

RITTER PUBLIC LIBRARY

Policy Manual

Revised: March 2023

**Mission: Ritter Public Library is a community center for the Vermilion area
providing free space, information and entertainment.**

Table of Contents

• Art Policy	3
• Code of Conduct Policy	3-4
• Confidentiality of Customer Records	5-6
• Credit Card Employee Policy	7-8
○ Credit Card Responsibility and Use Procedures	9-10
○ Credit Card Purchase Form	11
• Credit Card Customer Security / Confidentiality	12
• Cybersecurity Policies	13-14
• Fiscal Policies	15-18
• Furniture and Equipment Disposal Policy	19
• Inclement Weather and Emergency Closings	19
• Interlibrary Loan	20
• Internet Policy	20-22
• Interim Director Policy	22-23
• Investment Policy	23-25
• Local History Collection Policy	25-29
• Materials Selection Policy	30-37
• Meeting Rooms Policy	38-39
• Notary Public Policy	40
• Petitioning / Solicitation	41
• Photography Policy	41-42
• Service Animal Policy	42
• Service Policies	43-45
• Smoking Policy	45
• Weapons Policy	45
• Youth Safety Policies	45-46
• Appendix	47
○ Interlibrary Loan Policy	47
○ Customer Records Release Form	48
○ Broker, Dealer and Financial Institution Cert.	49
○ Board of Trustee By-laws	50-59
○ Board of Trustee Calendar	59-61
○ Board of Trustee Request to Speak	62

Policies

Art Policy

The Ritter Public Library Board of Trustees maintains a limited permanent collection of art for the following purposes:

- To enhance the library experience and building
- To allow residents and visitors access to the work of local and regional Ohio artists

The art committee is charged with overseeing all aspects of the collection with recommendations subject to final approval by the Board. The Director will serve as a non-voting member of the art committee and the President of the Board may also appoint others to the committee who will serve as non-voting members in an advisory capacity. In considering recommendations to the entire Board, the Art Committee may also consult with experts at the Board's approval when fees will be incurred.

The majority of art in the permanent collection is a mixture of purchased and donated works. All initial inquiries regarding potential donations of art must be directed to the Director of the library. Regardless of the source, all art is reviewed by the Director based on the following criteria and if necessary forwarded to the Art Committee who will review submissions using the same criteria for review.

Criteria:

- Art works representing a broad spectrum of artistic expression, with preference given to art relevant to Vermilion.
- All artwork must be of sufficiently high artistic merit to warrant inclusion in the collection. This usually requires that the art be unique, created by artists of established reputation or recognized potential.
- Art should be compatible with the character of the library and appropriate for all ages.
- Art should be durable, sound, non-hazardous and maintainable.

Disposition:

- Ritter Public Library will not accept or purchase art with restrictions or conditions. Any work of art acquired by the library becomes sole property of the library. The Board reserves the right to dispose of any purchased or donated art without notifying the donor or artist.

Adopted by the Ritter Public Library Board of Trustees July 10, 2012

Code of Conduct Policy

The purpose of the Ritter Public Library is to provide a safe and orderly environment in which patrons can study, read, research, and attend programs or meetings. The Library's Code of Conduct Policy has been established to protect the rights of the public and the staff to use the Library, and its services, without disruption.

The library is vital to the Vermilion community and prides itself as the community center. Appropriate use of library materials, meeting spaces and general public space is encouraged. Nonalcoholic beverages in spill-proof, covered containers are permitted. However, no food or drink of any kind is permitted in the Ritter Room.

To encourage the enjoyment of the library facility, the library staff will firmly and courteously enforce this policy.

Inappropriate library activities include but are not limited to:

- Loud talking including the use of profanity or other abusive language
- Soliciting money or gambling
- Inappropriate attire – shirts and shoes must be worn
- Use of tobacco products, including e-cigarettes
- Committing or attempting to commit any action in violation of federal, state, or local laws – this includes but is not limited to vandalism, theft, assault, menacing, harassment, or endangering the safety of others
- Disruptive use of cell phone or other electronic device
- Theft of personal or library property
- Use of the Internet and/or electronic devices for unlawful purposes as defined by federal, state and local laws
- Trespassing in non-public areas
- Drug use and alcohol use and/or possession
- Photographing/filming in violation of the Photography Policy

Disruptive behavior will not be tolerated as it may interfere with the legitimate Library business of other users or staff, and may serve as grounds for removal from the Library.

The Library reserves the right to evict from Library premises and refuse further admission to any individuals, and/or groups who infringe upon the rights of Library staff or patrons in their proper use of Library facilities.

Patrons who are behaving inappropriately or disruptively will be warned that the behavior must stop. If the behavior is not immediately corrected, the person will be told to leave the premises. For serious violations, patrons may be asked to leave immediately. Anyone who does not leave after being told to do so, will be considered a trespasser and will be treated accordingly. This may include asking the Vermilion Police Department to intervene, if necessary. Habitual abusers of library rules may be banned from the premises for a period determined by the director. A minor (anyone under 18 years of age) who creates chronic problems may be required to bring a responsible adult, who will remain with him or her in the library. Additional policies specific to children are addressed in the Ritter Public Library youth safety policy.

Amended by the Ritter Public Library Board of Trustees
February 14, 2023

Confidentiality of Customer Records

The following is adopted as policy by the Ritter Public Library Board of Trustees in accordance with state and federal law.

All information contained in a customer record is confidential information and may only be released under the following limited circumstances by the Library Director.

- A library record or customer information pertaining to a minor child when required, in writing, by the parent, custodian, or guardian of the minor child; or
- In accordance with a properly issued subpoena, search warrant, or other order of a court of competent jurisdiction; or
- To a law enforcement officer who is acting in the scope of the officer's law enforcement duties and who is investigating a matter involving public safety in exigent circumstances which do not permit the officer to obtain a search warrant or other order of a court of competent jurisdiction; or
- The customer, other than a minor child or an incompetent adult, requests such records; or the customer, other than a minor child or an incompetent adult, executes a written signed release for such records to specifically name other individuals or corporations or government entities; or
- The library needs to release the records for administrative purposes, including the establishment, maintenance, or transfer of the library records management system; or records that document improper use of the Internet at the library, provided that patron identifying information is removed.

When library personnel are served with a subpoena, search warrant, or other order from a court of competent jurisdiction, they should immediately notify the Director. The Director will notify the Erie County Prosecutor's Office for legal assistance in these cases.

Customers may release their own library records and the records of minor children under their legal custody and control. A form is available should the need arise for a record's release.

The Library will comply with the U.S. Patriot's Act of 2001, if a request is made under that Act and after consultation with the Erie County Prosecutor's Office.

For purposes of this policy, the following definitions apply:

- Custodian – a person who has legal custody of a child or a public children's agency or private child placing agency that has permanent, temporary, or legal custody of a child. Custodian is not a foster parent.
- Library Record – is a record in any form, written, verbal, or electronic, that is maintained by the library and contains any of the following types of non-evaluative, identifying information:
 1. Information the library requires an individual to provide to determine eligibility for services; or
 2. Information that identifies an individual as having requested or obtained specific material or materials on a specific subject; or
 3. Information provided by an individual to assist a staff member to answer a specific question or provide information on a specific question.
- Customer Information – is any personal identifiable information about an individual who has used any library service or borrowed any library materials. Non-specific age or gender information is not considered customer information.
- Exigent Circumstance – those circumstances which are so urgent that a law enforcement officer must choose public safety over the rights granted by Ohio statute to an individual.
- Guardian – a person, association, or corporations that is granted authority by a probate court pursuant to Chapter 2111 of the *Ohio Revised Code* to exercise parental rights over a child to the extent provided in the court's order and subject to the residual parental rights of the child's parents.

- Internet – is the international computer network of both federal and nonfederal interoperable packet switched data networks, including the graphical sub network called the World Wide Web.
- Minor Child – anyone under the age of eighteen (18) years.

Incompetent Adult – any person who is so mentally impaired as a result of a mental or physical illness or disability, or mental retardation, or as a result of

- Chronic substance abuse, that the person is incapable of taking proper care of the person's self or property or fails to provide for the person's family or other persons for whom the person is charged by law to provide, and for whom the state has appointed a guardian through a county probate court.

This policy will be strictly enforced. Any questions of staff concerning the implementation of the policy should be addressed to the Director.

Adopted by the Ritter Public Library Board of Trustees

September 8, 2003

Amended by the Ritter Public Library Board of Trustees

June 11, 2019

Ritter Public Library Credit Card Policy

Compliance Officer Model

1. This policy applies to all payment cards, checks, or other payment instruments associated with a credit account issued by a financial institution or a retailer, and payment cards related to the receipt of grant funds. All such cards and instruments are referred to herein as “credit cards.”
2. This policy does not apply to procurement cards (p-cards), or to gas cards or other payment cards that capable of use only for the purchase of certain limited types of goods.
3. Ritter Public Library will not obtain or maintain any debit cards.
4. The Fiscal Officer will work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for Ritter Public Library, and also to determine which store credit card accounts Ritter Public Library will utilize.
5. The Fiscal Officer is responsible for working with the issuing financial institution to determine the dates when credit cards expire and the re-issuance of replacement cards.
6. The Fiscal Officer is responsible for determining, when necessary, the need to cancel a credit card account and any adjustment to credit limits on the credit cards.
7. The Fiscal Officer is responsible for notifying the issuing financial institution of a lost or stolen card.
8. Credit cards will be established in the name of the Ritter Public Library and the specific name of an individual with a maximum credit limit for each set by the library.
9. Credit cards may be issued to:
 - a. Director with a credit limit up to \$3,000
 - b. Acquisitions Specialist with a credit limit up to \$5,000
 - c. Fiscal Officer with a credit limit up to \$3,000
 - d. Head of Adult Services with a credit limit up to \$1,500
 - e. Head of Youth Services with a credit limit up to \$1,500
 - f. Facilities Manager with a credit limit up to \$1,000

The Fiscal Officer has the discretion to request temporary limit increases depending on needs of the individual cardholder.

A credit card may not be used by anyone other than the individual to whom it is issued.

10. Prior to initial receipt of a credit card, each individual must agree to and sign the Credit Card Responsibility and Use Procedures.
11. The Board of Trustees authorizes the use of library credit cards for use in connection with Board approved, or library-related, activities and for only those types of expenses that are for the benefit of the Ritter Public Library that serve a valid and proper public purpose shall be paid for by credit card. Credit cards will be used primarily for travel expenses to conferences, programming purchases, and facility maintenance needs. In any event, credit cards may be used only for expenditures that are within the applicable budget and departmental guidelines.
12. For each purchase made using a credit card, an itemized receipt indicating the amount paid, the vendor, and the good/services purchase must be submitted to the Fiscal Officer or the Acquisitions Specialist/Deputy Fiscal Officer promptly following the purchase. A Credit Card Purchase Form must also be completed and signed by the purchaser and attached to the receipt.
13. Use of a credit card for personal expenditures, for expenditures in excess of the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any Ritter Public Library personnel engaging in misuse of a credit card will be responsible to reimburse Ritter Public Library for

any unauthorized expenditures and may be subject to disciplinary action up to and including termination of employment.

14. The Ritter Public Library Board of Trustees will appoint a Compliance Officer to review all credit card accounts every six months, including: the number of account and issued/active cards, account expiration dates, and credit limits. The Fiscal Officer may not also serve as the Compliance Officer.
15. The Compliance Officer may use a credit card only with the prior authorization of the Fiscal Officer, except that the Library Director serving in the role as Compliance Officer may use a credit card as otherwise authorized in this policy.
16. The Compliance Officer may not authorize Library personnel to use a credit card, except that the Library Director serving in the role as Compliance Officer may authorize such use in accordance with this policy.
17. If a credit card is lost or stolen, or if Library personnel become aware of unauthorized or fraudulent use of any of the Library's credit card accounts, the same must be reported immediately to the Fiscal Officer and Compliance Officer.
18. All monthly credit card statements and other correspondence associated with the credit card account will be sent to the Ritter Public Library. Payment of the monthly statements must be made in a timely fashion so that finance charges and late payment fees are not incurred.
19. If the Compliance Officer is authorized to use a credit card, on a monthly basis, the Fiscal Officer (or the Fiscal Officer's designee, who may not be the Compliance Officer) will review the credit card statements and will sign an attestation to such review.
20. On an annual basis, the Fiscal Officer (or designee) will submit a report to the Ritter Public Library Board of Trustees regarding all credit card rewards received by the Library.

Adopted by the Ritter Public Library Board of Trustees

January, 2019

Credit Card Responsibility and Use Procedures

A credit card account has been established to meet the needs of your department for incidental purchases. Upon receipt of proper documentation and itemized receipt, credit card expenditures will be paid through the Fiscal Officer's office.

*****A credit card does not replace requisitions and purchase orders.**

Conditions of Use. Expenses may be incurred with the credit card only if all of the following conditions are met:

1. Expenditures must be within the guidelines of the particular activity of your department and budget. The expenditure may only be made after the approval of any required requisition and purchase order. The credit card is not to be used for any personal expenses.
2. Expenditures to be paid must be less than your credit limit of \$_____.
 - a. Only exceptions being if Fiscal Officer has allowed for a temporary limit increase in the case of cardholder attending conference.
3. Proper documentation to support the expenditure must be sent to the Fiscal Officer or Acquisitions Specialist/Deputy Fiscal Officer prior to the receipt of the monthly statement.
 - a. Proper documentation is to include:
 - i. Itemized paid receipt indicating the amount paid, the vendor, and an itemized description of the purchase.
 - ii. In the case of books, subscriptions, or similar types of orders, a copy of the order form or document, and the packing slip or other receiving document.
 - iii. A hardcopy print-out for any items ordered online.
 - iv. A completed and signed Credit Card Purchase Form attached to itemized receipt.
 - b. Examples of documentation not allowed:
 - i. Non-itemized cash register receipts.
 - ii. Handwritten requests for reimbursements without receipts or other verifications.
4. The Ritter Public Library is exempt from sales tax, and all reasonable efforts should be made to ensure that sales tax is not charged by vendors in connection with purchases made via credit card. A tax exemption certificate is available in the Fiscal Officer's office and the Acquisitions Specialist's office. In some cases, if you merely mention to the vendor that the purchase is tax exempt, no sales tax will be charged.

Safekeeping. You are responsible for the safekeeping of the credit card. You shall not permit anyone else to use the credit card or disclose to anyone (other than the vendor/merchant in connection with a purchase) the card account number, CVV, or other pertinent account information.

Unauthorized Use. If you become aware of any unauthorized or fraudulent use of the credit card, or if the credit card is lost or stolen, you must immediately report same to the Fiscal Officer and Compliance Officer.

No Right to Credit Card. The credit card is issued to you on a temporary basis, and remains the sole property of the financial institution from which it was issued. The right to use the credit card may be revoked at any time without notice by the issuing financial institution or by the Library's Fiscal Officer or Director. You must immediately return the credit card to the Library upon termination of your employment with the Ritter Public Library or in the event of a change in your position/title.

Personal Responsibility. You are personally responsible for any unauthorized credit card expenditures and expenditures made in violation of applicable Library policy.

Policy. In addition to the terms set out herein, use of the credit card is subject to the Ritter Public Library's Credit Card Policy.

I have read and fully understand and accept my personal responsibilities and liabilities in regard to the credit card issued to me, including the terms set out in the Ritter Public Library's Credit Card Policy. I further acknowledge that any misuse of the credit card may result in disciplinary action up to and including termination of employment.

Cardholder Signature: _____ Date: _____

Witness: _____ Date: _____

**RITTER PUBLIC LIBRARY
CREDIT CARD PURCHASE FORM**

Please attach receipt.

Employee Name: _____

Date of purchase: _____

Purpose: _____

Amount: _____

Employee Signature: _____

Date Submitted: _____

Acquisitions Received (admin): _____

Copy Made? ☐

Revised 3-5-17

Credit Card Customer Security/Confidentiality Policy

Ritter Public Library staff is committed to secure and confidential use of customer information including credit card transactions. To achieve this commitment all staff will adhere to the following:

All transactions will be completed through the credit card terminal at the circulation desk.

Each customer will be directed to swipe their own card.

No credit card information is stored, recorded, or transmitted.

In order to maintain the integrity of the terminal the following criteria will be followed:

- Staff will visually inspect terminal for signs of tampering, ensuring the machine looks normal – nothing has been seemingly added or changed
- Area around the terminal will be kept open – ensuring no suspicious devices or hidden cameras have been placed near terminal
- Staff and customers should be aware of other nearby customers and the possibility of hidden equipment
- Terminal is not to be removed from desk or building without written approval from the Fiscal Officer

Adopted by the Ritter Public Board of Trustees

July 8, 2014

Cybersecurity Policy

The following policies have been established in order to protect the information held by Ritter Public Library:

Password Policy

In accordance with CLEVNET, staff passwords will be changed every six months. Each password must contain ten characters that include an uppercase letter, a number and a symbol. Staff members must log into work computers using their own passwords unless using a shared circulation computer. Staff must log out each time they have completed their work for a session at a specific computer station.

All passwords are to be treated as sensitive, confidential Ritter Public Library information.

Here is a list of “do not’s”

- Don’t reveal a password over the phone or on electronic communication to anyone
- Don’t reveal a password to other staff members unless required for training purposes
- Don’t talk about a password in front of others
- Don’t use the “Remember Password” feature of applications
- Don’t write passwords down and store them anywhere in your office

Antivirus Policy

IT personnel will be trained and proficient in the use of the security solutions used to protect against malicious software. All computer stations will use approved antivirus/antimalware protection. Virus protection software must not be disabled or bypassed. Settings for the virus protection must not be altered in a manner that will reduce the software effectiveness. IT personnel must be notified of any evidence of virus or malware affecting any computer station.

Backup Policy

The purpose of this policy is to ensure that data may be easily found and recovered in the event of equipment failure, intentional destruction of data or unforeseen loss. IT personnel will be responsible for backing up servers. Backups will be conducted weekly to external drives. Staff requiring files restored must contact IT personnel with information regarding the file creation date, name of file and when it was deleted.

Physical Security Policy

The purpose of this policy is to restrict access to physical technology materials owned by Ritter Public Library. Hardware will remain in a secure location and locked when not in use, either in drawers, locked offices or with the use of locks specifically designed for technology.

Clean Desk Policy

The purpose of this policy is to protect the security and confidentiality of information held by Ritter Public Library.

- Any paperwork containing confidential, secure information must be removed from work space that will remain unoccupied and stored in a locked area at the end of the work day. This may

include but is not limited to patron information-requests, contact information or card information, library account information and staff information.

- All computer stations must be locked when not in use. Patrons must not have access to staff computer stations. When assisting with websites in which data must be entered-patrons must log in and use computer stations provided for patron use.
- Passwords must not be kept in an accessible location.
- Storage devices and files containing secure, confidential material must be kept in locked locations when not in use.
- Periodic walkthroughs will take place to ensure this policy.

Adopted by the Ritter Public Library Board of Trustees

June 11, 2019

Fiscal Policies

Bond

The Fiscal Officer and Deputy Fiscal Officer are bonded annually, at an amount determined annually by the Board of Trustees.

Depository Contracts

In accordance with the *Ohio Revised Code*, Chapter 135.12, the library seeks bids for depository contracts for active, interim and inactive funds. Each governing board shall meet every five years for the purpose of designating the public depositories of public monies. (*House Bill 220, 123rd General Assembly*).

Financial institutions selected for the library's deposits must agree to provide as security; bonds of any political sub-division of the State of Ohio, United States Bonds, or United States Treasury Notes, acceptance of which is subject to approval by the Board of Trustees.

The library maintains a general checking account and a payroll clearance account at the financial institution with whom the library has executed a depository contract for active funds.

Investments

The investment policy, (see Appendix A) in conjunction with the *Ohio Revised Code*, as amended, governs the investment activities of the Ritter Public Library. It will be reviewed periodically for compliance and to assure the flexibility necessary to effectively manage the library's monies.

The investment policy applies to all financial assets of the library. All funds are accounted for in the library's annual financial report to the Auditor of the State.

By annual resolution, and in accordance with the *Ohio Revised Code*, Chapter 135, the Board of Trustees authorizes the Fiscal Officer to invest library monies from various funds as established by the Board, as legally permitted, in adherence with and accordance to the depository contracts in force for the designated contract period. The Fiscal Officer shall be responsible for the implementation of the investment policy and the establishment of investment procedures consistent with and which assure compliance with the policy.

The Fiscal Officer is authorized, upon receipt of funds, to determine the extent to which the needs of the library reasonably require that such funds be classified as active funds or permit them to be classified as interim or inactive funds, and invested accordingly, in compliance with the provisions set forth by this investment policy.

Investments shall be made with the exercise of that degree of judgement and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for the speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

All investment transactions will be performed on a competitive basis. The competitiveness of each bid or offer will be verified utilizing the various information systems available and by putting eligible broker/dealers in competition with one another to ensure that a market rate is provided.

The Fiscal Officer shall attend any continuing education training programs as required to comply with changes pertaining to the library's finances.

Annual Appropriation Resolution

After receiving certification of the available resources for the next fiscal year, the Fiscal Officer will prepare and present the Annual Appropriations Resolution to the Board of Trustees for adoption prior to commencement of the fiscal year.

Appropriation modifications necessary to facilitate the payment of bills come before the Board of Trustees for approval prior to modification. In the case of emergency, the Fiscal Officer may make a modification with the approval of the Board President without prior approval of the Board of Trustees. Any such modifications are presented to the Board of Trustees for ratification at their next regular meeting.

Receipts

The Fiscal Officer receipts all monies as soon as the library receives them. Receipted monies are deposited periodically by the Fiscal Officer at the financial institution with which the library has executed a depository contract for active funds. All income is reported to the Board of Trustees at their monthly regular meetings.

Disbursements

By annual resolution, the Board of Trustees authorizes the Fiscal Officer to pay all bills incurred throughout the fiscal year, and continuing until the next Annual Meeting as long as said bills fall within the Annual Appropriation Resolution adopted by the Board of Trustees. All paid bills are reported to the Board of Trustees at their monthly regular meetings.

All disbursements are made by library check. In compliance with *Ohio Revised Code* §3375.35, no moneys shall be paid out except on a check signed by the Fiscal Officer and the President, Vice-President or Secretary of said Board.

Funds are encumbered in advance of placing orders for goods and services. By signing the purchase order, the Fiscal Officer certifies that funds are on deposit to cover the estimated expense of goods and services being ordered.

Credit Card Policy

The credit card may be used to purchase items and services needed by the library. Library needs include but are not limited to materials, supplies, technical services, repair services and items deemed necessary to the provision of library materials and delivery of library services to the public. Purchases may be made by authorized employees up to a value of \$100 per purchase per vendor per day with no written authorization from the Director. Purchases with a value of \$100 or more per vendor per day can be made with the credit card with prior written authorization from the Director using the expense authorization form. The Director shall determine an annual budget for certain vendors based on past activity. The list of certain vendors may change from time to time. Once annual expenditures reach 50% for the annual budget, purchases will cease until the Director reviews activity to date and adjusts the budget, as necessary, for the balance of the calendar year.

Authorized Employees

The following employees are authorized to use the library credit card: Director, Fiscal Officer, Facility Manager, Acquisition Specialist, Head of Adult Services and Head of Children's Services. Others specifically authorized by the Director on a case-by-case basis.

Exemptions

The credit card may not be used for travel expenses, conference registration fees or conference materials without prior written authorization from the Director using the expense authorization form. In no event shall

the library credit card be used for personal expenses of any kind. Also prohibited are expenditures for capital equipment unless authorized in advance by the Director using the Expense Authorization Form.

Procedures

Present credit card at point of purchase or over phone if necessary. If expense authorization form is required, complete the form and present to Director. Upon authorization, the purchase may be completed. Once the purchase is complete, the receipt and signed expense authorization form should be forwarded to the Fiscal Officer.

Responsibilities

Lost library credit cards should be reported to the Fiscal Officer immediately. Misuse of the library credit card will result in revocation of authorized use and in disciplinary action that can include termination.

Tax Exemption

As provided for in the *Ohio Revised Code* §5739.02, the library is exempt from the payment of state sales tax, by virtue of being a political subdivision of the State of Ohio.

No vendor's license is required.

Gifts and Bequests

The library accepts gifts and bequests in the form of cash, securities, and property, with the understanding that all such gifts become the property of the library, which retains sole right for determining the best use of the gift.

Restricted gifts, such as memorial donations, are accepted so long as use of said gift supports the overall mission of the library.

All gifts to the library are tax deductible as allowed by law.

Procurement

By annual resolution of the Board of Trustees, the Director is appointed and authorized to act as purchasing agent for goods and services for the period continuing until the next Annual Meeting.

Bidding Procedure

Any expenditure in excess of seventy five thousand dollars (\$75,000.00) must be placed for bid, as required by state law. Automation purchases are not subject to bid. The Fiscal Officer is responsible for ensuring that the bidding procedure utilized complies with laws and regulations in force at the time of the bidding process. Accepting bids must comply with *Ohio Revised Code* §3375.41. To avoid legal problems, the Board should consult with legal counsel when rejecting the lowest bid as not responsible.

Any bidding process will include an appropriate length of time to advertise for bids; a publicly announced deadline for the receiving of bids; the opening of bids at a public meeting of the Board of Trustees; due consideration of the contents of each bid; and the awarding of contracts based on available information.

The Board of Trustees reserves the right to refuse bids when there is reason to believe collusion or combination among bidders has occurred.

Expenditures, which are less than seventy five thousand dollars (\$75,000.00), are not required to be bid. Several quotes may be requested to ensure the best possible purchase is made at the best available price.

Financial Exigencies

In the event of a severe loss of funding, the Director and the Board of Trustees will devise a cost containment plan. The plan may include reduction in library services, support activities, and personnel. The following categories serve as guidelines only. These and other relevant and pertinent facts will be considered at such time as budget cuts are necessary. Potential areas for reduction are listed below.

Library Services

- Programming
- Materials purchases

Support Services

- New equipment purchases
- Non-essential maintenance repairs to building and equipment
- Continuing education opportunities

Personnel

- Institute hiring freeze
- Eliminate substitute hours
- Reduce hours
- Workforce reduction

Furniture and Equipment Disposal Policy

If an item of furniture or equipment is determined to be no longer functional or useful, the Library Director will be notified so he/she can determine whether to sell the discarded item.

When the Library Director or designee determines an item of furniture or equipment no longer has value to the Library, it will be removed from inventory and disposed of in one of the following ways:

1. Book and other materials no longer deemed appropriate for the collection will be donated to the Friends of the Ritter Public Library for disposal through annual summer or ongoing book sales.
2. Computer equipment, no longer of use to the Library, may be donated directly to another non-profit entity for use in educational programs or sold or donated to a technology recycling company.
3. Furniture, no longer of use to the Library and of minor value, may be sold to staff at a price determined by the Director, sold or auctioned off to the public, or donated to a non-profit, charitable organization.

Any funds realized through the sale of library furniture and equipment will go directly to the Library.

Adopted by the Ritter Public Library Board of Trustees

November, 2016

Amended by the Ritter Public Library Board of Trustees

February 14, 2023

Inclement Weather and Emergency Closings

On days of severely inclement weather, Ritter Public Library is concerned with the safety of its employees and customers. It is also the policy of Ritter Public Library to open the library whenever possible. In the case of severe snow weather, employees are responsible for their own safety. Ohio relies on its 88 county Sheriff's Departments to determine when it is safe to travel and have established the following regarding severe snow emergencies:

- Level 1: Roads hazardous with blowing and drifting snow, possible icy conditions. Motorists should drive carefully.
- Level 2: Roads hazardous with blowing and drifting snow, possible icy conditions. Motorists should drive only if necessary.
- Level 3: All roadways closed to non-emergency personnel. No one should be driving unless they have a personal emergency or find it absolutely necessary to travel. Those travelling under such conditions are subject to arrest.

The Director or designee will monitor the Erie County Sheriff's Department. When a Level 2 or Level 3 severe snow emergency is posted the library will close. During a Level 1 posting in the morning, a (2) hour delay in opening may be instituted.

Adopted by the Ritter Public Library Board of Trustees

February 14, 2023

Interlibrary Loan

Interlibrary loan is a service that allows customers and library staff the ability to obtain library materials that are not available through Ritter Public Library or Clevnet. The Ritter Public Library cannot guarantee that each request will be filled. Each library has its own interlibrary loan rules and regulations on what it can lend and for how long it can lend an item. If a request is not filled the first time, staff will attempt to borrow from two other institutions. Upon ordering and receiving Interlibrary Loan materials, customers and staff are required to read and sign the Interlibrary Loan policy.

Note: The following items are rarely interlibrary loaned: Materials already in our collection, titles on current best sellers lists, multiple copies of a title, reference books, materials that are local request or in high use at a lending library, rare/fragile items, expensive materials, sound recordings and doctoral dissertations.

Internet Policy

The mission of the Ritter Public Library is: “Ritter Public Library is a community center for the Vermilion area providing free space, information and entertainment.”

Use of the Internet is part of the library’s mission to deliver these materials and services to the public. All Internet and wireless Internet resources accessible through the library are provided equally to all library customers. The library may establish time limits, queues, or other forms of network management in order to provide quality service and to ensure the limited number of access points that will be available to as many customers as possible.

The Internet is a worldwide unregulated electronic medium; neither library staff nor Trustees can control or be held responsible for the content and accuracy of information accessed, including electronic mail, chat rooms, instant messaging, peer to peer or social networks, or future forms of electronic communication. Users may be subjected to materials that are unreliable, personally offensive, or illegal under United States law, and each individual user must take responsibility for his or her own activities on the Internet and for the activities of his or her children.

Individuals who violate this policy or its corresponding procedure will be denied access to the Internet. Reinstatement of use is at the discretion of the Director and will be determined on a case by case basis.

Eligibility

Library card holders from Ritter Public Library or a Clevnet member library are eligible to access the library’s public workstations. A minor child’s card may not be used by an adult parent or guardian to access the internet. Any Ohio resident may apply for a library card free of charge. Out of state visitors must obtain a temporary guest pass from the front desk. Minors under the age of 18 must have the form signed by a parent or guardian in the presence of library staff.

Safety and Security of Minors

As with other library materials, parents of minor children must assume responsibility for their children’s usage of the library’s workstations and the Internet. Parents and legal guardians should educate minors to follow basic Internet safety guidelines:

- Never give out personal information such as name or address.
- Never arrange to meet someone face to face via electronic networks.

- Never respond to threatening or suggestive messages.
- Remembering that people online may not be who they say they are.
- Loss of data; always store needed information on removable devices.
- Use of any information obtained via the internet is at your own risk.

Children 8 and under must have an adult seated with them while using library workstations. The parent or guardian will also be notified when any minor loses his or her privileges.

Staff Assistance

Library staff is happy to assist users in accessing the Internet; each user is nevertheless responsible for his or her own session. Staff cannot provide in-depth personal training in the use of the Internet or of personal computers. Library staff will attempt to assist with technical issues stemming from the library's computers or network, but cannot be held responsible for problems with outside sites or services.

Printing

Users may print information from the library's workstations and the Internet. Black and white copies are \$0.20, and color copies are \$0.25 per page and may be picked up at the front desk.

Acceptable Usage

The Internet may not be used for any purposes which conflict with the mission of the library or for illegal, unethical, or inappropriate purposes. This responsibility also applies to the users of equipment connecting to the library's wireless Internet.

Acceptable uses include:

- Respecting the privacy, security, and sensibilities of other users.
- Respecting the legal protection provided by copyright and license to programs and data.
- Respecting the integrity of the library's computer systems and network.
- Please protect your personal data and privacy - users should download and save files to their own removable storage devices, or may purchase one from the library for a nominal fee.

Unacceptable uses include:

- Damaging, destroying, or deleting equipment, software, or data belonging to the library. This includes attempts to bypass network security functions, obtain passwords, or alter the configuration of library computers in any way.
- Unauthorized copying of copyrighted or licensed material.
- Harassing others.
- Using the Internet for any illegal activity.
- Wasting finite resources (including printing without paying).
- Using library computers to store personal files and data.

WARNINGS AND RESTRICTIONS

STAFF RESERVES THE RIGHT TO MONITOR ANY INTERNET ACTIVITY FOR IMPROPER USE.

IT IS STRICTLY PROHIBITED TO USE THE INTERNET FOR ILLEGAL OR CRIMINAL PURPOSES. ANY UNAUTHORIZED ACCESS WILL RESULT IN IMMEDIATE SUSPENSION OF INTERNET ACCESS. USERS AGREE TO COMPLY WITH FEDERAL, STATE, AND LOCAL LAWS INCLUDING THOSE RELATED TO OBSCENITY, PORNOGRAPHY, OR DELIVERY TO MINORS MATERIAL DEEMED HARMFUL TO THEM. USERS UNDERSTAND THAT INTERNET SITES MAY CONTAIN BOTH WRITTEN AND PICTORAL INFORMATION OFFENSIVE TO THEMSELVES OR OTHERS.

Adopted by the Ritter Public Library Board of Trustees May 13, 1997

Revised: 03/2000, 11/2002, 04/2003, 10/2004, 04/2007, 01/2010, 02/2012, 02/2023

Interim Library Director Policy

This policy deals with the appointment of an Interim Director of the Ritter Public Library in the event of a temporary absence of the Library Director.

Interim Director-temporary representative for the library during a 3-14 day absence of the director with no authority to make major decisions without Board authorization.

Acting director-long-term temporary authority who serves as the director until the Board selects a permanent director.

Temporary absence- any continuous absence for 3-14 days. The Interim Director position would begin on day 4 of continuous absence.

The Library Director will prepare an Interim Director sequential list. The list will consist of a minimum of three employees in the sequential order to be followed during any temporary absence of the Library Director. This list shall be submitted to the Board of Trustees for approval annually at the January Board meeting. In the event of changing circumstances, it will be updated as needed.

If the first person on the list is on vacation/leave, the second person on the list will serve as the Interim Director for the duration of Library Director's temporary absence.

It is the intent of the Board of Trustees that no major decisions and/or changes will be made by the Interim Director during a temporary absence of the Library Director unless approved by the Board of Trustees.

In the event of an absence longer than fourteen continuous days, the Board will take such action that it deems appropriate based on the facts and circumstances.

The individual acting as Interim Director will be compensated for the number of days acting as Interim Director based on the following formula.

The difference between the Director's salary and the Interim Director's salary is divided by 365 to determine the Daily Pay Factor. The Daily Pay Factor is multiplied by the number of days worked to arrive at the lump sum to be paid within two pay periods.

Example:

$$\begin{array}{ll} \$60,000 - \$45,000 = 15,000 & \$15,000 / 365 = \$41.10 \\ \text{Daily Pay Factor} = \$41.10 & \end{array}$$

Adopted by the Ritter Public Library Board of Trustees

February 13, 2018

Amended by the Ritter Public Library Board of Trustees

June 11, 2019

Investment Policy

Ritter Public Library invests interim deposits only in (1) interim deposits, as defined in Ohio Revised Code §135.01, an eligible institution applying under the Uniform Depository Act, or (2) the Ohio Subdivisions Fund (STAR Ohio).

Ritter Public Library invests its inactive money and the county Library and Local Government Support Fund moneys in (1) time certificates of deposit or savings deposit accounts with and eligible institution under the Uniform Depository Act, or (2) the Ohio Subdivision's Fund (STAR Ohio).

Investment Review Policy

Frequency – yearly, in conjunction with budget.

Components:

- Review policy with committee for compliance with *Ohio Revised Code*, §135.14.
- Review investments to assure that they follow the current policy established by the Board.
- Prepare recommendations for the Board of changes to the policy if needed to assure the flexibility necessary to effectively manage the library's monies.

Investment Objectives

These objectives, in conjunction with the *Ohio Revised Code*, shall govern the investment activities of the library. It shall be reviewed periodically for compliance and to assure the flexibility necessary to effectively manage the funds of the library.

The Board of Trustees authorizes the Fiscal Officer to deposit and invest active and inactive funds on behalf of the library with no loss of principal. It is the policy of the Board of Trustees to invest public funds in a manner which will guarantee the maximum security of these funds. The Fiscal Officer shall ensure that sufficient liquidity is maintained to meet the fiscal operating requirements of the library.

The primary objectives, in priority order, of the library's investment activities shall be:

1. Safety

Safety of principal is the foremost objective of the investment program. Safety is defined as the certainty of receiving full par value plus accrued interest, at the investment's legal final maturity. At no time shall the safety of the portfolio's principal be impaired or jeopardize.

2. Liquidity

The library's investments shall remain sufficiently liquid to enable it to meet all operating requirements, which can be assured by keeping adequate funds of short-term (32 days or less) investments. Liquidity is defined as the ability to sell an investment on a short notice.

3. Return on Investments

The library's investments shall be structured with the objective of obtaining a market rate of return throughout budgetary and economic cycles.

Authorized Financial Institutions

Investments shall be made only with those institutions which are established in Chapter 135 of the *Ohio Revised Code* and those with which the library has executed current depository agreements.

Ritter Public Library will invest interim deposits only in (1) interim deposits, as defined in *Ohio Revised Code* §135.01, an eligible institution applying under the Uniform Depository Act, or (2) the Ohio Subdivisions Fund (STAR Ohio).

Ritter Public Library will invest its inactive money and the county Library and Local Government Support Fund moneys in (1) time certificates of deposit or savings deposit accounts with an eligible institution under the Uniform

Depository Act, or (2) the Ohio Subdivision's Fund (STAR Ohio).

Maximum Maturities

The Fiscal Officer shall not invest in securities exceeding 5 years in maturity or as required by law.

Internal Control

Any securities, certificates of deposit, deposit accounts, etc. shall be issued in the name of Ritter Public Library. The Fiscal Officer and any officer of the Board of Trustees shall be the two payees on each investment vehicle. The Fiscal Officer shall provide a monthly report on these investments to the Board of Trustees. The Fiscal Officer shall periodically review this policy and the investment procedures and recommend any changes to the library board of its approval.

Ethics and Conflicts of Interest

Employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Trustees should abstain from voting if a conflict of interest is involved.

Broker, Dealer and Financial Institution Certification

All entities conducting business with the Board of Trustees must sign this investment policy (Form 5013 Broker, Dealer, and Financial Institution Certification). All brokers, dealers and financial institutions initiating transactions with the Board of Trustees by giving advice or making investment recommendations must sign the

investment policy thereby acknowledging their agreement to abide by the policy's contents. All brokers, dealers and financial institutions executing transactions initiated by the Fiscal Officer must sign this investment policy thereby acknowledging their comprehension and receipt of the policy.

Adopted by the Ritter Public Library Board of Trustees
March 14, 2000

Local History Collection Policy

MISSION STATEMENT

The mission of the special collection component of the Ritter Public Library collection policy is to collect, preserve and catalog manuscript, photographs and other archival papers and materials, and share with citizens, scholars and researchers the wealth of information the collection provides.

COLLECTION SCOPE

The Library's Vermilion special collection will focus primarily on significant materials that were written or photographed within the primary geographic scope of Vermilion. These materials reflect the history, culture and lifestyles of individuals or groups within the Vermilion area, and secondly on materials that deal with the Vermilion, Erie/Lorain County area.

SPECIAL COLLECTION ACCESSION RESPONSIBILITY

The process of accessioning and deaccessioning requires the formal oversight and responsibility of the Director. The term, "accessioning" implies permanence and places special responsibilities upon the Library, including proper storage, maintenance, conservation, documentation and access; "deaccessioning" is the process which formalizes the decision that an item is no longer appropriate for the collection. No library employee or volunteer should make commitments regarding accessions, or deaccessions without first consulting the Director. The Director with assistance of library staff and volunteers is responsible for maintaining archival collection records including Deeds of Gift, donor files, correspondence, and inventories, and for accessioning, cataloging and deaccessioning such materials. The physical care of all materials is also the responsibility of the Director, providing direction to staff and volunteers.

ACCESSION POLICY

The Ritter Public Library adds to its special collections following the directive of the special collections mission statement. The Director accepts items into the collection that will enhance the quality of research and educational value. Archival materials with questionable or indeterminable legal status will be rejected outright. The Ritter Public Library will consider items acquisition and accessioning only if the following conditions are met:

1. The item is relevant to and consistent with the purposes of the library and can be used in the foreseeable future for those purposes.
2. The Ritter Public Library can properly care for the item, assuring its availability for research and educational purposes.
3. Title to the item comes free and clear, without restriction as to use or future disposition. The legal title for all materials and collections shall be vested with the Ritter Public Library.
4. The Ritter Public Library intends to keep the item permanently in the collection as long as the item retains its physical integrity and usefulness for the Library's purposes.
5. If the material duplicates already existing special collections items, extra caution will be taken to ensure that proper storage space is available.

In addition to considering these requirements the Director will weigh the item's importance to the collection and its condition, rarity, value and copyright status before considering acquisition. The Ritter Public Library will not knowingly accept materials of doubtful title into the collection. Should accessioned material later prove to be of questionable origin or title, every attempt will be made to contact the appropriate individuals and to resolve the problem and responsibility in accordance with the law.

Careful consideration also will be given to items added to the collections which have been removed from books and magazines in which they were originally published. The complete publication provides the context for the article or illustration and the Library believes the acquisition of these removed pieces encourages the destruction of historical documents. Consequently, the Library will not acquire, through donation or purchase, items from books or magazines that have been dismantled for the purpose of making parts of them available to the special collection.

A Deed of Gift which adequately describes the object(s) and the legal conditions of the transfer must accompany each donation purchase or exchange. Once the Library has acquired title to the item through this legal instrument of conveyance, the donor or vendor no longer has any legal claim to the item. All items accepted into this special collection fall under the jurisdiction of the Ritter Public Library and if unrestricted, may be displayed, loaned retained or disposed of in the best interests of Ritter Public Library and the public it serves.

Ownership of an item is separate from ownership of copyrights under Title 17, U.S. Code, and therefore the library will attempt to obtain exclusive copyright, when applicable, for all new acquisitions. The lack of copyright ownership will not preclude acceptance of an item for the collection, but the records for such an item will be clearly marked to reflect copyright status, and the item's use will be limited. Researchers and the public will be responsible for obtaining permission from the copyright owner(s) to reproduce and / or publish these.

STORAGE

All materials will be placed in storage if they meet the following criterion:

1. All items must be properly accessioned.
2. All items must possess the potential for future use according to the guidelines of this policy.

EXHIBITION

Items may be placed in storage if they meet the following criterion:

1. All items are properly accessioned.
2. Items must be in reasonable physical condition and must be a viable part of an ongoing or special display.

DONATIONS

The Ritter Public Library will accept only unrestricted gifts into its collection. The Library is not bound to accept a gift or bequest if it is determined that the items do not warrant acceptance. Any gift or bequest will be considered with the clear understanding that only those items judged appropriate will be accessioned. The other items will be returned to the donor or disposed of with concurrence of the donor, the donor's heirs or legatees, or the donor's legal representatives. In such cases, the Director will have made an inventory of the items to be disposed of and outline the method of disposal. The donor will be asked to sign the form, keeping the original and returning a copy to the Library.

In compliance with the Internal Revenue Service code for not-for-profit institutions, and to avoid possible conflicts of interest, staff may not appraise items for donors, institutions, or members of the general public [see IRS Publication 561, "Determining the Value of Donated Property (revised December 1990) and Publication 526" Charitable Contributions (revised November 1988)]. Staff may refer donors to professional appraisers, will cooperate with the donor in making items available for the appraisal, and will promptly complete any Internal Revenue forms for a donor seeking tax deductions. Any and all appraisals will determine the historical significance of the item only, as well as its appropriateness for the collection mission statement.

EXCHANGES

Collection items may be acquired through exchange with another not-for-profit educational institution only if the Ritter Public Library and the other institution believe the transfer to be in the best interests of both repositories. The institution will follow proper deaccessioning procedures as outlined by their respective collections policies, and will fully document all aspects of the exchange. Formal appraisals may be required to determine the equality of the transfer and all exchanges require approval of the Director. Since an exchange generally require the deaccessioning of collection items, the Library must be assured that the transfer is legal, open and in the best interests of the Library.

DOCUMENTATION and CARE

As noted above, when an item is accepted into the collection, the Director will send a Deed of Gift and an acknowledgment letter to the donor. A personalized thank-you also will be sent to the donor separate from the letter of acknowledgment. When the signed Deed of Gift is returned, the Director will sign for the Library and send a copy to the donor. All registration, accession and catalog records will be completed promptly by staff. The original records will be kept by the Library. All items added to the collection will be numbered according to the system in place for that collection.

STORAGE and CARE

The Library will make every reasonable attempt to care for all items in its collections, place them in the proper storage location, and store them in a way best suited to the individual preservation requirements of the item as budget and space allows. Further, all items will be stored in the safest manner possible, so that damage to the items, as well as contact with other items in the collection, is minimal.

DEACCESSION POLICY

The accessioning procedure imposes legal obligations upon the Library. Tax exemptions and other public benefits awarded to libraries as part of the public educational institution designation require those institutions to uphold certain standards of care and documentation for the objects, and to make the collections accessible to the public. The assumption is that an accessioned item has a value, either aesthetic or historical, which gives it special status. This is the definition of “historical value” and removing this status, once given, should be cause for deliberation and caution.

The legal and ethical implications of deaccessioning, as well as the resulting public perception, require that the criterion for this process be at least as high as the criterion for accessioning. The institution must consider the needs of the collections, the best interests of the public, the donor’s wishes, the clearness of the title, the tax status of the item, and the fiduciary responsibilities of the institution. Once a decision is made, the method of disposal must be considered carefully. The Library will initiate the process of deaccessioning under the following conditions:

1. The decision to deaccession an item in the special collections will originate with the professional staff. The Director will complete a thorough record search to determine possession of legal title and the existence of applicable restrictions. A written report will then be submitted to the policy and procedures committee of the Board. The report will include a discussion of possible disposition methods. The committee will approve the proposal before presenting it to the full Board, who will make the final decision.
2. If clear title to the item cannot be proven, or if mandatory restrictions are attached to the item, the Ritter Public Library may take appropriate legal action to establish ownership or to clarify the donor’s intent. If the piece is regarded as valuable monetarily, the Library might seek a ruling from its legal counsel to establish ownership before disposing of the item.
3. Reasonable efforts will be made to identify the donors of items considered for deaccession. The Library will attempt to notify the donor or the donor’s heirs and if possible will honor the wishes regarding the disposition, including return of the item if mutually agreeable.

4. Items to be considered for deaccession must meet the following criterion:
 - a. Fails to meet collection criteria stated in Section 2 of this policy
 - b. Constitutes an unnecessary duplication of other collection materials.
 - c. Possesses a deteriorated physical condition such that study potential is seriously impaired, and which necessitates higher conservation costs than the significance of the item warrants, or proves cost-ineffective.
5. Items may be disposed of in several ways. The preferred method is gift, sale, or exchange with another not-for-profit educational institution. Items may be sold at public auction if no exchange is possible. Items in extremely poor condition which do not warrant donation or sale and where conservation is not appropriate or cost-effective may be destroyed.
6. Written reports, memos and minutes concerning deaccessioned items will be placed in a special deaccession file which will be kept with other collection records. The date of deaccessioning and disposition of the item will be recorded on all accession records which will remain as part of the permanent files.
7. No staff members or members of their families or representatives will be allowed to obtain, purchase, or bid on items deaccessioned from the collection.

LOANS

Ritter Public Library recognizes its responsibility to make items available to the general public. The responsibility may be fulfilled, in part, through loans to other institutions. Loans will generally be made for exhibitions, research, or conservation purposes.

Loan of items will be made to other not-for-profit educational institutions. Library materials may be circulated to staff members and qualified researchers at the discretion of the Director, but will generally not be loaned to individuals.

Primary considerations for approving a loan will be the ability of a borrowing institution to care for the item(s), their value and the importance of the item to Ritter Public Library's mission statement. All loan requests will be considered by the Director. The borrowing institution will provide wall-to-wall insurance coverage throughout the loan period.

All loans will be made for periods not lasting longer than six months. Institutions borrowing for exhibition purposes will be required to submit a facility report and a brief statement of exhibition methods. After the loan has received initial approval, a loan agreement and loan conditions form will be sent to the institution for review and signature. A loan form will be sent to the institution under separate cover when the items are shipped. The borrowing institution will sign and return this form after the items have been received and examined.

Loans to other institutions will be governed by the following conditions, which will be printed on the reverse of the loan agreement and loan form. The borrowing institution is required to read the statement and sign the form, and provide proof of insurance.

LOAN CONDITIONS

Care and handling:

Each object will remain in the condition in which it is received.

No object will be unframed, removed from mats, mounts or bases, cleaned, repaired, retouched or altered in any way without express written permission of the Ritter Public Library.

Each item will at all times be given special care to insure it against loss, damage or deterioration, and where applicable, a suitable case will be provided for exhibition and protection. The borrowing institution will provide adequate protection against theft, fire and damage from any cause whatever at all times. Should loss, damage, or deterioration be noted, whether in transit or on the borrowing institution's premises and regardless of who may be responsible therefore, the borrowing institution will notify the Library immediately. Should damage occur in transit, all packing materials should be saved for inspection.

The Ritter Library will decide on the method of packing and shipping to and from the borrower. Objects should be returned carefully packed in the same manner as received and by a competent carrier of the Library's choice. The Ritter Public Library reserves the right to give binding instructions to borrowers regarding these matters.

COST

All handling, packing, transportation and insurance costs incurred during the loan period or arising from the loan agreement are to be paid by the borrowing institution.

INSURANCE

Borrowed items will be insured at the borrower's expense for the benefit of Ritter Public Library against all risks of physical loss or damage from any external cause while in transit and on location during the period of the loan. Required insurance will be arranged by the borrower and approved by the Ritter Public Library before any item covered by the policy is removed from the Library. If insured by the borrowing institution, the items will be covered "wall-to-wall" by the amount set forth under the column "value" opposite the description of the object. The borrowing institution will supply the Library with a certificate of insurance in conformance with the statements above.

LOAN PERIOD

The loan period is the amount of time the object is out of the Library's custody including transportation, preparation, at the borrowing institution, and return transportation. If an extension is required on the loan period, application by the borrowing institution must be made at least two weeks prior to the termination of the original loan period. The Library reserves the right to recall any item for its own purposes upon reasonable notice to the borrower.

MISCELLANEOUS

Information about the item used for catalog display, or other publication purposes will carry a credit line approved by Ritter Public Library. Unless the Ritter Public Library is notified in writing to the contrary, it is understood that the items on loan may not be photographed and reproduced in the Library publications or for the publicity and educational purposes connected with this exhibition. It is understood that the items on exhibit may not be photographed by the general public.

The borrower will comply with any copyright restrictions as indicated by the Library, as well as with any donor restrictions the items may come encumbered by.

SECURITY AND INSURANCE

The Ritter Public Library recognizes the irreplaceable nature of the collections it holds in trust for the public, and is committed to developing a comprehensive security and insurance program. The Director will develop and refine a disaster plan for the items to minimize the potential for damage. Security and fire detection systems are monitored as a part of the overall building maintenance. The staff will conduct regular inspections and inventories of the items in storage.

ACCESS AND DISCLOSURE

The Ritter Public Library holds its special collections in trust for the public. The collections exist for the benefit of all, and will be as accessible as possible without sacrificing proper security and controls. The collections are open to all researchers or interested members of the public under the supervision of appropriate staff members. Every effort will be made to accommodate researchers and the public, but Ritter Public Library reserves the right to limit access based upon the physical condition and security requirements of its collections.

Appointments may be made with the staff in advance. Ritter Public Library reserves the right to require appointments.

ADOPTED BY THE RITTER PUBLIC LIBRARY BOARD OF TRUSTEES JANUARY 14, 1997

Materials Selection Policy

Freedom to Read

It is the policy of the Ritter Public Library Board of Trustees that it is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.

The Ritter Public Library does not endorse every idea or presentation contained in the materials it makes available. It would conflict with public interest of the library to establish its own political, moral, or aesthetic views as standard for determining what books should be published or circulated. It is contrary to the public interest of the library to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

Introduction

The library's collection development policy provides a written definition of the scope and nature of its existing collection. In addition, this policy outlines a means for continuing development of the library's resources to meet its institutional goals, to provide general selection criteria, and to foster intellectual freedom. "Library collection" and the standards of selection included herein will apply to all items acquired for use by the library in any format.

The selection objectives of Ritter Public Library are:

- To help people know more about themselves and their world
- To supplement formal study and encourage informal self-education
- To meet the information and entertainment needs of the community
- To stimulate thoughtful and informed participation in community, national, and world affairs
- To support the community's educational, civic, cultural, and recreational activities
- To assist in the learning and improvement of job-related skills
- To provide material to help people attain citizenship
- To assist with individual intellectual and spiritual growth and to heighten enjoyment of life

Because no library budget or building is large enough to permit the purchase of every worthy resource, this policy guides the staff in the most effective use of the library's financial resources to meet present and anticipated needs of the community.

The collection of Ritter Public Library includes material in print, audio, visual, and digital formats selected for the community. Typically, the print and nonprint collections of the library serve the general needs and interests of the library's patrons. It is intended to introduce and define a subject rather than address highly specialized needs.

To meet the demand for the specialized information that is out of its collection development scope, the library participates in resource sharing collaborations to provide individual access to information and material. It should be noted, however, that the use of resource sharing is not intended to substitute for sound collection development.

Responsibilities for Material Selection

Ultimate responsibility for the selection of print and nonprint material, as with all library activities, rests with the Library Director, operating within the framework of policies determined by the library's Board of Trustees.

Principles

No policy can replace the judgment of librarians. Instead, this policy will assist in the selection of library material. Good material selection must be based on a thorough knowledge of the community's needs, resources, and issues combined with a thorough knowledge of the library's collection and overall balance.

The selection of all library material should be as objective as possible. Selection influenced by personal prejudice, especially when rejecting an item or items, is prohibited. When selecting material of a controversial nature, the Director and staff will make every attempt to present balanced points of view and opinion. Popular demand will be taken into account in order to maintain community interest in and support of the library. However, material selection by popular demand must be guided by consideration of merit, use, cost, and balance in the library's overall collection. The Director and staff will abide by the Intellectual Freedom policy, Freedom to View policy, Freedom to Read policy and the Library Bill of Rights as set forth in the Ritter Public Library Board of Trustees By-Laws. The selection of material by the Director and staff is geared toward interests of the majority within the service district and not to satisfy any specific academic need or special interest group/s. Material selection will be judged upon authoritativeness and the overall effectiveness of the presentation. Each item will be considered in total and not judged by any of its parts.

The materials budget will be expended to meet the demands placed upon it, and to insure that those demands are proportionately served. In regard to areas of controversial material, a limited budget does not justify a one-sided collection.

Each suggested title must be given an honest and objective analysis prior to purchase. Selection by the Director and staff of any material should not be construed as the library's endorsement of the views or opinions therein.

Criteria for Selection

The following is a list of general criteria to be considered in the selection of library materials in whatever format or for whatever age the material is intended. This list is not in priority order, nor is it meant to be exhaustive. Material selected will not necessarily satisfy all of these criteria.

- Educational value
- Public demand
- Insight into human and social conditions
- The suitability of subject and style for the intended audience
- Present and potential relevance to the community needs and interests
- Timeliness or permanent value
- Attention to critical reviews, whether positive or negative
- Scarcity of information in the subject area
- Availability of material elsewhere in the community
- Price
- Format
- Authority
- Comprehensiveness and depth of treatment
- Clarity, accuracy, and logic of treatment
- Vitality and originality
- Artistic presentation
- Authenticity of historical, regional, or social setting
- Local historical value

If a member of the public would like to suggest a particular title be added to the library's collection, they must contact library staff or use the library's website to request the title.

Local Authors

In recognition of local literary and creative efforts, the library includes works by local authors in its collection. When works by local authors or creators are being considered for inclusion, the selection criteria outlined in this policy may be relaxed or modified at the discretion of the Director.

Formats

Items purchased for the collection are sometimes purchased in multiple formats to meet the varying needs of the community. Books are often purchased in regular print, large print, audio, and electronic formats. Electronic databases and other emerging electronic formats will be reviewed as requests and funding allows. Additionally, the library may provide auxiliary equipment from time to time to support use of various formats.

Exclusion of Materials

The Library Director is expressly charged with the legal and professional obligation to execute, in good faith and with the highest degree of skills, the library's Collection Development Policy. The Director has a professional obligation to follow this policy and shall not agree to a modification of material selection or services based upon criteria that are substantially in conflict with the policies established by the library's Board of Trustees.

No material will be excluded because of race, nationality, disability, age, political, social, or religious views of the originator. By providing free and open access to diverse information and viewpoints, the library may serve as a cornerstone of the principles of a democratic society.

While the library's collection supplements formal study, it is not within its scope to support area schools' curricula by providing multiple copies of books for use in or out of the classroom.

Library materials are not marked or labeled in any way that indicates approval or disapproval of their contents. Labels or ratings that provide assessments such as "This material contains language that some may find offensive" are not applied to the item by the library. Library materials are selected in their entirety and not subject to modification or alteration by the library staff.

The responsibility for monitoring a minor's reading, listening, or viewing rests solely with the parent or legal guardian. Selection of library materials is not restricted by the possibility that a minor may obtain materials that a parent or guardian consider inappropriate.

Reference Policy

No tax, legal, or medical advice is provided. Such advice can only be provided by a qualified practitioner (such as an accountant, attorney, or physician) in the field. Librarians will, however, direct patrons to the legal and medical materials house in the collection where patrons may reach their own decisions.

Weeding

Discarding of library materials is necessary to maintain a vital, useful, and well-ordered collection. The purpose of weeding is to provide for a regular re-evaluation of the collection in conjunction with the selection of new

and replacement material. An active and continuous weeding program is essential to maintain a viable and useful collection.

Any material that is not circulating and is taking up space that could otherwise be more profitably used by other material is subject to re-evaluation and discard by the Director. This includes nonfiction that is no longer current or accurate and once-popular fiction that is no longer in demand. Items that are weeded will be donated to the Friends of Ritter Public Library.

Donations, Gifts, and Memorials

The library accepts donations from the community. The donor agrees that when materials are donated to the library, the Director has sole discretion as to their use.

Materials are accepted with the understanding that they may be added to the collection using the same standards that are used to purchase materials with library funds. Materials not added to the collection will be donated to the Friends of Ritter Public Library or disposed of if outdated or physically damaged.

The library always welcomes memorial monetary gifts. At the Director's discretion, these gifts may be used to purchase materials suggested by the donor. The library will maintain a record and acknowledgment of such gifts. With the approval of the donor, a bookplate is placed in each item purchased with gift monies.

Challenged Materials

Request to remove or add to the library's collection by any individual or group should be made via the "Request for Reconsideration of Library Materials" form (see below) and presented to the Director. This item will be reviewed by the Director who will utilize the library's selection criteria and formulate an appropriate response to the challenger. If the challenger wishes pursue the issue further, they may schedule a meeting with the Board of Trustees Reconsideration Committee which will utilize the library's selection criteria and formulate a response to the challenger. If the challenger wishes to pursue the issue further, they may request a hearing before the Board of Trustees. The Board of Trustees will utilize the library's selection criteria and make a final decision. No materials will be removed from the library except by a unanimous vote of the Board of Trustees.

The material under consideration will remain in the library's collection throughout the process to support the freedom of other patrons to read, listen, or view.

Amended by the Ritter Public Board of Trustees – March 8, 2022

Request for Reconsideration of Library Materials Form

Freedom to Read

It is the policy of the Ritter Public Library Board of Trustees that it is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.

The Ritter Public Library does not endorse every idea or presentation contained in the materials it makes available. It would conflict with the public interest of the library to establish its own political, moral, or aesthetic views as standard for determining what books should be published or circulated. It is contrary to the public interest of the library to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

When patrons have concerns about specific materials in or that they request to be in the collection and wish to have it reconsidered, they should raise their concerns with the appropriate department head or the Director. If they wish to pursue it further, they should complete the “Request for Reconsideration of Library Materials” form below and give it to the Director. No request will be considered without inclusion of the correct name, address, and phone number. Upon receipt of the completed form, the Director will thoroughly review it utilizing the library’s selection criteria and respond in writing to the request within 3 weeks of receipt. If the challenger wishes to pursue it further, they may request a review by the Board of Trustees Reconsideration Committee within 2 weeks of the Director’s response. The Reconsideration Committee will review the request and respond in writing within 3 weeks. If the challenger wishes to pursue it further, they must notify the Director within 2 weeks of the committee’s response that they want to appear before the Board of Trustees. The Director will put the appearance on the agenda for the Board of Trustees meeting in the following month. The Board will hear the request for reconsideration and make a decision regarding the material. It should be noted that the Board defends the principles of the freedom to read and view and declares that whenever the removal of material is involved, no material will be removed from the library except by unanimous vote of the Board of Trustees.

Please complete the following information:

NAME (Print)_____PHONE_____

ADDRESS_____

DO YOU REPRESENT: Yourself_____ Organization (name)_____

FORMAT OF MATERIAL_____

TITLE_____COPYRIGHT_____

AUTHOR_____PUBLISHER_____

Continued on next page

1. To what item do you object or wish to add to the library's collection? (Give specific examples, books, authors, etc.)

2. Did you read, listen to, or view the entire work/medium? _____If not, what parts did you read, listen to, or view?

3. What do you believe is the theme of this material?

4. What do you feel might be the result of reading, listening to, or viewing this material?

5. What other evaluations of this material are you aware of?

6. What would you like the library to do about this material?

7. If you have further comments, please use an additional page.

PATRON SIGNATURE_____

DATE _____

NOTE: This form is a public document and, therefore, is subject to Ohio's Open Record Laws, including Section 149.432, which requires removal of all identifying patron information to most releases of the document.

Meeting Rooms Policy

Ritter Public Library is committed to helping build a sense of community by offering free meeting room space to groups, organizations and local businesses when the rooms are not being used for library activities. Provision of space does not constitute an endorsement by the library trustees or staff of any group or its activities.

Programs for the public must be non-profit and consistent with the informational, educational or cultural purposes of the library. Programs must be non-solicitation in nature. Local businesses may reserve rooms. Meetings planned as commercial endeavors or that advertise products or services are not permitted. Rooms are not available to individuals for private parties such as birthdays, showers or receptions.

The adult representative of the group who signs the application agrees to assume responsibility for the group's adherence to the rules and any damages to the facility or equipment which may occur as a result of the group's use. Only the Friends, Endowment Fund, or Foundation may sponsor fund-raising activities in the library.

All Meetings will be posted on the library's on-line calendar as well as the event calendar within the building.

Meetings are free and open to the public. Smoking and alcohol are prohibited.

The library will allow its meeting rooms to be used for classes provided by the Vermilion Local School District, the City of Vermilion (Recreation Department, for example), and accredited area colleges and universities, or other organizations of an educational nature which have entered into a partnership with Ritter Public Library to provide classes benefiting the public. No fees or donations may be accepted by the group using the room.

The library's meeting rooms may be used by political groups for regular meetings of an organizational nature. They may be used for public forums, debates, and candidates' nights but not for self-promotion of any one candidate. A form certifying that all sides will be represented must be completed before an application can be approved.

The name, address or telephone number of the library may not be used as the official address or headquarters of an organization. The use of meeting rooms by a non-library group shall not be publicized in such a way as to imply sponsorship of the group's activities by the library. Except in cases of emergency, messages cannot be conveyed to meeting room participants or attendees.

Adults must be present at any meeting where children are in attendance and assume responsibility for their actions. Children must not be left unattended in the library while their caregivers attend meetings elsewhere in the library.

The library may wish to co-sponsor with local groups in order to offer a wider variety of programs. All co-sponsored activities need to be approved by library administration. No fees or donations may be accepted by the group using the room.

The Ritter Public Library has a meeting room policy that prohibits the sale of goods or services or the collection of fees or donations. However, the library's primary goal is to promote intellectual development and reading. Therefore, the Director of the library may permit authors, at library sponsored programs only, the opportunity to sell the author's books.

Reservations

Reservations for use of rooms are on a first-come, first-served basis to qualified groups. Meeting rooms should be booked by a responsible adult (18 yrs. or older) at least 24 hours in advance. Use of meeting rooms must be approved by the library. The library reserves the right to determine which room will best accommodate each group's needs and assign rooms accordingly. Groups are not permitted to use a room until the request has been approved. Reservations for a regular meeting by the same group will be allowed up to a year in advance with the Director's authorization.

Needs of the library may result in cancelling or rescheduling the booking.

Attendance Cards

The library reports statistics on use of its meeting rooms. Groups must check in and out at the main desk each time they meet. At the conclusion of each meeting, complete requested information and place in holder by door.

Hours

Meeting rooms are available during regular library hours. All groups are expected to leave the library 15 minutes before closing.

Equipment & Set-Up

Room set-up is each group's responsibility. Each room must be left in the condition in which it was found unless other instructions are given.

Library audiovisual equipment is available only upon prior reservation. An individual with experience operating electronic equipment must make arrangements in advance for training. Groups that view DVDs must secure all necessary performance licenses and indemnify the library for any failure to do so. Replacement fees will be assessed for failure to secure equipment, and future meetings may be cancelled until restitution is made.

Food and Beverage

Light refreshments may be served except in the Ritter Room. No food is permitted in the Ritter Room. The kitchenette is available for any group use, so long as it is cleaned afterward. A refrigerator and microwave are also available. Groups must bring their own supplies. Storage of equipment and /or supplies is not permitted in the library. Organizations will be responsible for and billed for any equipment or property loss or damage as well as for any cleaning required.

Cancellations

Groups should notify the library as far in advance as possible, but at least 24 hours in advance of cancellations. Failure to cancel sooner than 24 hours before the scheduled meeting may result in future applications being denied. While every effort is made to honor all reservations, the library retains the right to cancel scheduled meetings if the need should arise. In such an unusual case, as much notice as possible will be given.

The library is not liable for injuries, damage to personal property, or loss of property belonging to individuals or groups using meeting rooms. Whenever personal injury or loss/ damage to property occur in connection with use of meeting rooms, the incident must be reported immediately to staff and an incident report completed. In the event an incident occurs after the library is closed, a form will be provided and contact numbers listed for reporting purposes.

Adopted by the Ritter Public Library Board of Trustees

February 9, 2010

Revised and adopted

November, 2017

Amended June 11, 2019

Notary Public Policy

The Ritter Public Library provides free Notary Public services for the benefit of the residents of our community. Notary service is normally available during the library's regular hours of operation. Notary service is not available in the 30 minutes prior to closing. We encourage library customers to call ahead to ensure that a Notary will be available. The following guidelines will be followed for the provision of this service:

The document to be notarized must be completely filled out, leaving no blanks other than where the customer will sign the document, before appearing before the library Notary. Library Notaries may not notarize any document with blank spaces.

Remember that documents to be notarized must be signed in front of the Notary (do not sign them beforehand). All people signing the document(s) must be present.

Documents in any language other than English will not be notarized.

Notary service is not available for deeds, wills, living wills, living trusts, codicils, depositions, or mortgage or real estate closing documents.

Certain public documents cannot be copied and notarized. Some examples of these are: birth certificates, death certificates and marriage certificates.

The Notary must have satisfactory evidence that the person executing the document(s) is the person described in the instrument.

The person who will sign the document must provide the Notary with at least one valid form of identification that provides a physical description of the signer. The Notary may decline to notarize a document if the signer cannot provide valid identification. Acceptable forms of identification are:

A current passport from any country, written in a language that the Notary can read; - A valid driver's license from any state of the United States; - A valid non-driver's photo identification card from any state of the United States; or - A United States Military identification card.

The library will not provide witnesses and witnesses may not be solicited from library staff or customers using the library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.

Notaries are required to follow Ohio Revised Code Chapter 147. Notaries will not provide service if a patron, document, or circumstance of the request for Notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty. Under these circumstances, the library Notary may, at his or her sole discretion, decline to provide Notary service.

Notaries cannot provide legal advice.

December, 2017

Petitioning/Solicitation

Petitioning

Individuals or representatives of organizations seeking signatures for petitions for ballot issues, distribution of literature or leaflets, or canvassing by members of the public are only permitted outside the library. Solicitation must not interfere with entering or exiting the library or cause potentially hazardous situations in the parking lots. Petitioners are asked to notify library staff when they are on library property.

As paid representatives of the library, RPL staff members have an obligation to maintain political neutrality regarding the library and refrain from active or passive activities while on paid time. (Ex: wearing buttons promoting a particular campaign or candidate while working).

Sales

The sale of goods, services, active solicitation, fundraising and panhandling by the general public on library premises is prohibited.

Adopted by the Ritter Public Library Board of Trustees
April 12, 2011

Displays

The lawn, plaza and library property may not be used for any display, signs or other similar purposes.

Adopted by the Ritter Public Library Board of Trustees
December 15, 1959

Photography Policy

Ritter Public Library provides a limited public forum for all photography done by outside parties on the library's property. Any photography must not interfere with the library's daily business, rules or patrons' use of the library.

Definitions

The terms "photograph" or "photography" refers to any method including photography, filming, videotaping or any other process of still image or audiovisual capturing in any method used now or in the future that is subject to the United States Copyright Act (17 USCA 101 et. Seq.)

General Policy Regarding Permission

Permission is not required for photographing public areas for casual or amateur photography by patrons and visitors wanting a remembrance of the library.

However, public areas do not include stack areas, children's and teen areas, the early literacy room, meeting rooms, computers in use, or any areas designated by signage to be closed to the public access.

No photography of individuals and/or the materials they are using without permission of the individuals is permitted. Photography of any electronic device being used by individuals without permission of the individuals is prohibited.

For all other photography (see below), requests for permission must generally be made at least 24 hours prior to photographing. Permission must be requested between 9:30 am and 4:30 pm from the Director who may grant permission, setting conditions under which the photography may take place, or deny permission. No photography of those being photographed may be distributed without their written permission.

Exterior Photography

Photographing the exterior of the library does not require permission; photography may not impede the ingress or egress of patrons or staff to and from the building.

Media Requests

Ritter Public Library has always had an open relationship with news media photographers and reporters whose stories directly involve the library's programs, resources and services. Obtaining permission in advance allows notice to the Community Engagement Librarian, who is responsible for providing timely, accurate information to media staff, as well as ensuring library business is conducted without disruption and patrons are not disturbed.

Using the library as interview venues for unrelated stories as well as photographing library patrons for opinion polls/ interviews is prohibited.

Nonprofit, Academic, or Research Projects

Photographers working on nonprofit, academic or research projects must secure authorization in advance to avoid disrupting library services.

Photography for Groups and Nonlibrary Events in Public Meeting Rooms

Groups who book meetings in the public meeting rooms may arrange for photographers and or news media during their event. Photography for such an event is restricted to the space reserved by the group and may not take place in other areas of the building.

Commercial Photography

The library may not be used as a setting for any commercial purposes without prior consent from the Ritter Public Library Board of Trustees.

Library Liability for Injuries

Permission to photograph does not release the persons or groups involved from liability for injuries to persons or property that result from their activities on library property.

Photographic Releases

Photographers filming or photographing on library property have sole responsibility for gaining all necessary releases and permissions from persons who can be identified in any photography. The library assumes no responsibility for obtaining these releases.

Adopted by the Ritter Public Library Board of Trustees February 8, 2022

Service Animal Policy

Ritter Public Library strives to create a welcoming, clean and comfortable environment for all members of the public. Service animals, as defined by the *Revised ADA Requirements: Service Animals*. Under the ADA, service animals must be harnessed, leashed or tethered, unless these devices interfere with the service animals' work or the individual's disability prevents using these devices.

Staff may ask 2 questions: 1: Is the dog a service animal required because of a disability & 2: What work or task has the dog been trained to perform. Therefore, customers are not permitted to bring pets of any kind or size into the library. Animals involved in special library programming are permitted.

Any animal on library property must be attended and restrained on a leash no longer than 6 feet. No animals may be fastened to stationary objects, including flagpole, bike rack, outdoor furnishings or trees.

Amended by the Ritter Public Library Board of Trustees
February 14, 2023

Service Policies

Overview

The Ritter Public Library provides services and a variety of materials in various formats available to all persons on an equal basis.

The library promotes the use of new technologies throughout the library when doing so supports the library's mission, provides greater opportunities for the public to access information and entertainment material, and is cost effective.

To provide for equitable availability and circulation of materials, the library has established the following policies regarding borrowing eligibility, length of loan for various materials, limits on the number of items that can be borrowed, renewals, reserves, interlibrary loans, overdue and lost materials charges and damage and replacement assessments.

The library utilizes the automated circulation component of the Cleveland Public Library (Clevnet) to maintain, monitor and report circulation statistics, generate overdue notices, final bills, and maintain customer records.

Borrower Cards

Borrower cards are issued free of charge to individuals who are Ohio residents or who pay property taxes. Companies, agencies and organizations, which are located in Ohio, are also eligible cardholders. To receive a card, you must apply in person and present proof of current address, such as a driver's license or utility bill. The cardholder (individual or corporation), or parent or guardian for those under 18, is responsible for all use of the card. Lost or stolen cards should be reported to the library as soon as possible. There will be a charge for replacement of lost cards.

Borrowers are expected to bring their card with them any time they wish to borrow materials and must present their card or government issued photo ID to use equipment (including computers) and software in the building.

Loan Policy

There is no charge to borrow materials from the Ritter Public Library, provided they are returned in good condition and on time. Children's books are fine free.

You must present your library card to check out items. You may borrow: 50 items (adult card) and 25 items (juvenile card) at a time. **Popular DVD's will be limited to 7 per checkout; limited to 2 series/and 2 new releases.**

Loan Periods

DVDs	7 days
Magazines	7 days
New Arrivals	14 days
Non-Fiction DVD's	14 days
Books	21 days
Audiobooks, music	21 days

Certain items may be renewed one time if there are no outstanding requests for them. To renew, you may return items to the library, call or renew online.

Extended loan periods are available under special circumstances.

Fines and Miscellaneous Charges

Books, magazines, CD's, Audio Books	\$0.10 per item per day
Collection agency	\$10.00
Copies	\$0.20 per page (b&w)
	\$0.25 per page (color)
DVDs	\$0.50 per item per day
Equipment	\$15.00 per item per day
Faxes	\$0.20 per page
Lost card replacement fee	\$1.00
Returned check charge	\$10.00

Customers with unpaid charges of more than \$15.00 will be unable to borrow materials until the charges are cleared.

Senior and Veteran Cards: Senior citizens and veterans are not charged fines for overdue items from the Ritter Public Library. Current senior cardholders receive this benefit automatically. New cardholders age 60 and older can receive this service when applying for a card. Veterans who are current cardholders may receive this service by bringing in verification of veteran status. Lost or damaged item charges will still be charged to these patrons.

Charges for lost items include late fines and collection agency charges if applicable and list price.

Revised & Adopted November, 2017

Hotspots

Borrowers of hotspots must be 18 years of age or older and hold a valid unblocked Ritter Public Library card. Photo ID must be presented at the time of check out. Devices are loaned one at a time for one week (7 days) only, with no renewals. Holds may not be placed on any devices. An overdue fee of \$5.00 per day will be charged to the borrower. Hotspots will be disabled at the end of the day on the due date. Repair and/or replacement of missing or damaged parts will be billed at the discretion of the RPL Director or her designee.

The borrower will not attempt to alter content, change device settings or bypass device security. Devices must be returned to the circulation desk – no returns to the book drop. A signed agreement to the Mobile Hotspot User Agreement must be on file for each borrower.

Damage and Replacement Charges

Borrowers are responsible for all materials checked out, and are liable for any damages beyond normal wear and tear, which may occur to the materials. Fees assessed for damaged materials may include minor repair to the item or packaging, rebinding of books or actual item replacement if extent of the damage is such that the item cannot be repaired. The Head of Circulation/Technical Services evaluates damaged materials, determines appropriate repair or replacement and notifies the borrower. All damage charges are attached to the borrower's record until paid.

Smoking

Ritter Public Library is a smoke free environment. Smoking is prohibited within 25 feet of any entrance, as well inside the building. *ORC Ch. 3794.01*. Additionally, the use of e-cigarettes and vaping is prohibited.

Weapons Policy

The Ritter Public Library prohibits any person from carrying or having on their person any weapons including any instrument used as a weapon on its premises in accordance with the applicable provisions of the Ohio Revised Code. Individuals with concealed weapon permits do not have permission, by virtue of those permits, to bring deadly weapons, firearms, dangerous ordnance or any instrument used as a weapon onto the premises of the Library. Any individual violating this policy is subject to prosecution. Any individual who is found to possess firearms, weapons, dangerous ordnance or instruments used as a weapon will be prosecuted to the full extent of the law. In addition, anyone found to have violated this policy shall no longer have library privileges.

The Library will post a notice, as required by the Ohio Revised Code, in a prominent location which informs the users and invitees of the Library that the Library prohibits deadly weapons or dangerous ordnance. That notice shall state:

NOTICE: Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises.

Adopted by the Ritter Public Library Board of Trustees

June 11, 2019

Amended by the Ritter Public Library Board of Trustees

February 14, 2023

Youth Safety

Ritter Public Library welcomes and encourages children to use our facilities and services. However, our staff cannot assume the role of a parent in their protection and supervision. That responsibility remains with the appropriate parent, guardian or caregiver and will not be assumed by the library, its agents or staff.

Unattended Children under age 8: Children under the age of 8 years must be with an adult (18+) caregiver at all times, in all areas of the library. During storytimes or other programs, adults who do not attend the program with the child must stay in the children's area until the end of the program, or until reunited with their child.

Unattended children ages 8-12: Children ages 8-12 are permitted to be in the library without the immediate presence of an adult caregiver. However, the adult remains solely responsible for the child; staff cannot take on the role of a parent in regards to protection and supervision.

Over age 12: Children over the age of 12 are considered capable of arranging their own transportation and are required to honor the library's hours of business. Staff will not assume responsibility for unattended youth while they either wait outside for transportation or if they leave the property.

Procedure for staff in cases where youth 12 and under are left unattended □ If a child under the age of 8 is found unattended, library staff will attempt to locate/contact the adult first. If unsuccessful, the Vermilion Police Department will be notified for appropriate action. □ If a child ages 8-12 is unattended at closing, they will be permitted to call using library phones to arrange for pickup. If the parent, guardian, or caregiver does not arrive within 10 minutes to pick up the child, the Vermilion Police Department will be notified. □ If the library closes, and the child has been turned over to the Vermilion Police Department, staff will post a notice on the Liberty Ave. entrance, which states the address and phone number of the Vermilion Police Department.

Inappropriate behavior during regular business hours, if library staff determines that a child is not behaving properly or violating our Code of Conduct, staff will request an adult caregiver to remove the child from the premises. If the parent, guardian, or caregiver cannot be located within a reasonable time, the Vermilion Police Department will be notified. The library reserves the right to deny access to library services to any child who violates library rules.

Reports Staff will complete an incident report in cases where a child is left unattended and Vermilion Police Department is notified. Staff will also complete an incident report when a youth violates library policies to the extent where removal of the youth is required.

Amended and Adopted by the Ritter Public Library Board of Trustees
June, 2017

Appendix

Interlibrary Loan Policy

- Interlibrary Loan material comes from outside of the Clevnet System therefore requests could take up to several weeks to be filled.
- Each interlibrary loan costs \$2.00 to order which covers handling in addition to any charges from the lending library which must be paid when the item is picked up.
- Ritter Public Library materials are sent free to other public libraries in Ohio. All other libraries will be charged \$2.00 for each request.
- Each Library has its own rules and regulations on what it can lend and for how long it can lend an item.
- The Ritter Public Library has no control over when items will be received. The paperwork is processed and is then up to the lending library to fill, or not to fill the request.
- The Ritter Public Library cannot guarantee each request will be filled.
- The Ritter Public Library has no control over the return date of the material.
- Most Interlibrary Loan material cannot be renewed.
- Customers will be notified by reference staff when the material arrives. Material will only be held for three days.
- Ritter Public Library will apply a late charge of \$1.00 a day if Interlibrary Loan material is returned late.
- The Ritter Public Library cannot assume the cost of unreturned Interlibrary Loan items. Customers who do not return Interlibrary Loan material will also accrue any fines from the lending library in addition to the \$1.00 a day fine from Ritter Public Library.
- Customers who abuse the Interlibrary Loan policy by not returning Interlibrary Loan materials or not paying Interlibrary Loan fines will lose the privilege of ordering and receiving Interlibrary Loan materials from Ritter Public Library.

Please sign and date if you have read and understood our Interlibrary Loan policy

Signature_____Date_____

Adopted by the Ritter Public Library Board of Trustees, February 11, 2003.

Customer Records Release

This release covers:

- ☐ Myself _____ Library card # _____
- ☐ The minor child _____ who is currently in my care and legal custody.
Library card # _____

And constitutes full release of:

- ☐ My records
- ☐ The records of the minor child

For the purpose of: _____

The records may be released to:

- ☐ _____
- ☐ All inquiring parties

I understand that this release is a waiver of my rights to confidentiality of library records under 149.432 of the *Ohio Revised Code* and is in full force and effect and legally binding on myself and the Ritter Public Library until:

- ☐ _____
- ☐ Further notice

Signature _____ Date _____

RITTER PUBLIC LIBRARY

5680 Liberty Avenue
Vermilion, OH 44089
Phone (440) 967-3798 Fax (440) 967-7103

Investment Policy
Broker, Dealer and Financial Institution Certification

Effective September 17, 1996, Ohio Senate Bill 81 has changed the way public entities may invest public funds.

The bill requires that all brokers, dealers, and financial institutions transacting business with the Ritter Public Library receive, comprehend and agree to abide by the library's investment policy contents.

I understand that by giving advice, making investment recommendations, and/or executing transactions with the Ritter Public Library, I must sign this policy as required by the *Ohio Revised Code* §135.14 and 135.35. I also understand that by signing below, I am agreeing that I have received, comprehend, and agree to abide by the Ritter Public Library Board of Trustees Investment Policy.

Signature

Print Name and Title

Institution Name

Date

By-laws of the Board of Trustees

Article I. Name and Location

The name of the library shall be the “Ritter Public Library.”

The library is located at 5680 Liberty Ave. in the City of Vermilion, Ohio.

Article II. Service District

The service district of the library shall include the City of Vermilion and the area encompassed by the Vermilion Local School District. The library extends its services to all residents of the State of Ohio on equal terms.

Article III. Mission Statement

Ritter Public Library is a community center for the Vermilion area providing free space, information and entertainment.

Article IV. Membership

Members of the Ritter Public Library Board of Trustees are, as provided for in the *Ohio Revised Code* §3375.15, appointed by the Vermilion Board of Education for a term of seven years. Unexpired terms shall be filled by the Board of Education. An oath of office is administered to each member of the Board upon appointment or reappointment.

Members of the Board serve without compensation.

Article V. Policies

The Board of Trustees shall have all the powers granted to it by law and shall, in open meeting, determine and establish, in accordance with law, the basic policies of the library with respect to:

- The appropriation and budgeting of funds
- The establishment and maintenance of the library and library services
- The acquisition, improvement, maintenance, insurance, use and disposition of properties
- The hiring, compensation, and responsibilities of, and the personnel practices concerning, librarians and other employees
- The selection, collection, lending and disposition of books and other library materials
- The acceptance of gifts

The policies determined and established by the Board shall remain in effect until changed or rescinded by further action of the Board and shall be administered by the library staff. The Director shall prepare and keep current a comprehensive manual of all policies established by the Board. The manual will be distributed to the members of the Board and made available to the library staff and public.

Article VI. Officers

The President shall appoint a nominating committee at least two months prior to the Annual Meeting. The committee will present a slate of officers at the Annual Meeting. Additional nominations may be made from the floor.

At the Annual Meeting in January of each year, the Board shall elect from its membership a President, Vice President and Corresponding Secretary who shall serve a term of one year, commencing immediately and continuing to the election of officers at the next Annual Meeting. At the same meeting, the Board shall appoint

and fix and the compensation of a Fiscal Officer and Director, each of whom shall serve for a term of one year. At the same meeting, the Board shall appoint a Deputy Fiscal Officer, who shall serve for a term of one year.

Each of the said officers shall have such powers and duties as prescribed by the *Ohio Revised Code* or by these By-laws or by special action of the Board from time to time to the extent that these By-laws or said actions are consistent with state law.

President

The President shall preside at all meetings of the Board, and shall, in consultation with the Director, determine the agenda for each meeting and shall, with the consent of the Board, determine the order of business. The President shall appoint committees and committee chairs with approval by vote of the Board and shall serve as an ex-officio member of each committee. The President shall execute on behalf of the Board, and when approved by it, all such instruments of conveyance, assignment, transfer, contract, indebtedness, or lease as, in order to be effective, must be executed by an officer or member of the Board other than or in addition to the Fiscal Officer, and all written reports, applications and statements exclusive of routine check signing which law or governmental regulations require to be executed and filed on behalf of the Board by an officer or member of the Board other than or in addition to the Fiscal Officer or Director. The President shall also serve as official spokesperson and perform all other duties as may be determined from time to time by the Board.

Vice President

In the absence or unavailability of the President or the President's declination to act, the Vice President shall have all powers and duties of the President, except as otherwise provided by law.

Corresponding Secretary

The Corresponding Secretary shall prepare correspondence as directed by the Board and shall perform other duties as may be determined from time to time by the Board.

Fiscal Officer

The Fiscal Officer shall be the treasurer and disbursing officer of the Board for all library funds. Before assuming duties, a bond shall be executed in an amount and with a surety to be approved by the Board, payable to the Board and conditioned for the faithful performance of the official duties required by the Fiscal Officer. The cost of said bond shall be paid for from library funds. All monies received by the Fiscal Officer for library purposes shall be immediately placed in a depository designated by the Board. The Fiscal Officer shall render a statement to the Board monthly showing the revenues and receipts from whatever sources derived, the disbursements and payees for such disbursements, and the assets and liabilities of the Board, and the relation of the several items in the foregoing to the budget. At the end of each fiscal year, the Fiscal Officer shall submit to the Board a complete financial statement showing the receipts and expenditures in detail for the entire fiscal year.

In the absence or unavailability of the Fiscal Officer, the Deputy Fiscal Officer shall act for and perform the functions of the Fiscal Officer for which the duties of the Deputy Fiscal Officer shall have executed a bond in an amount and with a surety in the same amount as that required of the Fiscal Officer. The cost of said bond shall be paid for from library funds.

The signature of Board members, Fiscal Officer, and Deputy Fiscal Officer will be available at the appropriate banking institution so that co-signing for disbursement of funds can be accomplished.

The Fiscal Officer also serves as Secretary to the Board and shall keep a true and accurate record of, prepare or have prepared, and sign the minutes of the meetings of the Board, in addition to the President, or other presiding Board member and certificates evidencing resolutions or actions of the Board and, when required, shall attest to

the signatures and authority of the President, Vice President or Director and co-sign instruments and writings executed by any of them. The Fiscal Officer shall be responsible for the safekeeping and preservation of the minutes and official records of the Board.

Article VII. Committees

The standing committees of the Board shall be:

- Art
- Building & Grounds
- Finance
- Nominating
- Personnel
- Policy
- Strategic Planning

In addition there shall be special committees, as the Board shall determine from time to time. The President of the Board shall be an ex-officio member of each committee, and the chair of each committee shall be a member of the Board appointed by the President with the consent of the Board. Each committee shall have other members, if any, as the Board shall determine from time to time.

Except by the expressed approval or action of the Board, no committee shall have more than three (3) members of the Board, not including the President of the Board, or authority to make any decision upon any matter, business or policy, within the power or responsibility of the Board itself. Any report or recommendation of a committee to the Board shall be deemed advisory only, and no member of the Board, whether or not a member of the committee, shall be bound or controlled by any action, report or recommendation of a committee.

Article VIII. Library Director

The Board shall appoint and fix the compensation of the Director who shall be the chief administrator and the librarian of the library. The Director shall have full charge of the administration and operations of the library in accordance with the objectives and policies adopted by the Board and under the direction and review of the Board. The Director shall be held responsible for the care of all buildings and equipment, for public relations, for the employment and direction of the library staff, for the selection, acquisition, and disposition of print and non-print materials within the annual appropriations adopted by the Board and subject to the general policies from time to time adopted by the Board. The Director shall keep the Board informed as to the achievements and problems requiring action by or approval of the Board. The Director shall present at each meeting a report concerning the work of the library and submit for consideration with recommendations all matters requiring action by the Board. The Director shall attend all Board meetings except those at which the Director's appointment or salary is to be discussed or described.

The Director shall serve at the discretion of the Board. Employment shall be governed by the Personnel Section of the Policy Handbook adopted by the Board of Trustees.

Article IX. Meetings

Time and Notice

- Regular meetings: Regular meetings of the Board shall be held on the second Tuesday of each month (except August) at 7:00 pm. The President or Vice President may call special meetings of the Board at any time, as either deem necessary or by majority vote of the Board.
- Annual Meeting: The Annual Meeting of the Board shall be held on the second Tuesday of January, following the regular monthly meeting. At this meeting the Board shall elect officers, a Fiscal Officer, a deputy Fiscal Officer, and appoint a Director. The Fiscal Officer shall administer the oath of office to the Board.
- Meeting notice: Notice of each regular meeting of the Board with documentation shall be distributed to each Board member at least four (4) business days prior to said meeting. Board members will indicate their preference for electronic or paper format.
Notice of Special Meetings will be sent as soon as possible via email once date and time are confirmed.
- Public notice: The Director shall cause a written notice of the time and place of each Board meeting to be published in the *Vermilion Photojournal* or other generally available newspaper at least twenty-four (24) hours before the meeting, except in the event of an emergency requiring immediate official action. In this case, the notice shall be posted in a prominent location in the library promptly after the meeting is called. Each published or posted notice shall state the purpose or purposes of the meeting. Whenever the place or time of a Board meeting is changed at the same or a different place, the Director shall cause a written notice of the change or adjournment, including the new time and place of the meeting, to be posted in a prominent location in the library. No notice of a meeting so posted shall be removed until the meeting is either concluded or canceled.
- Executive session: The Board may hold an executive session only after a majority of a quorum of the Board determined by a roll call vote, to hold such a session and only at a regular or special meeting. The purpose(s) for holding such an executive session shall be specified in *Ohio Revised Code* §121.22 as amended, and the purpose(s) shall be included in the motion to hold the session.
- Committee meetings: If and whenever a meeting shall be called of a committee having a majority of the Board as members, such meeting shall be open to the public in accordance with *Ohio Revised Code* §121.22, as amended and notice of the time, place, and purpose of the meeting shall be posted and given as in the case of a special meeting of the Board. In these instances, minutes must be taken and filed in accordance with *Ohio Revised Code* §121.22 and be kept as part of the permanent minutes of the library.
- Certification: a) Any meeting notification provided herein to be given by the Director or a member of the Board may be given by any person acting on behalf of under authority of the Director or Fiscal Officer. b) The Director shall maintain a record of the meeting date and manner, and time if pertinent under these by-laws, of all meeting notices or notifications given or attempted to be given under these by-laws and copies of proofs of publication of any notification or notices published there under. c) At the commencement of each meeting, the Director or Fiscal Officer shall submit a certificate as to compliance with these by-laws as to notice and notification. A reasonable attempt shall constitute notification in compliance with these by-laws. Such certificates shall be conclusive to the Board of Trustees as to the facts set forth therein.

Place of Meeting

All meetings of the Ritter Public Library Board shall be held in the Ritter Public Library unless another location shall be fixed for a particular meeting by agreement of the Board.

Public Attendance

Members of the public are welcome to attend meetings. However, reasonable limitations to public commentary are within the governance of the Board.

Meetings of the Board are public meetings and may be observed by members of the public. Observers may not participate in the meetings except upon the invitation of the President or presiding officer.

Board meetings shall include an item for public comment during which time the public may participate in the meeting. Members of the Board accept comments, but may choose not to respond to them immediately preferring instead to consider them at another time.

Therefore, persons wishing to speak to the Board on matters before the Board shall be allowed to speak at Board meetings in accordance with the following procedures:

1. A request to Speak Form shall be available at each Board meeting. The form shall provide for the person's name, address, the organization the person represents and the item(s) on which the person wishes to speak
2. A completed Request to Speak Form shall be submitted to the Board prior to the convening of the Board meeting.
3. No person shall speak for more than three minutes, speakers are limited to one topic per meeting;
4. All persons speaking at any Board meeting shall confine all their remarks to the issue(s) at hand. No person, when speaking, shall make derogatory statements concerning any individual or organization or shall behave in a disorderly manner. Any violation of this paragraph shall subject the speaker to immediate forfeiture of the floor and continued violation of this paragraph shall subject said person to expulsion from said meeting; and
5. Persons wanting to record all or portions of a Board meeting must inform the Board prior to doing so. Any recording equipment must be silent, unobtrusive, self-contained, self-powered and not interfere with the ability of others present to hear, see and participate in the proceedings.

Quorum

Four persons, a majority of the full membership of the Board, shall constitute a quorum for the transaction of business, but a lesser number, in the absence of a quorum, may adjourn the meeting until another time without notice other than an announcement at the meeting.

Rule of Parliamentary Practices

When not otherwise governed by law or by these by-laws, the proceedings of the meetings of the Board shall be in accordance with *Robert's Rules of Order* as currently revised and published at the time of the meeting.

Order of Business

Regular meeting: In general, the agenda of each regular meeting shall include, but not be limited to, the roll call and certification of notification, approval of the minutes of the previous meeting, correspondence, public comment, reports from the Director, Fiscal Officer, Facility Manager and committees, Endowment Fund report, old business, new business, and adjournment.

Annual Meeting: In general, the agenda of the annual meeting shall include, but not be limited to, the roll call and certification of notification, approval of the minutes of the previous annual meeting, the election of officers, the appointment of the Fiscal Officer and Deputy Fiscal Officer, presentation and approval of a bond for the Fiscal Officer and Deputy Fiscal Officer, authorization of the Fiscal Officer to pay bills for the fiscal year, administration of oaths, appointment of the Director, and authorization for the Director to act as purchasing agent for the Board. At this time, the President shall make committee assignments for the upcoming year, subject to the approval of the Board.

The business conducted at any special meeting of the Board shall be limited to the purposes stated in the written notice of such meeting, unless all the members at the meeting shall approve the transaction of other business.

The order of business of each meeting of the Board shall be determined by the presiding officer consistent with any expressed desires of a majority of the members of the Board present at the meeting.

Reports

At least four (4) business days before each regular meeting of the Board, the Director and Fiscal Officer shall distribute to each member of the Board, the following reports in such form as the Board shall from time to time request or the laws of Ohio shall require:

- Agenda
- Minutes of the previous meeting
- Director's report
- Fiscal Officer's report
- Facility Manager's Report

A copy of the Fiscal Officer's report shall be submitted to the Board for approval. At the meeting, the President shall inquire of the members present whether there are any questions or objections to the reports or the payments or actions therein reported. If there is no correction, and no member present makes an amendment or addition to the reports, payments and actions therein shall be considered approved upon a motion duly made, seconded and passed, and the Fiscal Officer shall so indicate in the minutes of the meeting.

Any member not present at the meeting when a report is considered may at the first regular meeting at which he is thereafter present voice any objection the member may have to any such report or to a payment or action reported therein and have the member's objection entered in the minutes of the meeting, but such objection shall not invalidate or otherwise affect the previous approval of such report, payment, or action unless by motion, resolution and roll call the Board shall otherwise decide. Any report to which an addition, amendment, correction or objection is made at the meeting to which it is submitted shall be approved only by motion or resolution and vote of the Board.

Voting

Except when a larger vote is required by law, all actions of the Board shall require the affirmative vote of a majority of members of the Board present, provided there is a quorum. When a motion is made and seconded to adopt a resolution, the Secretary of the Board shall call the roll of the members of the Board and enter in the minutes of the meeting the names of those voting "aye", those voting "nay" and of those abstaining.

Records of the Library – Public Information

All library documents are public records and shall be made available for review and inspection by any person upon reasonable request to the Director. These documents include official reports of the Board required by the *Ohio Revised Code* and the Auditor of State. Copies of the policy handbook, union contract and any other job related document shall be made available to all library staff.

Article X. Finances

The Ritter Public Library shall observe the Federal, State, County and local requirements regarding the finances of the library, including the receipt, expenditure and investment of funds, preparation and presentation of budgets, bank depositories, insurance, contracts, records and reports, and bidding as provided for in the Fiscal Policies section of the Policy Handbook as adopted by the Ritter Public Library Board of Trustees.

The Fiscal Officer is authorized, upon receipt of funds of the library, to determine the extent to which the needs of the library reasonably require that such funds be classified as active funds or permit them to be classified as interim or inactive funds in an authorized depository or qualified investment as provided for in the Fiscal Policies section of the Policy Handbook as adopted by the Ritter Public Library Board of Trustees.

The Fiscal Officer is authorized, upon receipt of any funds of the library held as interim or inactive funds, to determine the extent to which the needs of the library reasonably require that such funds be transferred to the status of active funds and the extent to which such funds may remain as interim or inactive funds in an authorized depository or other qualified investment as provided for in the Fiscal Policies section of the Policy Handbook as adopted by the Ritter Public Library Board of Trustees.

All checks paying out funds of the library shall be signed by the Fiscal Officer or Deputy-Fiscal Officer and by the President or Vice-President or Secretary of the Board, except for payroll checks which require the signature of only the Fiscal Officer or Deputy Fiscal Officer. When necessary, any member of the Board is authorized to sign checks.

The use of the building fund shall be limited to major planned expenditures or emergency repair expenditures, each of which shall be individually submitted to the Board for approval. In December of each year the Board may approve a transfer from the unexpended General Fund appropriation to the building fund.

After the annual appointment of a Fiscal Officer, the Board shall adopt a resolution: a) authorizing the Fiscal Officer to encumber and disburse funds during the ensuing year as long as disbursements fall within the annual appropriation resolution(s) adopted by the Board and b) to invest library monies in accordance with the *Ohio Revised Code*, current depository contracts, and the Fiscal Policies section of the Policy Handbook as adopted by the Ritter Public Library Board of Trustees.

Article XI. Conflict of Interest

No members of the Board shall have any pecuniary interest in any contract entered into by the Board, in accordance with the *Ohio Revised Code* §3375.35.

Article XII. Amendments

These by-laws may be amended at any meeting by the affirmative vote of a majority of members of the Board present provided there is a quorum and provided that a notice of the proposed amendment shall have been given with the notice of the meeting.

Article XIII. Statement of Ethics for Trustees

- Trustees must promote the highest level of library service while observing ethical standards.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
- It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution.
- A Trustee must respect the confidential nature of library business while being aware of and in compliance with that particular state's freedom of information act.
- Trustees must be prepared to support the efforts of librarians in resisting censorship of library materials by groups or individuals, consistent with local community standards.

- Trustees who accept appointment to the library board are expected to perform the duties and responsibilities of a Trustee.

Adopted by the Ritter Public Library Board of Trustees
October 12, 1999
Amended May 9, 2000

Article XIV. Library Bill of Rights

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

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

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Adopted by the Ritter Public Library Board of Trustees
December 12, 2006

Article XV. Intellectual Freedom

It is the policy of the Ritter Public Library Board of Trustees to fully support the right of every individual to both seek and receive information from all points of view without restriction. This encompasses the freedom to hold, receive, and disseminate ideas. Intellectual freedom provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

The Ritter Public Library Board of Trustees believes that censorship is a purely individual matter and declares that while anyone is free to reject materials of which he or she does not approve, he or she cannot exercise this right of censorship to restrict the freedom of others to read and to view whatever materials they choose.

The Ritter Public Library Board of Trustees affirms that it is the responsibility of a parent/guardian/custodial caregiver to monitor information accessed by his/her children under the age of 18. No restrictions on access to information are made by the library. The library will not act *in loco parentis*, nor assume the functions of parental authority in the private relationship between parent and child. All parents/guardians/custodial caregivers are encouraged to take an active role in helping their children access information most appropriate to their needs.

The Ritter Public Library Board of Trustees adopts and declares that it will adhere to and support the Library Bill of Rights of the American Library Association, and its Interpretations, the Freedom to Read statement and the Freedom to View statement of the Ohio Library Council.

Adopted by the Ritter Public Library Board of Trustees
December 12, 2006

Article XVI. Freedom to View

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

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

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

Endorsed January 10, 1990 by the ALA Council

Adopted by the Ritter Public Library Board of Trustees.
December 12, 2006

Article XVII. Freedom to Read

It is the policy of the Ritter Public Library Board of Trustees that it is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.

The Ritter Public Library does not endorse every idea or presentation contained in the materials it makes available. It would conflict with the public interest of the library to establish its own political, moral, or aesthetic views as standard for determining what books should be published or circulated. It is contrary to the public interest of the library to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

Adopted by the Ritter Public Library Board of Trustees
December 12, 2006

Calendar

January

At the conclusion of the January Board meeting, the President calls for adjournment, Sine Die. The Annual Meeting is then called to order for the purpose of:

- Election of officers: President, Vice President and Secretary, who shall serve for a term of one year.
- Appointment of Fiscal Officer for one year and amount of salary. Fiscal Officer should present a bond for approval and details should be recorded in the minutes. The Fiscal Officer's term and bond must run from Annual Meeting to Annual Meeting or from January 15 to January 15, whichever comes first. There must be a motion granting the Fiscal Officer authority to invest in interim funds. The Fiscal Officer's bond is kept on file in the Fiscal Officer's office.
- Appointment of a Deputy Fiscal Officer for term of one year and approval of a bond along with details should be recorded in the minutes. The Deputy Fiscal Officer's term and bond must run from Annual Meeting to Annual Meeting or from January 15 to January 15, whichever comes first. The Deputy Fiscal Officer's bond is kept on file in the Fiscal Officer's office.
- Appointment of a Director for one year and amount of salary.

Publication of Election of Officers

Publication in the *Vermilion Photojournal* of the election of officers, with the addition of time date and location of regular meetings of the Board and that such meetings are open to the public. The President should officially delegate this responsibility to the Director and so should be noted in the minutes. The following is an example of what should appear:

The Ritter Public Library Board of Trustees elected officers for _____ at its Annual Meeting
January _____. President, _____ Vice President, _____ and Corresponding
Secretary _____. Other Trustees are:

The Trustees meet the second Tuesday of each month (except August) at 7:00p.m. at the library. Meetings are open to the public.

Annual Appropriations Resolution

The annual appropriations resolution should be reviewed, adopted and signed by the Board. This entire resolution should be incorporated in the minutes and a copy sent to the county auditor of Erie County by March 31st, unless a temporary resolution has been adopted December of the previous year. In that case, the permanent

appropriations resolution may be presented to the Board by the March meeting for submission to the county auditor's office by March 31st.

February

By the February Board meeting, members should have received from the Fiscal Officer the annual financial report of the previous year. The Fiscal Officer must publish it in the newspaper within ninety (90) days after the close of the financial year. The Fiscal Officer also sends a copy to the Vermilion Board of Education. (* the annual financial report should be printed in the paper in legal print).

March

By the March meeting, the Board will receive the permanent annual appropriations resolution from the Fiscal Officer, if a temporary resolution was adopted in December of the previous year. The annual appropriations resolution is based on the budget request and the Agreement for Distribution of the PLF in Erie and Lorain Counties. The appropriations resolution is flexible and can be amended as needed.

April

May

During May and June the Director, Fiscal Officer and Board Finance Committee prepare the budget for the following year to be presented to the Trustees at the June meeting.

June

At the June meeting, the budget for the following year must be presented to the Board for approval.

July

- The Ohio State Tax Commissioner issues a revised estimate of the current year's PLF collection and county entitlement.
- The Ohio State Tax Commissioner issues the first estimate of the following year's PLF collection and county entitlement.
- By July 20th the Board approved budget must be submitted to the Erie County Budget Commission.

August

The Erie County Budget Commission meets in August to determine the amount of PLF to be certified for the next year for each library. The Budget Commission refers to the Agreement for Distribution of the PLF in Erie County that the various libraries have adopted for a number of years. If certification is going to be appealed, the appeal must be filed within 30 days of receipt of certification and must be done by Board resolution. The County Budget Commission holds public hearings of the library districts' budgets, if necessary.

September

October

November

The Director checks Trustee appointments and a request by letter to the Vermilion Board of Education reappointment form is submitted.

At the November Board meeting, the President should appoint a committee to review:

- Present salaries and wages for non-union employees
- Job descriptions and wage schedules

- Employment policies

Any recommended changes should be noted and brought to the December Board meeting for action. Copies as approved by the Board shall be given to the Fiscal Officer and Director. The Director and President should be ex-officio members of this committee. The Director should be excused when his/her salary is discussed. The President should appoint a nominating committee for the offices of President, Vice President and Corresponding Secretary to report at the Annual Meeting in January.

December

The Ohio Tax Commissioner issues a revised estimate of the following years PLF collection and county entitlements.

The county auditor must make a certification of the following year's PLF entitlement by December 31st, if not made in August.

The Library's temporary annual appropriations resolution must be made by December 31st if needed.

By resolution and a two-thirds vote of the full Board membership, the Board may transfer unencumbered funds from the general fund to the building and repair fund at the end of the fiscal year. The Fiscal Officer and Secretary shall be given approved recommendations in writing.

REQUEST TO SPEAK FORM

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Organization: _____

Subject matter you wish to speak about: _____

I acknowledge that I agree to abide by the rules and procedures contained in the Ritter Public Library Bylaws. Moreover, I recognize that my failure to do so may lead to removal from the public meeting.

Signature _____ Date _____