federal, state, and local laws and regulations that pertain to public libraries.

## **Building Operation**

Library Hours	
Monday	8:30—4:30
Tuesday	8:30—4:30
Wednesday	8:30-12:30
Thursday	8:30—4:30
Friday	8:30—4:30
Saturday	8:30-12:30
Sunday	CLOSED

The Green County Public Library may have winter closing days if necessary.

### **Important Notice:**

**The most important resource in this library goes home at night. When the weather is threatening or the roads are hazardous, I will close this library early, open late, or not open at all. I hope no one is inconvenienced by such action, but safety of my staff is too important to jeopardize.**

### **Shelley Pruitt- GCPL Director**

Business hours are posted at each exit.

The director will determine work schedules for the library employees.

The director is authorized to alter work schedules as necessary in order to provide the best service for the public.

The person in charge of opening and closing is responsible for turning on/off all lights, computers, and copiers/printers, also daily changing of back-up tapes and unlocking/locking all public access doors. While closing, one must also maintain the thermostat at 72° in the summer on cool and 70° in the winter on heat. Bathrooms are to be checked before leaving to ensure no running of water.

## **Active Shooter Policy**

When a hostile person(s) is actively causing death or serious bodily injury, or if there is the threat of imminent death or serious bodily injury:

- **Figure Out.** In the first few seconds, try to figure out the situation.
  - What is going on? Where is it happening?
  - Is there a path of escape?
  - Is there a well-protected hiding place where the shooter might not find you?
  - Trust your intuition, your “gut feeling.” It’s a built in survival mechanism.
  - Make a decision and act quickly.
  
- **Get Out, Get Away.** If you think you can safely make it out of the building or away from the threat, do so.
  - Do not sound the fire alarm.
  - Once outside, do not run in a straight line. Use vehicles, bushes, trees, etc. to conceal yourself as you run.
  - Call 911 to report the incident as soon as it is safe for you to do so.
  
- **Hide Out.** If you cannot make it out of the building safely, take shelter in the nearest office or room. Stay out of lobbies, hallways or open areas.
  - Lock and barricade the door.
  - Turn off lights and all audio equipment. Set cell phones to “SILENT.”
  - Spread out within the room and take cover.
  - If communication is available, and the shooter will not hear you, dial 911.
  - Quietly talk about what you’ll do if the shooter enters.
  
- **Take Out.** If you are directly confronted with the shooter, the only remaining option may be to fight back. In this kind of situation, anything you do, or anything you don’t do, may involve life-threatening risks.
  - Yell, throw things, or use improvised weapons.
  - Act as a team to charge and swarm the shooter.
  - Total commitment and absolute resolve are critical.
  
- **Comply with Instructions from Police.**
  - Once the police arrive, obey all commands.
  - Show your hands, do not run up to the Police or do anything that may appear to be a threat.
  - You may have weapons pointed at you. You may be handcuffed, searched, or made to put your hands in the air. This is done for safety, and once circumstances are evaluated by the police, they will give you further directions to follow.

The City of Houston Office of Public Safety and Homeland Security has produced a six minute video entitled **Run, Hide, Fight: Surviving an Active Shooter Event** which is available for viewing at <http://www.youtube.com/watch?v=5VcSwejU2D0>.

## **Circulation Policy**

### **Library Card Registration:**

The Green County Public Library is supported primarily by taxes paid by the residents of this county. Therefore, library-borrowing privileges are available at no additional charge to residents of Green County. Others may apply for borrowing privileges by paying the current fee established by the Board of Trustees.

The library has a responsibility to protect the taxpayer's investment in the collection of the library. Therefore, individuals requesting a library card must complete a Library Card Registration form and show identification. All information provided on the registration form is protected by rules pertaining to confidentiality of records and privacy. All card holders will be required to have a photo in the automated system. Photos are for staff use only for identification purposes.

Library users should present their own card in order to check out library materials. Parents may not use their children's library card and vice versa. Library users without their library card and no photo in the system must be verified by photo ID/address.

Lost cards will be replaced for a \$1.00 charge. The patron's record will continue to show all materials charged to the former card number as well as to the new card. All library cards are to be renewed annually on patron's date of birth. Children's cards are renewed on responsible party's date of birth.

**Adults:** County residents wishing to receive a library card must apply in person. At that time, a postcard will be mailed to the residence. When received, the postcard should be returned to the library, no later than two weeks from date of applying, also in person, along with a photo ID. A card will be issued after these steps are taken to verify name and address. If address has changed at time of renewal, we will repeat process to confirm address.

**Children:** Parents and guardians with an active account may request a library card for a child under age 18. The parent or guardian must sign the Library Card Registration form. This signature constitutes the parent or guardian's permission for the child to have a card, and signifies a willingness to assume financial responsibility for all materials checked out on the child's card. A current Library card from the adult is acceptable identification and does not require any further proof of identity. The child must be present to receive library card to obtain required photo.

**Non-Residents:** People who do not own property in this county are considered to be non-residents. Non-residents are required to pay a yearly fee of \$5.00 per person or \$10.00 per family in order to obtain a library card. This is their contribution to the library in the place of paying taxes.

**Student Cards:** Green County High School students may apply at school or in person at the library for a student card which will give them access to the library's computers and collections. Student cards are limited to a maximum of two items at a time being checked out. No parents' signatures are required for high school students to receive a student library card. Lost items and /or excessive over dues may cause cards to be revoked.

## **Suspension of Borrowing Privileges**

Borrowing privileges are suspended when a patron has fines or other unpaid charges posted to their card number in the amount of \$10.00. Privileges will be resumed when the \$10.00 is paid in full. Also if items are lost, lost charges must be paid for or items replaced before borrowing privileges resume. Patron will return to new patron status when items are lost or damaged.

## **Check Out Period**

Regular collection books circulate for 14 days.

Small equipment, magazines and DVDs circulate 14 days.

Reference and Genealogy materials do not circulate.

Special loans can only be approved by the library director or the library manager.

## **Loan Limits**

A maximum of 10 items may be charged against the borrower's number. These items include:

- Books—up to 10 (Limit of 4 to New Patron)
- Books on Tape—up to 10 (Limit of 2 on Juvenile cards and to New Patron)
- Videos/DVD/CD—up to 10 (Limit of 2 on Juvenile cards and to New Patron)
- Playaways-up to 5 (Limit of 2 on Juvenile cards and to New Patron)
- Launchpads/ Views- up to 2 ( Limit of 1 on Juvenile cards and to New Patron)
- Periodicals—up to 10 (Limit of 2 on Juvenile cards and to New Patron)

Items that do not count against the maximum of 10 items, but should not exceed a certain number:

- Paperbacks—up to 30

Loan limits may be revised to patrons who are new patrons or not in good standing.

New patron status will remain for a period of 3 months and will limit the card holder to 4 items. After which if the new patron's account is in good standing they are moved to either Adult or Juvenile with 10 item limits. If their account as a new patron was charged unpaid over dues or lost charges, then the account remains as a new patron account for another 3 months and repeats the procedure until they are in good standing. Those who do not keep a consistent loan history will remain on new patron status.

## **Renewals**

Items may be renewed for the original loan period except for the material list below. Renewals may be made at the library, internet web page or by telephone.

Materials for which there is an ACTIVE reserve and special loan materials cannot be renewed. Overdue items may be renewed one time unless there is a reserve. The fine accrues from the original due date until renewal takes place.

## **Integrated Library System Down**

In the event our ILS (Integrated Library System) is down, patrons who present their library card will be able to check out a maximum of two items. Patrons who do not have their library card will be able to check out paperback books. These limits are set to minimize errors in record keeping when we are unable to access our records. This data will be recorded when ILS becomes accessible, after which time, checkout limits will return to normal. We will not be able to access or address fines, overdue items, or patron history while ILS is offline. The inability to utilize our system will be addressed immediately and a solution will be available as soon as possible.

## **Interlibrary Loans**

The Green County Public Library will no longer be borrowing items from other libraries known as "Interlibrary Loans." The state program has had multiple problems with their courier service which has caused numerous overdue and lost charges to our library from the lending libraries. Instead we will do our best to fill requests that can be found at reasonable prices and will allow us to stay within our budget. Due to the extra expense, we will be forced to set request limits per patron so that it is not abused by any one patron. Each patron can request up to two items per month for a total of 24 per year.

Each request will be judged not only on feasible prices and the ability to acquire but also on its usefulness to other patrons. The more patrons we think will use the requested item, the more likely the item will be approved to purchase. Again, every request is not guaranteed to be filled. No pornographic material will be considered. The same forms previously used for ILL requests will still be used for in house requests. All requests must be approved by the library director.

## **Reserves or Holds**

All circulating materials may be reserved except for those items that are not cataloged. Reserves may be placed by patrons either in person, online or over the telephone. Patrons will be notified by e-mail or over the telephone when materials are available. There is no charge to the patron for placing a reserve. Reserves will be held for 3 working days before they are returned to circulation.

## **Date Due Notification**

A printed receipt will be given upon checkout listing the titles checked out and the date due. The patron is responsible for knowing when their items are due. If a receipt is lost, this information can be obtained by contacting the library.

## **Lost/Damaged Materials**

Patrons are responsible for all materials checked out on their card. A replacement charge will be charged for lost materials. When the actual cost of an item cannot be determined, as for older or generic items, a replacement price will be applied.

Receipts may be given to patrons who pay for lost/damaged materials, but no refunds will be given due to the length of time the item went unreturned. At the discretion of the library staff, severely damaged material may be disposed of upon return, but the borrower is still liable. Information concerning these charges appears on the patron's account history.

## **Overdues**

A fine of \$0.10 per day is charged for each overdue book and begins the second day after the due date. A fine of \$0.50 per day is charged for DVD/CD. A fine of \$1.00 per day is charged for Playaway audio books, Launchpads, and Views. Maximum fine per item is the cost of the item as reflected in the item record. If no cost is listed the library director or library manager will decide upon a replacement price. Full purchase price of the item will be charged to patron's account for an item not returned within 3 months and the item will be marked as lost.

## **Materials Recovery Process**

Library materials are purchased for use by all citizens of Green County. The Green County Public Library establishes regulations for the loan of materials, including circulation periods, renewal processes, and fines for late return. The Library Board believes that the individual who chooses to keep materials past the due date or who refuses to settle unpaid fines or fees, compromises, to some extent, his or her right to privacy. The library will attempt to recover overdue materials and will notify patrons of unpaid fines or fees according to the procedures listed below. Information regarding overdue and non-returned materials and past-due fines and fees may be disclosed by this library to a collection agency when that agency has entered into an agreement with the library to recover materials or to collect fees and fines. The library will also provide sufficient information to allow any individual other than the holder of the borrower's card to settle unpaid fines or fees on that card. However, authors, titles, or subjects of lost or overdue materials will not be discussed without presentation of the borrower's card.

In addition to the assessment of past-dues, charges, procedure for past due items are as follows:

- Letters are generated every month thereafter for a total of three notifications. If items are still not accounted for, by 3<sup>rd</sup> notification items at that time will be transferred to "lost" status. Borrowing privileges will be suspended and so will that of any responsible party on account or vice versa. This does include usage of computer.
- Borrowing privileges will be suspended if your account reaches the amount of \$10.00 and will not be resumed until your account is paid in full. This too includes computer usage.

- Borrowing privileges may be suspended at the Director's discretion to patrons who have repeatedly lost or damaged items.
- If you have any concerns about your account, please speak with the Director or Library Manager.

### **Confidentiality of Library Patron Records**

The Green County Public Library supports every patron's right to have his or her library records remain confidential. Library records include patron registration data, circulation records, overdue and reserve records, participation in library sponsored programs, record of library visits, and/or any data that contain information that links a specific patron to specific materials or services used. Each patron has individual control over his or her borrower's current circulation and presentation of the card permits access to information about the borrower's current circulation record.

The library will not release information to any person, agency, or organization, except in response to a valid court order or subpoena, properly presented to the library administrator.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties.



## **Collection Development Policy**

The purpose of the Green County Public Library selection policy is to guide the librarian(s) and to inform the public about which selections are made. The Library sets as its major goals in selection of books and other library materials: the educational, informational, and recreational needs of the people of all ages of the community. Basic policy is the Library Bill of Rights as adopted by the American Library Association, which states among other things:

*“As a responsibility of library service, books and other reading matter selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should any book be excluded because of race or nationality or the political or religious views of the writer. There should be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times—international, national and local; factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.”*

### **Definitions**

The words “book,” “library materials,” or any synonyms as they may occur in this policy have the widest possible meaning. It is implicit in this policy that every form of permanent record is to be included, whether it be printed or manuscript, bound or unbound; photographed or otherwise reproduced. Also included are audio records on tapes, discs or otherwise; films and pictures in the form of photographs, paintings, drawings, etchings, etc.

### **Principles of Selection**

Library materials to be included in the library must satisfy acceptable standards of quality and fill a need. In evaluating quality, both fiction and nonfictions, the following factors are considered: authority and competence of the author, clarity and accuracy, literary style, significance of subject, usefulness and format. Also, works of imaginations, originality, vitality and artist expression are considered. In selecting materials for children, illustrations, print and binding are evaluated. Final responsibility for book selection lies with the Director who shall have the support of the Board of Trustees.

### **Objectives**

The primary objectives of book selection shall be to collect materials of contemporary significance and of permanent value. The Library will always be guided by a sense of responsibility to both present and future in adding material that will enrich the collections and maintain an overall balance. The Library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though such material may not have enduring interest or value. The Library will provide a representative sampling of experimental material, but will not always attempt to be exhaustive. The Library does not consider it necessary or desirable to acquire all books on a subject if these books tend to duplicate each other or collections at other libraries in the county.

## **Guidelines for Selection**

1. The Library does not attempt to acquire textbooks or other curriculum related materials unless they are the only source of needed information.
2. Legal and medical works will be acquired only to the extent that they are useful to the layman.
3. The Library will select the best new children's books and replace older titles that have proved their value. The library will maintain a collection that should be broad enough to provide meaningful materials for children of all ages and levels of ability and cultural background. Some materials in the collection will be of use to adults working with children. The Library will seldom include readers, purely textbook materials, or abridgements of classics.

## **Use of Library's Materials**

The Library recognizes that censorship is a purely individual matter and declares that while anyone is free to reject for himself books of which he does not approve, he cannot exercise this right of censorship to restrict the freedom to read of others. The Library defends the principles of the freedom to read.

For reconsideration of a book or any other library material, the customer must fill out the reconsideration form before any action will be taken.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be sequestered except for the express purpose of protecting it from injury or theft.

Responsibility for the reading, viewing and listening materials of children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that books, audiocassettes, and videos may inadvertently come into the possession of children.

The Library has adopted the Library Bill of Rights and the Freedom to Read Statement as adopted and revised by the American Library Association.

## **Gifts**

The Library accepts gifts of books, but reserves the right to evaluate and to dispose of them in accordance with the criteria applied to purchase materials.

## **Maintaining the Collections**

The Director is expected to use good judgment to remove from the collections whatever no longer serves a need, and to refurbish by rebinding or other means books which might suffer deterioration if not so cared for.

## **Revision of Policy**

The policy will be revised as times and circumstances required.

## Citizen's Request for Reconsideration of Library Material

Author \_\_\_\_\_ Hardcover \_\_\_ Paperback \_\_\_ Other \_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Request initiated by \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Complain represents:

\_\_\_\_\_ Himself

---

(Name of Organization)

---

(Identify other group)

(If the objection is to material other than a book, change wording of the following questions so that they apply.)

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

\_\_\_\_\_

2. For what age group would you recommend this book? \_\_\_\_\_

3. Is there anything good about the book? \_\_\_\_\_

4. Did you read the entire book? \_\_\_\_\_ If not, what parts did you read?

\_\_\_\_\_

5. Are you aware of the judgment of this book by literary critics? \_\_\_\_\_

6. What do you believe is the theme of this book? \_\_\_\_\_

7. What book of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated in its' place?

\_\_\_\_\_

Signature of Complaint: \_\_\_\_\_

## **Customer Behavior**

All persons have free access to the Library during the hours it is open and the right to the reasonable use of its facilities and services. The Library, however, expects reasonable behavior from its users. Anti-social or problem behavior may infringe upon the rights of others in the use of the Library. It is the policy of the Library to maintain a safe facility, free from any threat of physical violence, emotional abuse, or any form of intimidation.

The following guidelines will apply:

- Respect for other Library users and staff shall prevail at all times.
- Use of loud, abusive, threatening or insulting language in the Library is prohibited.
- Consumption of food and beverages in and around the public computers, library equipment and materials in the Library are prohibited.
- The wearing of shoes, shirts and appropriate clothing is required at all times while in the Library.
- Public restrooms in the shared foyer may not be used for bathing.
- Using, distributing, or being under the influence of drugs and alcohol is prohibited in the Library.
- Criminal mischief to Library property is prohibited.
- Begging, soliciting, or gambling in the Library is prohibited.
- Adults sleeping, smoking, using e-cigarettes or having offensive bodily hygiene in the library is prohibited.
- Loud talking on phones is prohibited in the Library and needs to be taken to the foyer or outside the building.

To provide an orderly and pleasant public environment, any staff of the Green County Public Library is authorized to determine whether a library customer is not abiding by these or other GCPL policies and standards. The Director and designated staff members shall use their best discretion under the circumstances known to them at the time.

Anyone who refuses to leave the Library at the request of a staff member is guilty of criminal trespass and is subject to arrest and prosecution.

The Library may take appropriate legal measures to enforce these behaviors or to prevent access to individuals who refuse to comply.

## **Weapons Policy**

The Library understands that people may feel a need to protect themselves, but the Library is no place for weapons. In order to provide the most secure environment, no guns should be allowed on the premises other than those carried by police officers or by those who hold a Concealed Deadly Weapons License. Knives or other bladed weapons with blades over 4 inches are not appropriate in the workplace. Other types of weapons not specified here but capable of harming others should be brought to the Director's attention ahead of time to receive approval. This policy should extend to patrons as well as staff.

## **Display Policy**

1. Artwork of any type, pictures, sculptures, weavings, ceramics, crafts, etc. may be displayed in the main room of the public library at the library director's discretion.
2. Each exhibit must be booked through the library director.
3. Each exhibit may carry the name, phone number, and address of the exhibitor. They may carry price tags.
4. No display shall remain in place more than one month. It is the responsibility of each individual who brings in a display to see that it is removed at the end of the month.
5. Any artwork not removed within two (2) weeks after their one month display time will become property of the Green County Public Library to do with as they choose.
6. Each display is the responsibility of the individual artist. No member of the library board or other library staff will be held responsible if pictures, etc. are damaged.
7. In the event any person does not abide by the rules and regulations, they will be refused permission to use the library for a display in the future.

## **Emergency Action Plan**

The Green County Public Library realizing that emergencies do happen, adopts this procedure policy in order to ensure the safety of the public as well as the library staff. There will be a list of employees with addresses and phone numbers placed in easy reach of the person in charge. Also on this list will be other emergency numbers such as the hospital, the Health Department, etc.

### **In Case of Fire:**

If the fire alarm has not already sounded, the person in charge will trigger the fire alarm and call 911 and with the assistance of other staff members will evacuate the building immediately using the emergency evacuation plan. A copy of this plan will be posted in the library.

### **In Case of Weather Emergency:**

If the severe weather siren sounds, the person in charge will assemble all persons in the library to the community/conference room. They will remain in that room until the "all clear" has been sounded. There will be a battery powered radio and flashlight available for this use.

In the case of severe snowstorm warnings, the Director or Board President will use their best judgment as to closing the facility in time for the staff and patrons to reach the safety of their homes.

### **In Case of Accident:**

#### **Emergency:**

The person in charge will evaluate the situation and decide if the injured person is in need of emergency medical care. If emergency medical care is needed, the person in charge will ask a fellow worker to dial 911 and request assistance. The injured person will not be left unattended. Library staff will follow basic first aid rules.

#### **Non-emergency:**

Before attempting to help an injured person who is bleeding or vomiting, library staff must first protect themselves with rubber gloves.

The library staff will provide assistance to and encourage a family member to administer the first aid. If no family is available, the staff member will give first aid. The library will provide first aid kits to the staff.

### **Emergency Exposure Control Plan**

In case of a spill\*, (exposure to human blood or excrement) the library staff member will follow procedures using the spill kit.

The spill kit will contain:

1. Germicidal Cleaner (1/4 cup bleach to one gallon of water)
2. Gloves
3. CPR Shield
4. Face Mask
5. Absorbent
6. Red Bags
7. Gown
8. Anti-bacterial Soap

After any emergency, the person in charge will fill out the incident report form and give to the director to be filed.

## **Equal Opportunity Employment Policy**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the library will be based on merit, qualifications, and abilities. The library does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, physical and mental disability, or any other characteristic protected by law.

The library will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, discipline, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Library Manager or the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Employment at the library is at will. This means that either the employee or the Library may terminate the employment relationship at any time, for any reason, with or without cause or notice.

## **Equipment Control Policy**

All equipment purchased for the Green County Public Library District will be tagged with a permanent identification tag made especially for equipment. This tag will have the name of the library on it.

All equipment will be housed in a secure location. If unable to lock up the equipment, it shall be placed in a visible location where it can be observed daily.

All equipment will be listed by its name, model number and serial number on the inventory sheets.

Inventory of all equipment will be taken yearly, unless otherwise specified.

Circulation of equipment is defined in the circulation policies of this library.



## **Faxing Policy**

Fax service is provided by the Green County Public Library when the information requested is available in the printed form. Materials and information requested by incoming fax, and requests will be treated in the same manner as telephone reference questions.

Patrons requesting fax services not related to library business will be charged \$.25 cents per page to send and \$1.00 per page to receive. These charges are to offset the cost of the long distance charges. Upon receiving a fax for a patron, the library staff will attempt to call the patron and notify them of the arrival of the fax. This will be done on a time permits basis. Materials, which have been faxed to the library and not retrieved by the patron, will only be kept one week. After that week the fax will be discarded.

Only authorized staff will be allowed to operate the fax machine.

Staff may use the fax machine to transmit personal documents. The only cost to a staff member will be the long-distance telephone charge.

## **Fiscal Responsibility Policy**

### **General Purpose:**

It is the policy of the Green County Public Library that a public office is not to be used for personal gain, and that Board members and the Director are to remain objective in their duties and responsive to the needs of the public they serve. Accordingly, the Director and Board members must maintain the highest commitment to their responsibilities as stewards of the Library.

### **District Funds:**

The Green County Public Library Board defines all district funds as "Public Funds." This includes, but is not limited to, all sums actually received in cash or negotiable instruments from all sources, whether or not the money has ever been deposited into a Library account. Any money controlled by the Library, including gifts, fines, fees and all funds received from any source, are considered "public funds" and are governed by this policy.

### **Personal Use of District Assets:**

Neither the Director nor any Board member will use or permit the use of Library funds, vehicles, equipment, telephones, materials or property for their own personal benefit or profit. Neither the Director nor a Board member will ask or require a Library employee to perform services for the personal benefit or profit of a Board member or the Director. The Director and all Board members will safeguard Library property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

### **Segregation of Fiscal Duties and Internal Controls:**

No one person should control or perform all key aspects of a transaction or financial event. Segregation of duties is an important internal control activity that helps detect errors in a timely manner and deters improper activities. Internal controls instituted by the Library will assist the board in maintaining adequate fiscal oversight of the expenditure of funds.

The Green County Public Library shall institute a system of internal controls and a segregation of duties which meet or exceed the 32 guidelines outlined in the *Kentucky Auditor of Public Accounts - Recommendations for Public and Nonprofit Boards* (March 2010 revision). The adequacy of these guidelines and our compliance efforts should be reviewed after each audit and as otherwise needed. Procedures shall be modified to correct any deficiencies discovered during regular audits or at any other time. This document is available at:

[http:// http://auditor.ky.gov/cpatools/Pages/32BoardOversightRecommendations.aspx](http://auditor.ky.gov/cpatools/Pages/32BoardOversightRecommendations.aspx).

## **Fiscal Responsibility Policy**

### **Policy Enforcement:**

All Library employees, the Director and Board members are bound by this policy.

Any alleged violation of this policy by Library staff shall be investigated by the Director. If actual violation is determined, the Director shall impose sanction appropriate to the degree of violation, up to and including termination. Any employee impacted by an action under this policy may appeal to the Board, as allowed by the district's general employee policy.

Any alleged violation of this policy by the Director shall be investigated by the Board, or by a committee appointed by the Board for this purpose. If actual violation is determined, the Board shall impose sanction appropriate to the degree of violation, up to and including termination.

Any alleged violation by a Board member shall be investigated by the remaining Board members. If actual violation is determined, the Board may impose sanctions as warranted, up to and including requesting the resignation of the Board member. At the option of the Board, and in accordance with KRS 65.007, the fiscal court may be requested to instigate removal proceedings for any Board member found in violation.

The Library District reserves the option of reporting any significant violation of this policy to appropriate law enforcement agencies for investigation and possible prosecution.

## **Genealogy Policy**

The Green County Public Library's Genealogy Department employs a genealogy staff person full time to assist persons hunting their ancestors. Anyone who comes on a day the genealogist is absent may need to leave their name, address, and/or phone number and state what kind of information they seek for the library's genealogist to contact at a later date with their requested information. The library staff will do all that's possible to locate information catalogued in our library to aid in their search.

No genealogy material will be taken out of the library. No exceptions. The library does not assume responsibility for contents of books placed in the library. The Board may refuse any genealogy material that does not meet the criteria specified in selection policy.

Microfilm machine use will be scheduled for one hour time slots by patrons signing in with the genealogist or at the circulation desk in the absence of genealogist; first come, first served. The microfilm machine may be scheduled for an additional hour by the same patron if no one else is waiting.

The Genealogy Department has a separate patron card solely for people who use the genealogy department. Everyone, no matter where they live who wishes to use our genealogy department must apply for a genealogy patron card. Every book, microfilm, family file, etc. in the genealogy department is barcoded and will be checked out under each patron's card who uses the material while in the genealogy department. This will help us keep more accurate records of what is being used and the number of patrons that use the genealogy department.

## **Gift Policy**

### **Used books and non-book materials:**

The Library encourages the interest and involvement of citizens and organizations in its service program through contributions of used books or non-book materials for collections.

These materials should be in good condition, with no water damage, odor, or extreme wear.

The Library will accept only materials to which no conditions have been attached, with the understanding that the staff may handle them in any way which best suits the purpose of the library. This includes disposing at any time in any way if it seems proper to do so.

If the donor wishes to have tax receipt, the donor must list each item donated or an estimated total value of the donation and attach that list with the donated books/materials along with the name and the address of the donor. The Library cannot make any determination as to the worth of the donations or materials.

### **Memorial and Honor Books:**

The Library will accept new books and/or cash donations as honor/memorial books.

The library staff will purchase books which are needed in the collection, but within the guidelines of the donor whenever possible.

The person who is requesting the memorial/honor should fill out the Donation Record Form.

A label will be placed inside the book. On this label will be the name of the person in whose memory/honor the book is purchased and the name of the person providing the gift.

A thank you letter will be sent to the donor, and a notification letter will be sent to the person or family of the person in whose honor or memory the book is purchased by a designated staff member. See Memorials/Donations form on page 62.

### **Other Donations:**

Gifts of a more specific nature, such as works of art, furniture, equipment, special collections, and real property, shall be referred to the Director for acceptance. The Library does not value items for tax purposes, the donor must have items appraised by an appropriate appraiser.

When funds are donated for specific purposes, the amount and nature of the expenditure must be approved in advance.

## **Incidents**

Any incident will be reported by staff that witnessed the occurrence or was involved following the occurrence. Incidents include accidents, any policy offense, and/or behavior offense, staff as well as customer. A copy of the incident report can be located in the library Personnel Policies and Procedures manual.

## **Internet Access Policy**

### **Internet Access**

The Internet, a worldwide network of computer networks, is an essential medium for obtaining and transmitting information of all types.

However, the Internet is unregulated medium. It also provides access to information that is inaccurate, illegal or that some may find offensive or disturbing. The Green County Public Library offers access to the Internet to any library patron in good standing under the following provisions:

1. The patron must have a valid library card.
2. If under the age of 13, they **must** have a parent or guardian (age 18 or older) present with them when using the internet.
3. To accommodate out-of-town guests, they may fill out a guest form and sign on using the special guest account.

### **Responsibilities of Library Staff and Users**

The Green County Public Library staff and board of Trustees shall not be responsible for information accessed through the internet.

The Library reserves the right to terminate an Internet session that disrupts library services or that involves user behavior that violates the Library's policies.

Patrons will be allowed access to the Internet in one hour time blocks; an additional one hour time block may be requested if no one else is waiting. Reservations can be made for more time in such cases as taking exams, etc. at the Circulation Desk. Transmitting, receiving, or displaying of pornographic materials is not permitted. If caught, privilege to use the Green County Public Library's computers will be revoked.

### **Disclaimers**

While the Library endeavors to provide access to information of the highest quality, the Library specifically disclaims any warrant as to the information's accuracy, timeliness, authoritativeness, usefulness, or fitness for a particular purpose. The Library will have no liability for direct, indirect, or consequential damages related to the use of information accessed through the Library's Internet Service.

Since software and information downloaded from any sources, including the Internet, may contain computer viruses, users are advised to utilize virus-checking software on their home computers. The Library is not responsible for damage to user's disks or computers or for any loss of data, damage, or liability that may occur from use of the Library's computers.

## **Unacceptable Uses of Computers**

**Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:**

**1. *Uses that violate the law or encourage others to violate the law.***

Transmitting of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by law; the viewing, transmitting, or downloading pornographic material or materials that encourage others to violate the law; downloading or transmitting confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them.

**2. *Uses that cause harm to others or damage to their property.***

Engaging in defamation (harming another's reputation by lies); uploading a worm, virus, "Trojan horse", "time bomb", or other harmful forms of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

**3. *Uses that jeopardize the security access of the computer network or other networks on the Internet.***

Disclosing or sharing the user's password with others; impersonating another user; using one's own software programs on the Library's computers; alternating the Library's computer settings; damaging or modifying computer equipment or software.

**4. *Uses that compromise the safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications:***

**Minors under age 17**

Giving other private information about one's self or others, including credit card numbers and social security numbers; arranging a face-to-face meeting with someone who they "met" on the computer network or Internet without a parent's permission.

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



## **Procedures**

The Library staff will develop such rules and procedures as are necessary to ensure the fair and reasonable use of Internet access.

## **Response to Violations**

**The Green County Public Library does monitor ALL computer use.** The user's access to the Library's computer network and Internet is a privilege, not a right. A user violates the library's internet policy by failing to report any violations by other users that come to the attention of the user. Furthermore, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet. Failure to comply with this policy and its procedures will result in the forfeiture of the user's right to access these computers.

## **Library Social Networking Policy**

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

Green County Public Library will use social networking to:

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

The types of content that will not be posted include:

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

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

## **Meeting Room Policy**

1. The meeting room is available for use Monday-Saturday.
  - Library programs and library-related meetings will receive first considerations in scheduling.
  - Library programs and library-related meetings preempt other scheduled meeting room programs.
  - Any other group or individual interested in promoting cultural, educational, or civic activities which do not interfere with the library's principal function will be allowed to use the meeting room. The activity must be appropriate for the available facility and considered as a nonprofit activity. The meetings are scheduled on a first come, first serve basis.
2. Children's groups may use the facility if they are supervised by one adult for every 10 kids.
3. Smoking, consumption of alcoholic beverages, or use of controlled substances are not allowed.
4. The library will take no responsibility for any material left at the library between meetings.
5. Anyone using the facility will be responsible for its proper use and will pay for all damages beyond ordinary wear and tear.
6. Any application form must be completed in person by anyone requesting the use of the meeting room for the first time. That person will be held responsible for its proper use. The meeting room should be left in a neat, orderly, condition or the group will forfeit the privilege of using the facility.
7. It will be necessary to sign out the key if meetings are held after hours. The key may be returned by depositing it in the book drop.
8. A charge of \$25 may be requested for use after the regular library hours.
9. A fee may be charged to cover any damages from improper lockup or if library personnel must make a trip to the library to open or close the library for the person or group who reserved the meeting room.
10. A charge of \$25 may be requested for payment of Housekeeping to clean afterwards if cleanup is not to the libraries satisfaction.

The library director and the Board of Trustees retain the right to grant or not grant use of the room to any patron or group.

**Application for Use of Library Meeting Room**

**Green County Public Library**

Name of Organizations: \_\_\_\_\_

Name of Individual: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Start/End Date: \_\_\_\_\_

Start/End Time: \_\_\_\_\_

Day of Week: \_\_\_\_\_

I have read the meeting room policy and agree to abide by it.

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

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

Fee Paid/Waived \_\_\_\_\_

Library Personnel Signature \_\_\_\_\_

## **Nepotism**

The Green County Public Library Board Members and members of their immediate family may NOT be employed by the Green County Public Library, in compliance with KRS 173.740. Members of the immediate family of the director may not be employed by the Green County Public Library without a vote of the board.

The term “immediate family” as used above is defined as any relationship, whether by blood or marriage, closer than a second cousin.

## **Notary Public**

The Green County Public Library offers a free notary service to its patrons. This service is to certify a patron’s signature, not to verify the legality of a document. All parties including witness must be at least 18 years of age and present when signing.

When presented a document for notarizing, the staff notary will ask the patron for proof of identification in the form of a photo ID. Once the staff notary feels that the ID matches the person presenting the document, the staff notary will ask the person to sign the document. Once the signature is completed, the staff notary will then affix the notary seal and sign and date as required.

The staff notary will log in the transaction in their notary book.

We do not notarize car transfers.

This transaction falls under our confidentiality code, and the transaction shall be handled as discreetly as possible.

## **Open Records Policy**

### **Open Records Requests and Records Retention**

The Green County Public Library is subject to the Kentucky Open Records Act (KRS 61.870-61.884) and certain requirements with regard to records retention.

#### **Retained records:**

The Green County Public Library will maintain and retain its records in accordance with applicable laws and regulations. Unless otherwise provided by law, records may be retained or discarded according to the Records Retention Schedules as adopted by the State Archives and Records Commission.

#### **Public records:**

Not all records of the Green County Public Library will necessarily be "public records" under the Open Records Act, and even some public records are exempt from operation of the Act. "Public record" generally means all books, papers, maps, photographs, cards, tapes, discs, diskettes, records, or other documentary materials prepared, owned, used, in the possession of, or retained by the Library. It does not include any records owned by a private person or corporation that are in the possession of the Library or one of its employees.

#### **Requests for records:**

The Green County Public Library Director (or designee) acts as Custodian for all of the Library's public records. Any person may request to inspect or receive copies of the Library's non-exempt public records. All requests to view or copy the Library's public records pursuant to the Kentucky Open Records Act must be made in writing and must contain the requester's name and signature. Requesters may use the *Request to Inspect Public Records* form, but are not required to do so. All Open Records Requests must be submitted via U.S. Mail, facsimile transmission, or hand delivery. Emailed Open Records Requests will not be honored. Open Records Requests should be directed to the attention of the Library's Records Custodian. If a requester is requesting to be provided with copies of non-exempt public records, they must provide a sufficiently precise description of the documents they are seeking so as to allow the Records Custodian to readily identify them.

#### **Response:**

The Green County Public Library has three business days in which to respond to an Open Records Request. This time begins to run the next business day after the request is received.

The response to an Open Record Request may: (1) grant the request, (2) deny the request, (3) explain that there will be a delay in responding to the request; or any combination thereof. To the extent a request is granted, the response will provide a timeframe when the requested non-exempt public documents may be inspected in person, or will inform the requester of the applicable copying charge and postage fee required to be paid before copies of the non-exempt public documents may be provided. To the extent a request is denied, the response will provide the legal cause for the denial. To the extent the full response to a request is delayed, the initial response will

give a detailed explanation of the cause for any delay and an estimate of when a complete response may be expected.

**Copies:**

To the extent a request is granted, copies of the responsive non-exempt public records requested may be provided at a cost of \$0.10 per page, along with any applicable postage costs, all of which must be pre-paid by the requester. Requests for specialized or non-standard copies (e.g. color or oversized copies) will be provided at the cost incurred by the Library to produce them. The Green County Public Library may also recover costs associated with staff time expended in responding to a request made for a commercial purpose. Non-public or exempt information may be redacted as appropriate from copies of otherwise non-exempt public records provided.

**On site examination of records:**

To the extent a request is granted, individuals requesting to review records will be allowed to schedule a time to conduct on-site inspection of non-exempt public records during the regular hours of the Green County Public Library. An on-site inspection may be required by the Library if the request is not precise in nature or if the requester resides or maintains his or her principle place of business within Green County. Public records must be inspected in the location set by the Library. During their inspection, a requester may copy non-exempt public records (at their own cost), but may not remove, alter or add to documents provided for review. The Library is responsible for protecting the security of public records in its custody, and may require that a staff member be present during any inspection or copying of its public records.

**Denial of request:**

Certain public records are exempt from inspection under the Open Records Act. Circulation and Library use records for individual patrons are exempt from inspection, and requests to inspect or receive copies of these records will be denied, as will a request to inspect or receive copies of any other records which either are not public or which are exempt under the Act. Under certain circumstances, the Library may find that a request would create an unreasonable burden to comply with, and may deny such a request for that reason. Requests that the Library believes are intended to disrupt its essential functions will also be denied. Reasons that a request may be deemed unduly burdensome for compliance, or which may be disruptive to the Library may include time and expense involved in retrieving and duplicating the records, or in the type and nature of the request. To the extent a request is denied, the Library will provide the legal basis for the denial to the requester.

## **Additional Information**

*Your Duty Under the Law*, published by the Office of the Attorney General, and other information regarding Open Records Requests may be found online at: <http://ag.ky.gov/civil/orom/>.

## **Rules**

The following template has been developed to assist agencies in discharging their duties under the Open Records Act.

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## **NOTICE**

### ADMINISTRATIVE REGULATIONS GOVERNING INSPECTION OF THE PUBLIC RECORDS OF THE

#### Green County Public Library

112 West Court Street, Greensburg, Kentucky 42743

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the above named Agency of the Commonwealth of Kentucky are open for inspection by any person on written application to Shelley Pruitt, Director, official custodian of the public records of the Green County Public Library whose address is 112 West Court Street, during regular business hours. Application forms for the inspection of the public records of this agency will be furnished upon request to any person by an employee in this office. Assistance in completing the application form will be provided by an employee on request.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than three (3) working days after receipt of an application for inspection, of any reason the records requested are not available for public inspection.

Copies of written material in the public records of this agency shall be furnished to any person requesting them on payment of a fee of ten (10) cents a page; copies of non-written records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record.



**Open Records Request to Inspect Public Records**

DATE:

To the Library Director:

I request to inspect and/or receive copies of the following document(s):

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*(There is a \$0.10 fee for each photocopy received. If the items are to be mailed, the amount of postage will also be charged. If the records are in a non-written format, the charge will be equal to the actual cost of reproduction.)*

Printed Name -- Company Name (if applicable)

---

Street Address City, State, Zip Code

---

Phone Number -- Fax Number

---

E-mail Address

---

Signature\_\_\_\_\_

THIS COMPLETED FORM SHOULD BE SUBMITTED TO THE LIBRARY DIRECTOR.

For \_\_\_\_\_ use:

*The request is granted.*

*Total amount charged to applicant to fulfill request: \$\_\_\_\_\_*

*The request is denied based on the following exemption:*

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## **Outreach Services**

The Library provides materials for all citizens of Green County. Homebound services are provided for individuals in the county who are prevented from using the library.

A staff member will provide library service to homebound individuals who qualify by meeting one or more eligibility criteria. Homebound services will be provided to qualifying individuals on a first come, first served basis. Service will continue as long as criteria are met and service is desired.

In addition, the Library will provide, upon request, deposit collections to area nursing homes, adult day care facilities, child day care facilities, and extended care facilities.

The Library will provide specialized programming to adult and child care facilities, in coordination with the Activity Directors of those facilities. This programming may include booktalks, book discussion groups, crafts, or other types of programs.

Loan periods may be extended to accommodate the needs of the patron. There is no charge for overdue or lost materials.

### **Criteria for Eligibility:**

- Individuals who are mentally or physically disabled and unable to access the library;
- Individuals who are unable to transport Library materials due to physical limitations;
- Residents of nursing homes or other extended care facilities.

## **Photocopying and Printer Policy**

The Green County Public Library provides a photocopier and printers for public use, primarily to facilitate using non-circulating materials such as reference books, magazines, newspapers, the Internet and local history materials. Fees for the copier/printer are established by the board at \$.20 per page for black and white copies and \$.40 per page for color copies. Cardstock copies are charged at \$.50 per page for black and white copies and \$1.00 per page for color copies. Legal paper copies are charged at \$.25 per page for black and white and \$.50 per page for color copies.

Staff will not knowingly violate the copyright law when assisting with the copier. Patrons using the photocopier must adhere to the U.S. Copyright Law when copying materials subject to copyright.

The library attempts to maintain its equipment in good working order; however, the library is not a print copy shop. Copies are for convenience only and those seeking print quality copies will be directed to local printing businesses.

## **Procurement Policy**

The Green County Library District Board will designate a purchasing officer with such authority as to be appropriate for administration of the procurement functions of the Library District

Under authority of KRS 45A.343 the Green County Public Library District Board has adopted the Kentucky Model Procurement Code, KRS 45A345-45A.460.

All items costing more than \$20,000 must be advertised for bids. The lowest and best bid will be considered. Bids can be designated sealed or open.

In accordance with KRS 45 A.385 for small purchases of commodity and service items, the Green County Public Library District has adopted the small purchase limit of \$20,000.00. At least one price quote from vendors shall be submitted to the library Board for approval for purchases of at least \$500.00 but less than \$20,000.00, excluding reoccurring expenses such as utilities, wages, insurance, leases, and taxes.

The designation of purchasing officer will be recorded in the minutes of the District Board.

Request for supplies, services, equipment, etc. will be submitted to the purchasing officer; including specifications and quantities desired.

All receipts, invoices, and other records shall be filed in the Green County Public Library.

This policy can be amended by the Library board of trustees at any regular meeting or called meeting for this purpose.

The Director of the Green County Public Library will serve as purchasing officer.

## **Public Comment Policies**

### **Citizen Attendance and Participation**

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

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

Interested citizens should indicate their desire to speak to the President, who will allocate the 15-minute period equally among those individuals. Generally, speakers will be limited to five minutes each up to the fifteen minute period.

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

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

## **Public Relation Policy**

The library staff must have the ability to work with people and have an understanding of and sensitivity to people and their needs. They should adhere to the ten commandments of good library staff.

The media will be informed as the time and date of regular meetings of the Board of Trustees and given 24 hours notice of any change of date or time of regular board meeting and or special board meetings.

The media has the right to all public records as permitted by the Kentucky Open meetings law.

If the media is unable to attend regular board meetings, they may obtain a copy of the minutes upon request during regular library hours from the Library Director or designated member of the staff.

Regarding any communication concerning action of the library board; this should be directed to the library director at the library, unless other arrangements are made in advance.

## **Record Retention Checklist for Libraries**

Business records, especially those which are voluminous and bulky, should be disposed of as soon as they outlive their usefulness. In fact, of the staggering volume of paper kept by business firms, it is estimated that the majority could be destroyed after just three to four years. By systematically following the checklist below of many common business documents, you should be able to reduce unnecessary records to a minimum. Developed from the requirements specified in over 800 federal and state regulations, the list summarizes the practices of a large number of companies.

### **Accounting**

Bank Statements and Deposit Slips	3 Years
Payroll (time cards)	3 Years
Withholding Statements (Federal)	7 Years
Withholding Statements (State)	5 Years
Uniform Financial Form	Indefinite
Dividend Checks (Cancelled)	3 Years
Expenditure Reports	3 Years
Ledgers (auxiliary)	3 Years
Trial Balances (monthly)	1 Year
Checks (payroll & general)	3 Years
Audit Reports	Permanent
Vouchers or Payment to Vendors	3 Years
General Ledgers	Permanent
Grants	3 Years
Budget-Work Sheet	1 Year
Budget-Approved	Permanent

### **Company Records**

Mortgages, Notes, and Leases	Permanent
Bylaws, Charter, Minute Books	Permanent
Cash Books	Permanent
Capital Stock and Bond Records	Permanent
Checks (taxes and contracts)	3 Years
Contracts and Agreements	15 Years
Labor Contracts	Permanent
Bids-Successful	Permanent
Bids-Unsuccessful	3 Years
Deed and Easements	Permanent
Patents	Permanent
Policies	Permanent
Retirement and Pension Records	Permanent
Lawsuits and Working Papers	Permanent
Inventory	Permanent
Agendas/Schedules	1 Year
Open Meeting Requests	5 Years
Legal Notices/Publications	Permanent
Citizen's Complaints/Petitions	2 Years



## **Correspondence**

General	2 Years
License, Traffic and Purchase	2 Years
Production	Permanent
Legal and Tax	Permanent

## **Insurance**

Policies (all types-expiring)	5 Years
Accident Reports	5 Years
Fire Inspection Records	5 Years
Group Disability records	5 Years
Safety Reports	5 Years
Claims (after Settlement)	5 Years

## **Personnel**

Resumes	3 Years
Worker's Comp. Files	5 Years
Contracts (expired)	3 Years
Daily Time Reports	2 Years
Disability and Sick Benefits	Permanent
Personnel Files (Terminated)	Permanent
Withholding Statements (Tax)	7 Years

## **Purchasing and Sales**

Purchase Orders	3 Years
Requisitions	3 Years
Sales Contracts	3 Years Unless Warranted
Sales Invoices	3 Years

## **Receiving and Shipping**

Report Declarations	3 Years
Freight Bills	3 Years
Manifests	3 Years
Shipping and Receiving Reports	3 Years
Waybills and Bills of Lading	3 Years

## **Statute of Limitations**

All laws are subject to each state and federal laws. They all vary.

Libraries or companies should review with the state and local auditors to remain in compliance regarding records retention before destroying records.

Obtain from GPO: Guide to Record Retention Requirements

## **Unattended Children**

The Library is not responsible for unattended children and is mandated by statute to report suspected neglect or abuse (KRS 620.030: “Any person who knows or has reasonable cause to believe a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made...”).

### **Definitions**

For the purposes of this policy, the following definitions shall apply:

- A “child” is considered to be a patron who is twelve years of age or younger;
- A child is considered to be “unattended” when the caregiver is unable to communicate with the child verbally at a reasonable volume;
- A “disruptive” child is one whose actions disturb others or damage items belonging to the Library or to others;
- A “caregiver” must be **over thirteen years of age**.

### **Neglect or Abuse**

In no instance may a child under the age of 13 be left without a caregiver physically present in the building.

Neglect will be reported to law enforcement in the following cases:

- Children aged 5 or under who are left unattended for any length of time;
- Children aged 6-9 who are left unattended for more than 30 minutes;
- Children aged 10-12 who are left unattended for 2 hours or more.

Any case of suspected abuse will be reported to the Director.

### **Disruptive behavior**

Disruptive children with a parent/guardian in the building will first have expected behavior explained to them. Explain consequences of continued disruptive behavior. If the disruptive behavior continues, the parent/guardian will be located and asked to stay with the child.

The Library will report to law enforcement any instance where an unattended child is disruptive and does not respond to the correction of staff. Law enforcement may be asked to remove unattended children whose caregivers cannot be found.

### **Children left after closing**

The following criteria will apply to children left at the Library after closing:

- For children under the age of 13, two staff members will remain with the child for fifteen minutes before attempting to locate the child’s caregiver. If the caregiver cannot be reached, law enforcement officials will be called. Staff will remain with the child until law enforcement arrives.
- For children over the age of 13, staff will immediately attempt to call the caregiver for the child. Staff will also immediately contact law enforcement officials. Two staff members may remain with the child if the child or the caregiver requests.

Staff may leave if not requested to remain. Staff may leave when law enforcement arrives.

Library privileges may be curtailed when a child is repeatedly left on the Library's premises after closing.

### **Reports**

Incident reports will be written for any incident involving the neglect of a child. Incident reports will be written and submitted for any disruptive behavior in which law enforcement is notified. Repeated incidents involving a particular child may result in loss of Library privileges for both child and caregiver.

## **Volunteers**

Volunteers may perform a variety of tasks. Some tasks but not all may include dusting throughout the library and/or not limited to the shelves in the stacks, straightening books on shelves, shelving books and any other task deemed by the Director or Circulation Desk Manager as volunteer duties. Volunteers may sign up at the front desk for a one month period. Some tasks need to be performed weekly. If unable to commit to this, please consider a different date to apply.

All volunteers are expected to follow library rules and be respectful to all patrons and staff. If behavior or actions in the library become a problem, you will be asked by the Director or Senior Staff Person to resign as a volunteer.

We appreciate each and every volunteer. Thank you for being a very special friend to your library.

## **Children as Volunteers**

Volunteers will perform a variety of tasks. Some tasks, but not all may include preparing materials, making copies, straightens books on shelves, shelving books, helping with Summer Reading Programs, crafts and other tasks to help the Children's librarian and/or other library staff members.

You will not be able to check books in or out and need to please stay out from behind the checkout desk as space is at a minimum there.

In order to present the Children's Department and the Library in a positive way, you should wear "appropriate" clothes. If what you would wear to school is considered appropriate there, then it would also be appropriate at the library.

You will work indirectly with library patrons; your job will not involve helping a patron directly other than through a program.

Your hours will be kept in a notebook and you are responsible to log the data and time you work each time you come in. Upon request, your volunteer hours will be sent once a month or year to your guidance counselor, so they too will have your volunteer hours on file.

You may volunteer only when the staff is able to supervise you and if you prefer to do your volunteering with a friend you need to stay on task.

We appreciate each and every volunteer. Thank you for being a very special friend to your library.

## **Kindle Policy for the Book Discussion Groups**

### **Kindle Lending Guidelines:**

1. Patrons must be 18 years or older, have a current library card and valid photo ID, be a resident of Green County, and be in good standing with the library.
2. Loan period will be four weeks or until the next book discussion meeting, whichever comes first.
3. Patron must sign a user agreement.
4. All components of the Kindle must be present upon return to the library for check-in at the circulation desk.
5. Because the Kindle is fragile, if a Kindle is found returned in the book drop, the user will be charged a \$25 fine.
6. Use of these Kindles is restricted to only the book discussion group members who have had regular attendance for at least 6 months consecutively.
7. Any member who misses 3 consecutive meetings will automatically lose their right to a GCPL Kindle until they once again meet the guidelines. Medical and emergency issues will be taken under consideration by the Director.
8. The Kindles MUST be checked in monthly and if necessary will be kept at the library for up to one week to download new books.
9. Only the staff will be allowed to download books on the Kindles.
10. The only time the library's account should be activated on the Kindle is for purchasing and downloading content. The Kindle account should be de-registered/deactivated at all other times, especially when the Kindle is out on loan, to ensure patrons cannot download content and charge to the library's account.

**Kindle Borrowing Agreement**

By checking out the Kindle you are assuming responsibility for any damage, loss or theft of the device while it is checked out to you. You will be responsible for the entire replacement cost of the Kindle \$100 plus a processing fee of \$10 for a total of \$110. Use of the Kindle is restricted to the content installed. The addition or deletion of books to the Kindle is prohibited. You must be 18 years old in order to borrow the Kindle and your account must be in good standing (no fines or overdue materials in excess of \$5.00).

My signature below indicates that I have read and agree to the terms of the GCPL Kindle Policy and borrowing agreement.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Information Security Policy**

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

Green County Public Library will comply with best practices established by the Department for Local Government (as required in KRS 61.932). See [Security and Incident Investigation Procedures and Practices for Local Governmental Units](#) for these best practices.

Per the Department of Local Government's guidance, a "Point of Contact" is designated by Green County Public Library to

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

Missy Curry is Green County Public Library's Point of Contact for the purpose of adherence to Department for Local Government guidance.

### **Patron information**

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

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

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

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

### **Staff information**

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

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

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

### **Security Measures**

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

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

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

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

### **Security Breaches and Notifications**

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

Green County Public Library will notify vendors of their responsibilities to inform the library of any breach in their own systems which would expose or compromise the security of personal information provided by the library. Notification of such must conform to the requirements of KRS 61.932 and will include any reports of investigations that are conducted into the breach. Contracts that are made or amended



with the library after January 1, 2015 must contain provisions to account for the requirements under KRS 61.932.

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

## **Epson Projector Borrowing Policy**

**Serial # F3HG472421F**

The objective of this policy is to provide staff with a clear description and guidance of the procedure for lending the projector.

Rules for lending the Epson Projector:

1. The projector is available to borrow by adults 18 years of age and older who holds a valid Green County Public Library adult membership card that is good standing with the library.
2. The projector will be inspected before it goes out and upon return by staff to ensure it is in good working condition.
3. The borrower is responsible for repairs due to damage caused during the borrowing period.
4. The library is responsible for all maintenance.
5. The Library Staff will provide the borrower with instruction on how to operate the projector stressing the importance of not turning the projector off without letting the bulb cool down. If the bulb blows the replacement cost for the bulb is \$300.
6. The projector may be kept for up to two days if borrowed on the weekend and since we are closed on Sundays but is normally loaned out only overnight. A late fee of \$10 per day will occur if arrangements have not been made in advance.
7. All borrowers must sign a Lending Agreement.



112 West Court Street  
Greensburg, KY 42743-0146  
Phone (270) 932-7081  
www.gcpl.info

### Epson Projector Borrower Agreement

**I AGREE TO ACCEPT FINANCIAL RESPONSIBILITY FOR LOSS, THEFT, LATE RETURNS, LEGAL OR PHYSICAL DAMAGES. I HAVE READ THE PROJECTOR POLICY AND BY SIGNING AGREE TO ALL THE CONDITIONS.**

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**AUTHORIZED SIGNATURE OF BORROWER**

---

**Please print name:**

**Phone #** \_\_\_\_\_

**Library Card#** \_\_\_\_\_

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

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

## Memorials/Donations

Name of Person for whom the donation is given:

\_\_\_\_\_

Amount of Donation: \_\_\_\_\_

Name and Address of Person or Group making the donation:

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

Name and Address of Person the library should notify that gift was given:

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

Type of Book Preferred: \_\_\_\_\_

\*\*All books including memorials/donations go through an annual weeding process, if at any time there has been no active use for 5 years, the book will be removed from the collection and put on the for sale cart. Please sign if you would like for us to return the book to you if it ever comes up for weeding.

If Yes, Sign Here: \_\_\_\_\_

Initial that you have read this policy statement. \_\_\_\_\_

---

### *For Library Record Use Only*

Title of Books(s):

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

Date Book(s) was ordered: \_\_\_\_/\_\_\_\_/\_\_\_\_

Cost of Book(s): \_\_\_\_\_

Acknowledgment and Thank you sent: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Signature: \_\_\_\_\_

# **Pest Control Policy**

*Adopted September 19, 2017*

## **Prevention**

The Green County Public Library actively works toward the prevention and containment of pests, including rodents and insects of all kinds, in the Library and library materials. Staff members are trained on bug prevention, containment, and elimination procedures and act quickly to eliminate any known issues in the Library. The Library is inspected and treated by a professional pest control company to prevent general pest problems on a monthly basis. An inspection or treatment may be ordered at any time deemed necessary by the Library Director. All materials are inspected and cleaned when returned to the Library. Any item exhibiting signs of bugs of any type, including bed bugs and roaches, is immediately treated or discarded. Items to be treated are placed in a plastic bag or container and sealed. The items are then placed in a special heater designed for bug treatment and heated to a recommended high temperature for a time long enough to kill the pests. After treatment, staff will inspect the items to determine if they can be saved or must be discarded. Items containing bug stains of any kind, especially blood or fecal matter, are not salvageable and must be discarded. Damaged and discarded items are charged to the borrower at replacement value. Items deemed to be in good condition are cleaned and returned to circulation.

## **Pests in Library Materials**

In order to keep the Library a safe place for all patrons to borrow materials, patrons who return items with obvious signs of bugs will have borrowing privileges suspended. The following procedures will be followed for all Library users:

### **First Occurrence**

The first time a borrower returns materials with signs of bugs, staff will:

- Speak with the patron about what was found in the materials in a non-confrontational and confidential manner.
- Show them the materials and bugs whenever possible.
- Suggest ways the patron can address the issue (keeping materials in closed containers at all times when not being used, and inspect them before return.
- Information about bug treatment options will be given in handout.
- Suspend all borrowing privileges by placing a block on the patron's account as well as each individual connected account.
- Explain that no more items may be checked out on the patron's account as well as each individual connected account at any given time until the patron provides to the Library Director proof of treatment such as a bill from an exterminator or a notice of treatment from a landlord. Once a patron's status has been reinstated, all rules of a New Patron status will be followed. If no other signs of bugs are found in returned materials for a period of three months, the Library Director, upon request by the patron, may reinstate full borrowing privileges. Further sightings at any time will be considered a second occurrence, even if privileges have been reinstated.

- Explain the process of a second occurrence.
- Complete an incident report to be filed in the Library Director's office.
- Note the problem on the patron record.
- Copy of policy given to patron.

## **Second Occurrence**

The second time a borrower returns materials with signs of bugs, staff will:

- Speak with the patron about what was found in the materials in a non-confrontational and confidential manner.
- Show them the materials and bugs whenever possible.
- Suspend all borrowing privileges by placing a block on the patron's account as well as each individual connected account.
- Explain that borrowing privileges have been suspended until the patron provides to the Library Director proof of treatment such as a bill from an exterminator or a notice of treatment from a landlord and placed once again on New Patron status. If no other signs of bugs are found in returned materials for a period of six months, the Library Director, upon request by the patron, may reinstate full borrowing privileges. Further sightings at any time in the future will be considered a second occurrence, even if privileges have been reinstated.
- Complete an incident report to be filed in the Library Director's office.
- Note the problem on the patron record.