



**INDIANA FREE LIBRARY  
HANDBOOK**

**Adopted: March 7, 2018**

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## APPROVED MISSION, VISION, AND VALUES STATEMENTS

**Mission:** To serve and strengthen our community by supporting literacy and lifelong learning.

**Vision:** IFL - A premier library and cornerstone for community life.

### **Value Statements**

- **ACCESSIBILITY** - We aim to make the library a welcoming, accessible environment for all members of its community. We support intellectual freedom and unrestricted access to information in order to promote a democratic society. Our goal is to make the library a place of learning and discovery and to provide a forum where information and ideas can be shared in a nonjudgmental, nonthreatening manner.
- **RESPECT** - We treat our patrons and each other with dignity and with respect for privacy and confidentiality. We value the diversity of our patrons and of the ideas, information and materials they wish to explore. We solicit, listen to, and thoughtfully consider the opinions of patrons and of each other.
- **SERVICE** - We work hard to insure that our patrons receive the highest possible level of library service. In response to the diverse needs of our patrons, we offer staff that is friendly, approachable, and effective. We want every patron to leave the library satisfied with the service they received.
- **KNOWLEDGE** - We recognize that human knowledge and our means of accessing that knowledge are regularly evolving. Our programs and services will reflect and reinforce basic, information, civic and social, health, and financial literacies.
- **QUALITY** - We strive for ongoing excellence in library services and programs. As keepers of a public trust, we commit to integrity, competence, and quality in all of the library's professional efforts.
- **LIFELONG LEARNING** - We believe that learning should never stop. We commit to helping our patrons pursue their educational, informational, and recreational needs as these emerge over a lifetime. We will consistently strive to provide our patrons with opportunities and resources to enhance their personal and professional lives, to expand their horizons, and to appreciate the joys of learning.

## A BRIEF HISTORY OF IFL

1901 - A women's civic organization forms from a group of 25 women with high literary interest. This civic group was known then, and still is, as the New Century Club (NCC).

1907 – On May 14, the NCC establishes a Reading Room above Graff's Market at 27 North 6<sup>th</sup> Street in Indiana. This room consists of one bookshelf made of packing boxes from the H.C. Christy Shoe Store.

1910 - The Reading Room needs more space, and on September 19, moves across the street to the Wissell building at 44 North 6<sup>th</sup> Street, (The site is occupied today by the Delaney automobile dealership.) The growth of the reading room creates the need for a trained librarian. On February 13, the NCC sponsors a book social to acquaint the community with the idea for a library to be established in the Community Center.

1911 – On April 5, the Reading Room becomes the Free Circulating Library. Books may be borrowed for a two-week period; late fines are 2¢ a day. At this point, the library becomes known as the Free Library or the Indiana Free Library. The NCC is the library's primary support in those days and continues to be until 1914 when the school district starts to donate money; this funding is later discontinued.

1930 - The Indiana Free Library moves to the McCartney Homestead at the SE Corner of North 8th and Water Streets in Indiana. Indiana Borough begins to fund the library.

1934 - The Indiana Free Library moves to the Community Center that continues to be its location. The Community Building had been given over to the Indiana Borough when the YMCA was no longer able to operate it, under the condition that it be used for community groups. The library originally occupies only a portion of the first floor and later the entire first floor.

1972 - White Township begins contributing financial support to the library.

1978 - The first floor is renovated with a grant of \$300,000 for furniture and building improvements.

1989 - The Indiana School District recommits funding to the library. These funds entitle every resident of Indiana Borough, White Township, Armstrong Township and Shelocta Borough the opportunity to secure a free membership card for access to all facilities and services.

1991-1993 - The library is expanded from 5,800 to 15,000 sq. ft. at a cost of \$475,000 (\$179,000 obtained through a Library Services & Construction Grant and the remainder donated by private businesses and individuals). This campaign allows IFL to redesign the basement, move the children's library downstairs, establish the Community Room on the second floor, install an elevator, and establish an Endowment Fund for the library.

1998 - Through a \$500,000 HUD Grant (Congressman Murtha) the IFL renovates the second floor; replaces the entire electrical system in order to support computing facilities; replaces the lighting, ceilings, and carpet; paints all three floors and constructs an internal staircase from the basement to the second floor.

2008 - A \$45,000 Department of Commerce & Economic Development Grant (Senator White) improves handicapped accessibility to the building's entrances and provides security for the collection and the building through the installation of security gates.

2009 - Patron computers are upgraded through the Bill and Melinda Gates Foundation and Wi-Fi equipment is installed in the library through the generosity of a local merchant.

2015 – A \$500,000 grant (Senator White/Representative Reed) is secured to renovate all the restrooms in the Community Center. Restrooms and doorways to the Community Room are made ADA-compliant.

Today, the Indiana Free Library has approximately 75,000 holdings and serves 32,924 patrons. The library currently offers children and adult programming on a regular basis. The library also offers free public access to the Internet.

## 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 the 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 that 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 Amended February 2, 1961; June 28, 1967; and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996 by the ALA Council*

## AMERICAN LIBRARY ASSOCIATION: THE FREEDOM TO READ STATEMENT

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

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

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

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

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

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

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

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

We therefore affirm these propositions:

- 1 ***It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*** Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
- 2 ***Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*** Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.
- 3 ***It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*** No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
- 4 ***There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*** To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be

legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

- 5 ***It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*** The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
- 6 ***It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*** It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.
- 7 ***It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*** The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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

*A Joint Statement by: [American Library Association](#) and [Association of American Publishers](#)*

## **DECLARATION FOR THE RIGHT TO LIBRARIES**

2013-2014 LIBRARIES CHANGE LIVES American Library Association Initiative

In the spirit of the United States Declaration of Independence and the Universal Declaration of Human Rights, we believe that libraries are essential to a democratic society. Every day, in countless communities across our nation and the world, millions of children, students and adults use libraries to learn, grow and achieve their dreams. In addition to a vast array of books, computers and other resources, library users benefit from the expert teaching and guidance of librarians and library staff to help expand their minds and open new worlds. We declare and affirm our right to quality libraries - public, school, academic, and special – and urge you to show your support by signing your name to this Declaration for the Right to Libraries.

**LIBRARIES EMPOWER THE INDIVIDUAL:** Whether developing skills to succeed in school, looking for a job, exploring possible careers, having a baby, or planning retirement, people of all ages turn to libraries for instruction, support, and access to computers and other resources to help them lead better lives.

**LIBRARIES SUPPORT LITERACY AND LIFELONG LEARNING:** Many children and adults learn to read at their school and public libraries via story times, research projects, summer reading, tutoring and other opportunities. Others come to the library to learn the technology and information skills that help them answer their questions, discover new interests, and share their ideas with others.

**LIBRARIES STRENGTHEN FAMILIES:** Families find a comfortable, welcoming space and a wealth of resources to help them learn, grow and play together.

**LIBRARIES ARE THE GREAT EQUALIZER:** Libraries serve people of every age, education level, income level, ethnicity and physical ability. For many people, libraries provide resources that they could not otherwise afford – resources they need to live, learn, work and govern.

**LIBRARIES BUILD COMMUNITIES:** Libraries bring people together, both in person and online, to have conversations and to learn from and help each other. Libraries provide support for seniors, immigrants and others with special needs.

**LIBRARIES PROTECT OUR RIGHT TO KNOW:** Our right to read, seek information, and speak freely must not be taken for granted. Libraries and librarians actively defend this most basic freedom as guaranteed by the First Amendment.

**LIBRARIES STRENGTHEN OUR NATION:** The economic health and successful governance of our nation depend on people who are literate and informed. School, public, academic, and special libraries support this basic right.

**LIBRARIES ADVANCE RESEARCH AND SCHOLARSHIP:** Knowledge grows from knowledge. Whether doing a school assignment, seeking a cure for cancer, pursuing an academic degree, or

developing a more fuel-efficient engine, scholars and researchers of all ages depend on the knowledge and expertise that libraries and librarians offer.

**LIBRARIES HELP US TO BETTER UNDERSTAND EACH OTHER:** People from all walks of life come together at libraries to discuss issues of common concern. Libraries provide programs, collections, and meeting spaces to help us share and learn from our differences.

**LIBRARIES PRESERVE OUR NATION'S CULTURAL HERITAGE:** The past is key to our future. Libraries collect, digitize, and preserve original and unique historical documents that help us to better understand our past, present and future

**BYLAWS**  
**Indiana Free Library Board of Trustees**

**ARTICLE 1 (Name)**

Section 1. This corporation shall be named, known, and styled as INDIANA FREE LIBRARY, INC.

**ARTICLE 2 (Trustees)**

Section 1. The Trustees of this corporation shall be such persons as shall be elected to membership by a majority vote of the Trustees at the annual meeting or at any appropriate meeting and those who are appointed to serve as the legal representatives of the municipalities which provide financial support to the library. The total number of active Trustees shall be not less than nine (9) persons nor more than nineteen (19) persons who shall reflect a broad spectrum of the community. In the event of a vacancy of an appointed Trustee, the Trustees, within thirty (30) days of said vacancy, shall notify the appropriate municipality in writing of said vacancy, and said vacancy shall remain until the municipality appoints a new Trustee. In the event of a vacancy of an elected Trustee, the Trustees upon a recommendation from the Governance Committee shall elect an individual to fill the un-expired term.

Section 2. The term of membership shall be three [3] years. Trustees shall be limited to three consecutive terms.

Section 3. Any person who has a commitment to the importance of library services and willingness to devote the time and effort required shall be eligible for membership regardless of race, color, creed, sex, or national origin, provided that no more than ninety percent (90%) of the Trustees shall be residents of any one municipality which provides financial support to the library.

Section 4. Each municipality that supports the library financially may appoint up to two Trustees from the respective municipality for three-year terms. Appointed Trustees shall represent the respective municipalities at Board meetings.

Section 5. No salary shall be paid to any Trustee, officer or director of this corporation, but reimbursement for necessary and reasonable expenses may be received by a Trustee.

Section 6. The Trustees may, by majority vote at any meeting duly held, elect any Trustee to the status of Trustee emeritus upon the completion by such Trustee of three (3) terms of membership. Trustees emeriti shall be given notice of all meetings of the Trustees and shall be entitled to attend and to participate in discussion at all meetings of the Trustees, but shall not be entitled to vote at meetings of the Trustees.

Section 7.01. Limitation of Personal Liability of Trustees. A Trustee of the corporation shall not be personally liable for monetary damages as such for any action taken, or any failure to take any action, unless:

- (a) the Trustee has breached or failed to perform the duties of his or her office as defined in Section 7.02 below; and
- (b) the breach or failure to perform constitutes self dealing, willful misconduct or recklessness.

The provisions of this Section shall not apply to (a) the responsibility or liability of a Trustee pursuant to any criminal statute; or (b) the liability of a Trustee for payment of taxes pursuant to local, state or federal law.

#### Section 7.02. Standard of Care and Justifiable Reliance.

- (a) A Trustee of the corporation shall stand in a fiduciary relationship to the corporation, and shall perform his or her duties as a Trustee, including his or her duties as a member of any committee of the Board upon which he or she may serve, in good faith, in a manner he or she reasonably believes to be in the best interests of the corporation, and with such care, including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstance. In performing his or her duties, a Trustee shall be entitled to rely in good faith on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by any of the following:
  - (i) One or more officers or employees of the corporation whom the Trustee reasonably believes to be reliable and competent in the matters presented;
  - (ii) Counsel, public accountants or other persons as to matters which the Trustee reasonably believes to be within the professional or expert competence of such person;
  - (iii) A committee of the Board upon which he or she does not serve duly designated in accordance with law, as to matters within its designated authority, which committee the Trustee reasonably believes to merit confidence.

A Trustee shall not be considered to be acting in good faith if he or she has knowledge concerning the matter in question that would cause his or her reliance to be unwarranted.

- (b) In discharging the duties of their respective positions, the Board, committees of the Board and individual Trustees may, in considering the best interests of the corporation, consider the effects of any action upon employees, upon persons with whom the corporation has business and other relations and upon communities which the offices or other establishments of or related to the corporation are located, and all other pertinent factors. The consideration of those factors shall not constitute a violation of subsection (a) of this Section.
- (c) Absent breach of fiduciary duty, lack of good faith or self-dealing, actions taken as a Trustee or any failure to take any action shall be presumed to be in the best interests of the corporation.
- (d) A Trustee of the corporation may be removed from his or her duties as a Trustee if upon recommendation by an ad hoc committee or the Executive Committee, two-thirds majority vote of the quorum present at any board meeting determine that said Trustee has acted in a manner which is in breach of the fiduciary relationship to

the corporation and/or is materially adverse to the mission of the corporation.

Section 7.03. Indemnification in Third Party Proceedings. The corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the corporation) by reason of the fact that he or she is or was a representative of the corporation, or is or was serving at the request of the corporation as a representative of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit or proceeding if he acted in good faith and in a manner reasonably believed to be in, or not opposed to, the best interests of the corporation, and, with respect to any criminal action or proceeding had no reasonable cause to believe his conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of *nolo contendere* or its equivalent, shall not of itself create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in, or not opposed to, the best interests of the corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.

Section 7.04. Indemnification in Derivative Actions. The corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the corporation to procure a judgment in its favor by reason of the fact that he or she is or was a representative of the corporation, or is or was serving at the request of the corporation as a representative of another corporation, partnership, joint venture, trust or other enterprise against expenses (including attorneys' fees) actually and reasonably incurred in connection with the defense or settlement of such action or suit if he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the corporation and except that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the corporation unless and only to the extent that the Court of Common Pleas of Indiana County or the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the Court of Common Pleas or such other court shall deem proper.

Section 7.05. Mandatory Indemnification. Notwithstanding any contrary provision of the articles of incorporation or these bylaws, to the extent that a representative of the corporation has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Section 7.03 above, he or she shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by him or her in connection therewith.

Section 7.06. Determination of Entitlement to Indemnification. Unless ordered by a court, any indemnification under Section 7.03 or 7.04 above shall be made by the corporation only as authorized in the specific case upon determination that indemnification of the representative is proper in the circumstances because he or she has met the applicable standard of conduct set forth in such paragraph. Such determination shall be made: (a) by the Board by a majority vote of a quorum consisting of Trustees who were not parties to such action, suit or proceeding; or (b) if such a quorum is not obtainable, or, even if obtainable, a majority vote of a quorum of disinterested Trustees so directs, by independent legal counsel in a written opinion.

Section 7.07. Advancing Expenses. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding as authorized by the Board in a specific case upon receipt of an undertaking by or on behalf of the representative to repay such amount unless it shall ultimately be determined that he or she is entitled to be indemnified by the corporation as authorized in paragraphs 1 through 3 above.

Section 7.08. Indemnification of Former Representatives. Each such indemnity may continue as to a person who has ceased to be a representative of the corporation and may inure to the benefit of the heirs, executors and administrators of such a person.

Section 7.09. Insurance. The corporation shall have the power to purchase and maintain insurance on behalf of any person who is or was a Trustee, officer, employee or agent of the corporation or is or was serving at the request of the corporation as a Trustee, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred by such person in any capacity or arising out of such person's status as such, whether or not the corporation would otherwise have the power to indemnify such person against such liability.

### **ARTICLE 3 (Dues)**

Section 1. No dues shall be required to be paid by the Trustees.

### **ARTICLE 4 (Location)**

Section 1. The location of the principal office of the corporation shall be 845 Philadelphia Street, Indiana, PA, where the library shall be maintained unless such is changed by a vote of the Board.

### **ARTICLE 5 (Officers)**

Section 1. The officers of this corporation shall be a President, a Vice President, a Secretary, and a Treasurer.

Section 2. All officers shall be elected by the Trustees and shall serve a two-year term. Terms shall be staggered such that the President and Secretary shall be elected one year and the

Vice President and Treasurer shall be elected the following year. Said term will begin on January 1 of the next calendar year immediately following the date of the officer's election.

Section 3. The Trustees shall elect the officers of this corporation at the annual meeting in November of each year.

Section 4. Duties of the officers are as follows:

- (a) The President shall preside at all meetings of the Trustees and of the Executive Committee. He or she shall be a member of all committees, including ad hoc committees, and may be a voting member of all of the same.
- (b) The Vice-President shall perform the duties of the president in the absence of the president and shall serve as the Chair of the Governance Committee.
- (c) The Secretary shall be responsible for the records of the corporation and shall keep the minutes and see that proper notice is given of all meetings of the Trustees and of the Executive Committee.
- (d) The Treasurer shall: (1) ensure that adequate financial records are kept; (2) ensure that accurate and timely financial reports are delivered to the Board of Trustees; (3) ensure that an audit of the corporation's finances is completed annually by a certified public accountant; (4) assist in the preparation of the budget, if requested; and (5) assist the Board of Trustees with the interpretation of any financial reports or financial matters. The Treasurer shall serve as chair of the Finance/Fundraising Committee.

Section 5. The Executive Committee may appoint a Trustee as an Assistant Secretary and an Assistant Treasurer. These persons shall perform the duties of secretary or treasurer in the absence of either officer and shall assist in any other way as requested by the Executive Committee. The Assistant Treasurer shall serve as a member of the Finance/Fundraising Committee.

Section 6. Deposits, Checks, and Notes

- (a) All funds of the library shall be deposited in a timely manner to the credit of the Library, in such banks, trust companies, depositories, or other financial institutions as the Board of Trustees shall designate.
- (b) Except as otherwise provided herein or by the applicable law, all checks, drafts, promissory notes, orders for payment of money, and other evidence of indebtedness of the Company shall be signed by the President and/or by the Treasurer or Assistant Treasurer of the Board of Trustees.
- (c) The Board of Trustees may by resolution authorize any officer, agent, or employee of the Library to exercise the authority described in Section 7(b) above. Any officer, agent or employee who has been authorized with financial signatory powers must be bonded prior to the exercise thereof. Such authority may be general or confined to specific instances.

## **ARTICLE 6 (Executive Committee)**

Section 1. The Executive Committee shall consist of the President, Vice-President, Secretary, and Treasurer of the Board. The Library Director may serve as a non-voting member upon request of the Executive Committee. Between meetings of the Trustees, the Executive Committee shall serve as Board of Trustees for the corporation and shall carry on the duties and policies of Trustees and act for the Trustees in all matters except that the following actions will require a vote of approval at a meeting of the Trustees: (1) Hiring the Library Director, (2) spending authorizations that exceed the annual budget by more than \$5,000 per allotment in the budget, (3) adoption of long-range plans, (4) amendments to the bylaws, and (5) contractual arrangements with other libraries, and municipalities.

Section 2. A majority of the Trustees present and voting at the annual general meeting shall be sufficient to elect officers.

Section 3. In the event that the office of an officer or an elected member of the Executive Committee shall become vacant, the members of the Board of Trustees at their next meeting shall elect a Trustee to fill the un-expired term.

Section 4. The Executive Committee shall meet as often as necessary in order to carry on the duties and policies of the Trustees between meetings of the Trustees.

Section 5. Special meetings of the Executive Committee shall be called by the President whenever he or she deems it necessary or by a written request signed by three (3) members of the Executive Committee.

## **ARTICLE 7 (Meetings)**

Section 1. There shall be a meeting of the Board of Trustees at least four times a year. The Annual Meeting of Trustees shall be held in November of each year.

Section 2. Special meetings of the Trustees may be called by the President at such times as he/she may deem necessary; or upon written request signed by three (3) members of the Executive Committee; or upon written request signed by seven (7) Trustees.

## **ARTICLE 8 (Notice)**

Section 1. Notification of every regular or special meeting of the Trustees shall be given to each Trustee at least five days prior to the day named for the meeting.

Section 2. Notification of every meeting of the Executive Committee shall be given to each member of the Executive Committee at least five days prior to the day named for the meeting, whether special or general, except when an emergency requires that the same be waived.

Section 3. All Board meetings of the Trustees shall be advertised and conducted as required by Pennsylvania law on open meetings (commonly known as the "Sunshine Law," PA Act 175).

**ARTICLE 9 (Quorum)**

Section 1. A quorum for the purpose of holding any meeting of the Trustees shall consist of a majority of the Trustees.

Section 2. A quorum for the purpose of holding any meeting of the Executive Committee shall be a majority of the Executive Committee.

**ARTICLE 10 (Vote)**

Section 1. A majority of the quorum present shall be required to pass any motion at any meeting of the Trustees or of the Executive Committee.

Section 2. Every active Trustee shall have the right to vote at any of the meetings of the Trustees.

Section 3. *Robert's Rules of Order, Newly Revised* shall be used as the primary guide for running Board meetings.

**ARTICLE 11 (Standing Committees)**

Section 1. The Board shall have three (3) Standing Committees: Governance, Finance/Fundraising, and Property and Planning. Special and Ad-Hoc Committees shall be appointed as the Trustees or President deem necessary.

Section 2. All Committees and Chairs of the Governance and Property and Planning Committees shall be appointed by the President. Each board member shall serve on one committee, and may serve on additional committees as necessary or desirable. Non-members of the Board may serve on any committee in an advisory, non-voting capacity.

Section 3. Each committee generally meets once monthly, with additional meetings scheduled as necessary. The Library Director shall be an ex-officio, non-voting member of all standing committees. Notification of every meeting of every committee shall be given to the Library Director at least five days prior to the day named for the meeting, except when an emergency requires that the same be waived.

Section 4. The duties of the standing committees shall be as follows. Each committee shall have in addition to the following named powers such power to perform such duties as may be conferred upon them by the Trustees.

a) Governance

The Vice-President shall serve as the Chair of the Governance Committee.

(1) Bylaws. To review the bylaws annually and propose changes as needed.

(2) Personnel. To see that the provisions of the personnel policy are met and to revise and update this policy as necessary; to recommend the appointment of a Library Director when position is vacant; to recommend compensation and fringe

benefits for all employees when the annual budget is under consideration; to provide agreeable working conditions and opportunity for professional growth.

- (3) Board and Membership Development. To generate a list of desirable qualities and skills necessary to provide representation from all segments of the community and to ensure that persons with competencies needed to fulfill Board functions are candidates for membership. Trustees who have recommendations for membership shall provide such names to this committee. Recommendations for membership shall be presented to the Trustees for a vote only through this committee. This committee shall nominate a slate of officers at the annual meeting of the Board of Trustees in November and shall develop and implement an officer succession plan.
- (4) Recognition. To determine appropriate recognition for those staff and community members, agencies, or corporations that assist the library through financial donations, leadership, volunteer work, or other support.
- (5) Public relations. To coordinate with Library staff to generate information for local news media and public notices of library board events and to insure relevant, informative, and strategic communication with the public concerning the library.
- (6) Library Policies. Coordinate with Library staff and Director to review and update Library policies as needed.

b.) Finance/Fundraising

The treasurer shall serve as chair of the Finance Committee.

- (1) Finance. To approve all expenses of the organization, prepare the annual budget; to request adequate funding from the municipalities that provide financial support; to monitor the Trust accounts, saving accounts and other financial assets of the corporation.
- (2) Fundraising. To plan fundraising events on a regular basis to support the library, and coordinate with volunteer groups (i.e., New Century Club or any other library support group) to raise funds for the library.
- (3) Publicity. To insure timely and appropriate publicity for fundraising activities.

c.) Property and Planning

- (1) Planning. To provide goals and objectives for at least five years so that there can be positive forward movement in services, materials, programs and resources; produce and maintain a strategic vision, a short-range plan, and a long-range plan, and assure that the Board, the Director, the staff, and all support groups are working toward and within those plans.
- (2) Technology. To continually review the technology needs of the library and its patrons, explore new technologies, keep the Board of Trustees informed regarding technology issues, and make recommendations regarding technology to the Library Director and the Board of Trustees.
- (3) Building and Grounds. To assist the Library Director in the maintenance of the building and grounds, including the interior décor of the library.
- (4) Insurance. Assist the Library Director in reviewing and meeting insurance needs.

## **ARTICLE 12 (Amendments)**

Section 1. Amendments to these bylaws may be introduced at any meeting of the Trustees when they are sponsored by either a majority of Trustees or the Governance Committee. Each Trustee must receive notice containing the proposed amendment(s) at least two weeks prior to the meeting at which the vote is to be taken on such amendment(s). A two-thirds majority vote of the quorum present is required to amend the bylaws.

## **ARTICLE 13 (Dissolution/Liquidation)**

Section 1. Upon the dissolution of the corporation or the organization, the Board of Directors or governing staff shall, after paying or making provision for the payment of all of the liabilities of the corporation or organization, dispose of all the assets of the corporation or organization in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors or governing staff shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation or organization is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purpose.

Amended April 6, 2005

President: Kathleen Quirk

Bylaws Committee: David Foltz, Chairman, Francisco Alarcon, Kitty Hood

Solicitor: Thomas Kauffman

Amended March 18, 2009

Amended October 1, 2011

Amended Feb 20, 2013

Amended Sept 18, 2013

Amended December 18, 2013

President: Sherrill Kuckuck

Bylaws Committee: Kitty Hood, Sara Steelman, Gian Pagnucci

Solicitor: Thomas Kauffman

Amended November 19, 2014

President: Mary Lou Zanich

Governance Committee: Gian Pagnucci, Judy Brown, Terry Griffith

Motion: To create the staggered terms for officers required by the recently approved bylaws in the upcoming election of officers, the President and Secretary will be elected to a two-year term (2015-2016) and the Vice-President and Treasurer elected to a one-year term (2015). Passed unanimously.

Amended November 4, 2015

President: Mary Lou Zanich

Governance Committee: Gian Pagnucci, Candice Bolger, Linda Jones, Wayne Yost

Amended Dec. 6, 2017

President: Mary Lou Zanich

Governance Committee: Gian Pagnucci, Chair, Candace Bolger, Hilliary Creeley, Linda Jones

## ATTENDANCE POLICY

Whereas the Board of Trustees is a working board, its optimum effectiveness is dependent upon the regular attendance of members at both board and committee meetings. This is a necessary requirement so the membership can be fully informed, raise appropriate questions and reach independent conclusions as a group. A board attendance problem exists when any of the following conditions occur:

1. The member misses three consecutive meetings (excused or unexcused).
2. The member misses four meeting in a calendar year.

Additionally, and consistent with the bylaws which require board members to be a member of at least one board committee, attendance at committee meetings is essential to the functioning of the board. Irregular attendance for committee meetings will be by the chairperson and the president to determine if action is necessary.

When an attendance problem is identified, the board president shall contact the member to discuss the situation. If the board president feels that action is necessary he/she shall then share the discussion with the board. A resolution to the attendance issue will then be determined at the next regularly scheduled board meeting. If termination of the member's affiliation with the board is deemed appropriate, such action will proceed per the following steps:

1. The board president will notify the member of the decision in writing.
2. The member will be requested to submit a letter of resignation and return all board materials in their possession within two weeks.
3. The board will then vote to accept the resignation at the next scheduled board meeting.
4. Should the member choose not to submit a letter of resignation within two weeks of the notification of the board president's initial request to do so, the board president shall forward a formal letter of the member's termination of membership to the board.

## LIBRARY AWARDS

At its discretion, The Indiana Free Library Board of Trustees may present awards to deserving individuals or groups at its annual Recognition Awards event. Award winners shall be determined by the Board's Governance Committee.

### Annual Awards

The **Amicus Libri Award** will be given for substantial financial support of the library. Significant gifts in a single year or sustained substantial gifts over a three-year period may be considered.

The **Outstanding Service Award** will be given to volunteers, members of the community, or library staff who have provided service to the library in a manner beyond routine expectations.

The **Library Leadership Award** will be given to board members or members of the community for exceptional professional service.

### Special Recognition Awards

From time to time as it sees fit, the Board of Trustees may make **special recognition** of service to the library. Such recognition may acknowledge service of an unusual nature or duration.

## RECOGNIZING GIFTS AND BEQUESTS

The Indiana Free Library recognizes the vital role that gifts/donations and bequests play in the support of services and, in fact, the very survival of the library in the community. In order to fully recognize and record these contributions, levels of recognition have been established. Monetary gifts of at least \$150 (or an equivalent values of stocks or bonds) from community members, businesses, and organizations will be recognized annually on the Donor Wall in the library's lobby. Annual giving levels have been established as follows:

**The Alexandria Society (\$5,000 +)** - The Library of Alexandria, Egypt, was constructed in the 3<sup>rd</sup> century BC. The Library's vast holdings of papyrus scrolls made it one of the largest and most significant libraries in the ancient world. Much of the library's storehouse of knowledge was destroyed by fires set by Roman invaders.

**The Carnegie Society (\$1,000 -- \$4,999)** - Andrew Carnegie was one of the most famous American industrialists of the late 19<sup>th</sup> century. A Scottish émigré, he settled in Pittsburgh where he eventually focused on steelmaking. In 1901 he sold his mills that were combined with others to form U.S. Steel. Carnegie devoted much of his fortune to philanthropy including the establishment of almost 1,700 free public libraries in the United States. Carnegie believed that, "A library outranks any other one thing a community can do to benefit its people."

**The Franklin Library Company (\$500 -- \$999)** - Benjamin Franklin was a printer, statesman, and scientist. He also formed the first lending library in the United States in 1731. Subscribers to the Library Company of Philadelphia each contributed money to purchase books that they then could share among themselves. Books were rare and expensive, and such sharing expanded access to more books than an individual could afford. This system later evolved into the free public libraries we know today.

**The Dewey Book Club (\$300 -- \$499)** - Melvil Dewey was influential in the development of American libraries in the late 19<sup>th</sup> and early 20<sup>th</sup> centuries. He is best known for his work on a system for classifying books that made it easy to organize and find those books on library shelves. The Dewey Decimal System (copyrighted in 1876) is still used as a way of organizing books by knowledge area. Dewey was also a founder of the American Library Association.

**The Mary E. Ahern Club (\$150 -- \$299)** - Mary Eileen Ahern is considered a leading figure in the modern library movement. She was an active organizer of libraries and focused especially on small rural libraries. Ahern edited a journal, *Public Libraries*, that provided information and advice for new librarians. She was a strong advocate for the role of libraries in educating the public arguing that the public library "is the broadest of teachers, one may almost say the only free teacher....it is the only real people's college."

The Board may honor major donations or bequests in additional ways. All monetary donations will be acknowledged with a letter of thanks that may be used as evidence of a tax deduction.

## **CHILDREN'S INTERNET ACCESS**

The Indiana Free Library will offer limited access to the Internet in the Children's Department for children up to 12 years of age. Children must register at the desk in the Children's Department. Parents must read the Library's Internet Policy and sign a parental consent form. A parent or guardian must accompany children under the age of 8 years when using the Internet. Children 8 years or older may use the Internet independently after a parental consent form has been signed.

For the protection and safety of the young children, the Library will place a filter on the Internet in the Children's Department. This filter is not infallible. Parents are advised to supervise their children's Internet sessions. Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents--and only parents--may restrict their children--and only their children—from access to Internet resources accessible through the library.

The library will offer access to the Internet to children 12 - 18 years in the Young Adult area of the first floor when a parental consent form is signed at the Front Desk. Computers located in the Reference Area are reserved for adult patrons.

## **CIRCULATION PERIODS**

All materials are checked out from and returned to the circulation desk. Checking in/out of all library material stops ten (10) minutes before the library closes for the day. When the library is closed, materials may be returned to the book drops located at the Front entrance of the library (top of steps) and at the museum entrance. (The book drop at the main entrance is only unlocked when the library is closed. It remains locked while the library is open.) Materials returned to the book drop are checked in the next day that the library is open. If an item or items are returned after hours on the due date, it will be considered late and fines will apply. Museum book drop is emptied a half-hour before closing time.

Patrons may borrow up to one hundred (100) total items from the library. Patrons are only permitted to borrow three (3) videos from the adult collection and/or 3 videos from the children's collection at a time. Most library material may be borrowed from the library for three (3) weeks at a time. The exceptions to this are magazines, videos, and circulating reference material; these materials may be borrowed for one (1) week at a time. Reference materials may circulate with special permission by the Reference Librarian on duty. Exceptions to these provisions may be granted with the permission of the Director.

Materials may be renewed twice by phone, online, or in person. Pin Number activation is needed to establish online account. Library staff may assist with instructions upon activation. Materials on reserve to another patron may not be renewed for any reason.

## **COLLECTION DEVELOPMENT AND ALLOCATIONS OF FUNDS**

The purpose of the Collection Development Policy is to guide the Library's professional librarians and inform the public of the principles that govern the selection of materials.

### **Objectives**

A knowledge of the community is of vital importance in the responsible selection of library materials. The area served by the Indiana Free Library encompasses a diverse population. The educational, cultural and vocational backgrounds, as well as the interests, problems and needs of the residents must be considered when building and maintaining a balanced collection.

The Indiana Free Library endeavors to provide for informational and recreational needs, to supplement formal and informal study, to support community activities, to increase knowledge of community and world affairs, and to reflect a variety of opinions. It is recognized that some members of the community have specialized needs that cannot be met locally. Interlibrary loan and reference services are provided to assist these individuals.

Freedom of speech and freedom of the press are rights of our heritage, guaranteed by the Constitution and defended by our legal system. Since a public library serves and is supported by many and varied groups and individuals, it must respect these differences by providing a varied and balanced collection of topics and beliefs. Inclusion of materials on particular views does not constitute endorsement by the library. The Indiana Free Library endorses the Library Bill of Rights and the Freedom to Read Statement published by the American Library Association.

### **Allocation of Funds for Library Materials**

The Library Director, in collaboration with the Board of Trustees, is responsible for determining how funds will be allocated within the materials budget. The materials budget is divided among several collections. Some materials dedicated to the Adult collection do include large print materials.

## COMMUNITY ROOM RENTAL

The 2<sup>nd</sup> Floor Community Room may be rented by individuals and groups in compliance with the following policies at a rate of \$40.00 per hour for a two-hour minimum, with an additional charge at the rate of \$5.00 per half hour in excess of two hours. Reservations require advance payment at time of reservation. Library events have priority in scheduling; beyond this, reservations are on a first come, first served basis.

A cash deposit of \$20.00 is required which is returned upon inspection of the room after use when returned to the original condition.

1. No alcohol, tobacco, or illicit drugs are permitted on the library premises.
2. Tables and chairs may be used and are to be returned to their original locations.
3. Kitchen facilities may be used including coffee pots, sink, oven, and refrigerator space.
4. The renter is responsible for damage to person or property in the use of this room.
5. All paper products, decorations, food and drinks are to be brought with rental guests and removed after events.
6. Library supplies are to be untouched or unused during rental time including silverware, dishes, coffee & filters, and any refreshment supplies.
7. No glitter, glue or paint is to be used during rental time.
8. Trash is to be gathered and discarded in a dumpster at the rear of the building.
9. A crumb sweeper can be provided for any particles left behind on the carpet.
10. Spills on carpet, damage, or significant messes as determined by a member of the staff, will result in the forfeit of deposit.
11. Deposits will be returned upon inspection by library staff.

I have read and understand the policies of the Indiana Free Library regarding room rental and will restore room to its original condition after use:

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Signature

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Date

## COMPUTER USE

1. E-mail accounts are not available, but library staff may assist in setting up an email account on Internet software.
2. Librarians are available for a limited amount of assistance in using the Internet. Since the staff must assist other patrons as well, they cannot spend large amounts of time guiding patrons through the Internet or other software while at a service desk but may be able to offer searching suggestions. For extended instruction there are other resources available. Patrons may make an appointment for in-depth training concerning Internet computer jargon or personal computer use.
3. Patrons may not change workstations unless a problem arises with the computer. Please notify the Reference Librarian if the computer is not working properly.
4. No more than two (2) people may use a computer workstation at one time. The patron who signed in at the Circulation Desk is responsible for operating the computer.
5. Use of the computers at the Library is a privilege, not a right. Any violation of the Library's Computer Use Policy is unethical and may constitute offense. Violations will result in loss of access privileges and appropriate legal action may be taken.
6. This policy is subject to change at the Library's discretion.

### **Revocation of Computer Privileges**

Patrons who have misused their computer privileges will be suspended from access to any computers in the library for six (6) months. An additional offense will suspend the patron permanently from any of the computers.

## **CONFIDENTIALITY**

The Indiana Free Library respects the right of privacy of all patrons regarding the use of the library. Library records related to the circulation of library materials, print or electronic, are deemed confidential. Records identifying personal or material details for transactions including inter-library loan request, reference queries, or requests and the use of digital materials shall remain confidential. These records shall be confidential and shall not be disclosed except upon request of the patron or pursuant, or in response, to a court order in a criminal proceeding. Release of records will be authorized by the Director and communicated to a designated Trustee. Records retained by third-party vendors are not linked to patron records, although the library does receive general usage statistics.

## FINES, OVERDUE, AND LOST MATERIALS

### **Overdue Materials**

Patrons are responsible for knowing when their materials are due.

Materials are overdue if they are not returned before the library closes on the date the materials are due. Materials returned in the library's book drops after the library is closed are not checked in until the next day that the library is open.

Fines are charged for each overdue item at the following rates:

- \$0.20/day for adult and young adult materials to a maximum of \$25.00 per time borrowed or renewed
- \$0.10/day for children's materials to a maximum of \$12.50 per time borrowed or renewed

Fines do not accrue on days that the library is closed.

Patrons may set up automatic email reminders about upcoming due dates by logging into their library account or by asking at the front desk. When materials become overdue, automatic email notifications are sent to patrons who have provided a valid email address.

As a courtesy, the library will notify patrons with overdue materials on the following schedule:

Patrons are not excused from responsibility for fines if they do not receive notification of overdue materials. If a patron demonstrates that an item was returned on time, fines may be waived at the library's discretion. In the case of extenuating circumstances, fines may be reduced or eliminated at the discretion of the Director.

Materials overdue by 180 days are automatically marked lost.

### **Lost Materials**

Patrons are obligated to pay the replacement cost in addition to any overdue fines for materials they have lost or damaged. The replacement cost is defined as the greater of (a) the cover price at the time of purchase or (b) a minimum cost as detailed below:

|             | Hardcover Books | Paperback Books | Hardcover Graphic Novels | Paperback Graphic Novels | Audiovisual Materials | Magazines |
|-------------|-----------------|-----------------|--------------------------|--------------------------|-----------------------|-----------|
| Adult       | \$25.00         | \$10.00         | \$25.00                  | \$10.00                  | \$25.00               | \$5.00    |
| Young Adult | \$15.00         | \$10.00         | \$25.00                  | \$10.00                  | n/a                   | n/a       |
| Children's  | \$15.00         | \$5.00          | \$15.00                  | \$5.00                   | \$15.00               | \$5.00    |

Patrons will be charged an additional \$2.00 processing fee for each lost or damaged item, except in cases where materials overdue by 180 days have been automatically marked lost. If a damaged item can be rebound, the patron is responsible for paying the bindery fee.

At the discretion of the librarian in charge of the relevant collection, patrons may be permitted to purchase an identical, brand-new copy of an item that they have lost or damaged as a replacement for that item instead of paying the replacement cost; they still must pay any other associated fines or fees.

Patrons who return materials that were marked lost will not be charged for the replacement cost, but still must pay any other associated fines or fees. Refund of replacement costs paid for lost items that were later returned is at the discretion of the library director.

### **Excessive Cases**

Patrons with unpaid fines and/or fees of \$50.00 or more may be submitted to a collection agency. Any fees charged to the library by that agency will be added to the patron's balance.

The library may take further legal action in accordance with the Retention of Library Property Act (Section 6708, Title 18 PA Code (PA CSA 6708)) and the Library Theft Act of 1982 at the discretion of the Library Director.

## GIFT OF MATERIALS AND DONOR'S ACKNOWLEDGEMENT

### *The Indiana Free Library Welcomes Your Gifts...*

The Indiana Free Library encourages donations that support our mission.

The Indiana Free Library reserves the right to accept or decline any and all materials donated or gifted to the library. Gifts of tangible personal property that are accepted by the library shall become the unconditional property of the library.

The Indiana Free Library shall have the right to make all decisions with respect to the retention, storage, processing, use, and disposition of any donated/gifted materials. Materials gifted, including portions of collective gifts, may be exchanged with other libraries, offered for sale, or otherwise disposed of at the discretion of the Library Board. Gift material should be judged by the same standards that apply to purchased materials.

Donors are granted the same right to access and use materials they have donated as other members of the public (i.e., materials may be accessed after they have been processed, during normal business hours, and in accordance with the Library's then-current rules and regulations).

Any sale of donated or gifted non-collection items shall be conducted by a board-appointed Ad Hoc Committee in an attempt to ensure that the Library obtains the fair market value of any gifted and/or donated item to be sold.

### **Material Donation Guidelines**

The library is happy to accept new or gently used copies of the following items:

- Popular and genre fiction (hardcover and paperback)
- Recent nonfiction from within the last 5 years
- Classic or important works in academic fields such as history, natural and social sciences, and literature
- CD audiobooks (including original packaging)
- DVD movies and documentaries (including case)

The library **does not accept** the following items, as they cannot be used for the collection or for book sale fundraisers:

Items that are:

- Damaged - moldy, smelly, yellowed, soiled, torn or otherwise damaged, or items that have gotten wet.
- Out-of-date nonfiction, especially medical, business, travel, or computer books more than 5 years old.

- Readers Digest condensed books
- Textbooks or Reference books such as encyclopedias, dictionaries, thesauri, or almanacs
- Magazines
- VHS
- Cassette tapes
- CDs or DVDs without original cases
- Computer software or games

If you have questions about the appropriateness of a donation, please contact the library. If you are interested in donating a large number of materials, please call the library at 724-465-8841 after 1 p.m. to schedule a drop-off time.

**Donor’s Acknowledgement Form**

I, \_\_\_\_\_, the undersigned Donor to hereby agree and acknowledge the following:

On the date written below, for no consideration whatsoever, I have donated and do hereby gift to the Indiana Free Library, Inc., the following item(s):

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By donating the above-listed items, I do hereby agree and acknowledge that the Indiana Free Library, Inc., shall have the right to make all decisions with respect to the retention, storage, processing, use, and disposition of any donated/gifted items. Items gifted, including portions of collective gifts, may be exchanged with other libraries, offered for sale, or otherwise disposed of at the discretion of the Library Board.

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I sign below indicating that I have read and understand the information provided herein and to memorialize my desire to donate and/or gift the above-listed items to the Indiana Free Library, Inc.

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

Donor: \_\_\_\_\_

## INTERNET ACCESS

The Indiana Free Library is committed to the promotion of lifelong learning. As part of that commitment, the Library will provide free public access to the diverse and unique resources available on the Internet. In accordance with the Library's selection policy, the Internet may not be used for accessing material that is not in the realm of information normally provided by the Library.

### **Acceptable Use**

- Copyrights or trademarks may protect information available through the Internet. Transmission of copyrighted or pornographic material in violation of any federal or state regulation is prohibited.
- Patrons should be aware that the Internet contains offensive material. The Library cannot block material that may offend.
- The Internet is a vast worldwide network with very few limitations or restrictions. Not all sources on the Internet provide accurate, complete, or current information. The Indiana Free Library is not responsible for any information obtained on the Internet. Use is at the patron's risk.
- Any malicious attempt to harm or destroy data is prohibited. This includes the uploading or creating of computer viruses. Hardware and software may not be modified or destroyed. Users may not turn equipment on or off, changes settings or load personal programs onto the computer.
- Patrons may not use the Internet at the Library for any commercial or for-profit purposes.

### **Patron Responsibilities**

- Users should be in good standing with the Library.
- Users must read and agree to abide by the Library's Internet Policy.

It is a felony offense in the state of Pennsylvania "to display or cause to display any explicit sexual material... on any... viewing screen... in such a manner that the display is visible... in any establishment where minors, as part of the general public... are or will probably be exposed to view all or any part of such materials." (Title 18 Penna. Crime Code - Sect. 5903) Therefore, viewing of such material in the Library will not be permitted. Violation of this provision will result in immediate termination of Internet privileges.

Since the library is a public forum, privacy while using the Internet cannot be provided. Users are also cautioned that all transactions and communications in an electronic environment are vulnerable to unauthorized access.

Internet use will be on a first come, first served basis. In fairness to all our patrons, the Library has set time limits on the use of the Internet. There will be a half (1/2) hour time limit if others are waiting. Time begins when you sign in.

Be polite. Use appropriate language online. Do not use the network in a way that disrupts the use of the network by others.

Printouts are \$.25 per page for color and \$.10 per page for black and white copies or scans. The copy machine is self-serve and coin-operated. Change is available at the Service Desk if needed.

Internet searches must be completed 10 minutes before the Library closes.

## **LIBRARY CARDS AND MEMBERSHIPS**

### **Residents of Indiana School District**

Library cards are free to residents of Indiana Borough, White Township, Shelocta Borough, and Armstrong Township (Indiana Area School District).

Membership application cards are available at the circulation desk. All applicants must present proof of their current address to receive a library card. Post office box numbers are not a valid proof of address, because they do not indicate the municipality of the residence. Acceptable proof of address can be a driver's license, piece of mail, lease, utility bill, or other valid forms of ID. Patrons will be asked to verify date of birth to maintain account security online. Upon proof of address the library card application is processed.

### **Under 18**

Applicants who are under 18 years of age must have their application cards signed by a legal parent or guardian. This parent/guardian will be responsible for all fines, lost materials and fees due to the library. Parent cards are linked to children's cards for identification. Parents will be asked to show a photo ID such as a Driver's license for verification and birthdate.

### **IUP students**

IUP resident students may receive a free library card if they live on campus or in our service area. Students must provide a valid IUP ID as well as proof of their address within the Indiana School District. Non-resident students may use a reciprocal Access PA card from their home library for a free card for the Indiana Free Library. Students from unserved areas will be assessed an annual fee of twenty-five (\$25.00) dollars.

### **Beyond service area**

Applicants who live outside the library's service area must pay an annual fee of twenty-five (\$25.00) dollars at the time the library card is issued. The fee is waived if the patron owns property within the service area and provides proof (e.g. tax receipt). Applicants holding a current library card from another library may also be eligible for a free library card if their original card has the blue Access PA insignia. These patrons must also provide proof of address as well as a valid, current library card from their home library.

### **Special Memberships**

Organizations/businesses within our service area are eligible for free memberships. A letter from the director/president/owner of the organization must be presented, in which the institution takes full responsibility for any fines, lost material or fees accrued on the card. Appropriate use by members of the organization is at the discretion of the Director.

### **Temporary Library Cards**

A three-month temporary card may be issued for the cost of \$10. The Temporary Card allows a patron to have up to ten checked-out items at any one time, up to ten holds, and access to online library resources. Within 30 days of the end of the three-month period, a card may be

purchased for an additional 9-month period with full library privileges for the cost of \$15. All items not returned after the three-month period may result in the account being sent to a collection agency.

## MATERIALS SELECTION

### Library Materials Selection

The authority for the selection of library materials is delegated to the Library Director and under his/her direction to individual professional librarians, who are qualified for this responsibility by reason of education, training, and experience. (A professional librarian is defined by the State Library of PA as "one who has received an MLS, the Master of Library Science degree, taken as a fifth year of study beyond the bachelor level.")

Suggestions and donations from patrons are welcome and are given serious consideration but the final decision for inclusion in the collection rests with the Library Director and the Professional Librarians.

When making decisions for materials selection, librarians consider reviews in library publications and other journals, publishers' and booksellers' catalogs, standard bibliographies, user requests, and authoritative reading lists.

While a single standard cannot be applied to each potential item for inclusion, materials are judged by the following general criteria.

- Suitability of format for library use
- Suitability of subject and style for intended audiences
- Artistic merit and/or scholarship
- Critic and staff reviews
- Reputation of the author
- Reputation of the publisher
- Relevance to community needs
- Currency of the information
- Relationship to existing materials in the collection
- Local demand for the material
- Cost in relation to similar titles
- Level of materials funding
- Inclusion of the work in indexes or bibliographies
- Importance of the item in providing balance or diversity
- No library materials shall be excluded based on expressions of race, religion, nationality, political or social views.

## **MEMORIAL OR HONOR DONATIONS**

Monetary donations are always appreciated. Patrons may request that materials consistent with the library collection development policy be purchased as a memorial for a friend or family member. Donations made in honor of a deceased friend or relative, or made to honor a special occasion or individual, are recognized with a nameplate in a book and are recorded in a "Gift Book" on display in the library. Unfortunately, because of collection needs of the library, it is not possible for donors to request specific books be purchased. However, a donor may direct a gift to collection categories such as children's, fiction, nonfiction, mystery, AV, or young adult collections.

Donations and memorials transactions may be performed in person as well as online through our website. Information is located under the "Get Involved" tab by clicking "Donate". Patrons may also find and print the Donations/Memorials Form and submit via mail with a check.

Patrons may also donate collection item as a memorial at the discretion of the librarian responsible for that collection or the library Director. These items need to be brought into the library during normal operating hours to complete the process.

## **PRIVATE SCHOOLS AND LIBRARY USE**

The Indiana Free Library welcomes the opportunity to serve students from private schools.

School staff should contact the Children's librarian to schedule visits. Visits will not be scheduled during established story times.

The school assumes the responsibility for all books checked out on the school card.

The Children's librarian can offer an orientation to the library; further library instruction should be done by the school staff.

A rental room is available if the school wishes to teach library instruction at the library.

## PROHIBITED BEHAVIORS AT THE LIBRARY

The following behaviors are **not** permitted in the Library or on Library grounds because they may either interfere with the enjoyment and use of the Library by other patrons, may be a health or safety hazard, or because they are not consistent with the mission of the Library. Engaging in any of the behaviors below may result in the loss of Library privileges and/or legal action.

- Being under the influence of alcohol, or selling, using or possessing alcohol on Library property. It shall be permissible to consume and/or possess alcoholic beverages only during Library-sponsored events where alcohol is being served.
- Being under the influence of illegal drugs, or selling, using or possessing illegal drugs on Library property.
- Smoking and/or using tobacco products.
- Using restrooms for meetings, loitering or for solicitation for immoral purposes or for the consumption of alcoholic beverages and/or illegal drugs.
- Annoying, harassing or threatening another person, including but not limited to physical, sexual and/or verbal abuse, whether another Library user or Library staff.
- Behaving in a disorderly, loud, or boisterous manner.
- Having any animals except for a certified assistance animal.
- Damaging and/or vandalizing library property.
- Engaging in any activity in violation of federal, state, or local or other applicable law.
- Engaging in solicitations without the approval of the Director.
- Disruptive use of cell phones.
- Consuming foodstuffs of any kind in the computer area.

## QUALITY CUSTOMER SERVICE STANDARDS

### **Attentiveness**

- Staff will acknowledge every customer with a pleasant verbal greeting and an open attitude that demonstrates approachability.
- Staff will put the customer first by maintaining an awareness of their presence giving full attention to the patron and by interrupting routine tasks to give direct public service.

### **Attitude**

- Staff will base service on the values of the organization rather than personal convictions.
- Staff will respect customers by discussing their records in a non-judgmental and confident voice, using a moderate tone of voice. Privacy of records will be maintained.
- Staff will use an appropriate verbal closure to each transaction.
- Staff will present a clean and neat personal appearance.

### **Customer Education**

- Staff will apply the circulation policies and procedures accurately and consistently according to the Circulation Policy.
- Staff will proactively inform the customer of circulation service related to their transactions.

### **Problem Solving**

- Staff will give each customer focused attention throughout the transaction.
- Staff will involve the customer in finding creative resolutions to their circulation related problem.
- Staff will acknowledge customer concerns, suggestions, and complaints and share them with the director.
- Staff will try to solve the customer's problems at the first point of contact. If the problem cannot be solved, it will be immediately referred to the director.

## **RECONSIDERATION OF COLLECTION MATERIAL**

Materials representing a diversity of viewpoints are acquired by the Indiana Free Library. They are evaluated as a whole and not on the basis of particular text, illustrations, or passages.

The choice of library materials by users is a personal matter. While individuals may reject some materials for themselves, they cannot exercise censorship to restrict access to others. Responsibility for the reading of children and adolescents rests with the parent or legal guardian. Library materials will not be identified to show approval or disapproval of the contents, nor will they be physically segregated.

Recognizing that the variety of materials available in a medium sized public library may lead to some concerns, a procedure for reconsideration has been established.

A patron who wishes to question a particular item will be asked to speak first with the Director of the Library who will provide him/her with a copy of the library's Collection Development Policy. The material will be checked to determine if it adheres to standards set by the policy.

If the patron decides to pursue a complaint, he/she may complete a copy of the REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL and submit it to the Director of the Library. The Director, along with the appropriate Professional Librarian, will review the complaint then contact the user regarding the course of action decided upon. If the matter requires further attention, it will be brought to the Board of Trustees.

### **Reconsideration Request Form**

This form is not reproduced here. It is available to patrons from the Director of the Library or at the Front Desk. The form asks the patron to provide the following information:

- Name
- Address
- Telephone
- Organization Represented
- Title of Material
- Author
- Children's or Adult Department
- How did you learn about this material?
- Did you read or view the entire work?
- Does the material have any positive value?
- Please state your comments, suggestions, or criticism of the material as specifically as possible.

## RECORD RETENTION

Records will be retained according to the following guidelines:

|           |   |   |
|-----------|---|---|
| BOARD     | Bylaws & Article of Incorporation<br>Board Agendas & Minutes<br>Committee Meeting Minutes<br>Conflict of Interest & Disclosure Forms<br>Correspondence-General<br>Nonprofit documentation forms<br>Strategic Plans  | Permanent, digitized<br>Permanent, digitized<br>Permanent, digitized<br>7 Years<br>3 Years, Secretary<br>Permanent, digitized<br>Permanent, digitized   |
| CONTRACTS | Construction Contracts<br>Legal Correspondence<br>Vendor Contracts<br><br>Warranties  | Permanent, digitized<br>Permanent, digitized<br>7 Years after<br>expiration<br>7 Years after<br>expiration  |
| Erate     | All Erate documentation.<br>Erate or contracts originating telephone or<br>Internet service regulated by Erate regulations.   | 11 years  |
| FINANCE   | Annual Report to State<br>Auditor Management Letters (included)<br>Audit Reports<br>Bank Deposits & Statements<br>Bids (Successful) for Goods or Services<br>Bids (Unsuccessful)<br><br>Check Registers<br>Contracts & Agreements<br><br>Credit Card Receipts<br>Donor Lists<br>Electronic Financial Data<br>Grant Files<br>Investment Reports<br>Invoices/Account Statements<br>Payroll Records<br>Treasurers Reports to Board | Permanent, digitized<br>7 Years<br>Permanent, digitized<br>7 Years<br>3 Years after<br>expiration<br>3 Years after letting of<br>contract<br>7 Years<br>7 Years after all<br>obligations end<br>7 Years<br>7 Years<br>7 Years<br>7 Years<br>7 Years<br>7 Years<br>7 Years |

|                 |   |   |
|-----------------|---|---|
| HUMAN RESOURCES | Employee Applications and Resumes<br><br>Employee Handbooks [Dated]<br>Employee Personnel Files<br>[Retain -Eligibility for rehire; beginning and ending dates of employment]<br>Workers Compensation Claims<br>Time Records [with payroll data]<br>Withholding Tax Statements [with payroll]<br>W-2 Forms<br>W-4 Forms [with personnel file] | 4 Years after termination<br>Permanent, digitized<br>4 Years after termination<br><br>7 Years<br>7 Years<br>7 Years<br>7 Years<br>4 Years after termination |
| INSURANCE       | Accident Report<br>Claims<br>Disbursements /Denials<br>OSHA Reports<br>Policies   | 7 Years<br>Permanent, digitize<br>Permanent, digitize<br>7 Years<br>Permanent, digitize   |
| LEASES          | Equipment Lease<br><br>Real Estate  | 2 Years after expiration<br>Permanent, digitized  |
| TAXES           | IRS Exemption Determination & Correspondence<br>IRS Form 990<br>Sales Tax Exemption Documents<br>State Sales Tax Records  | Permanent, digitized<br>Permanent, digitized<br>Permanent, digitized<br>7 Years   |
| TECHNOLOGY      | Software Licenses & Support Agreements  | 7 years   |

### **Electronic Documents and Records**

Electronic document will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

### **Emergency Planning**

The Indiana Free Library’s records are stored in a safe, secure, and accessible manner. Documents and financial files that are essential to remaining operating in an emergency will be duplicated or backed up weekly and maintained off-site as needed.

**Document Destruction**

The Director is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel related documents will be accomplished by shredding. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

**Compliance**

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Indiana Free Library and its employees, and possible disciplinary action against responsible individuals. The Director and Board President will periodically review these procedures with legal counsel or the Indiana Free Library's certified public accountant to ensure that they are in compliance with new or revised regulations.

## **RENEWAL/REPLACEMENT OF LIBRARY CARDS**

Library cards must be renewed every two years. To renew a card the patron must verify his/her current address and birth date for security. There is no charge to renew a library card for a patron in our service area. Paid memberships must pay the annual fee of twenty-five (\$25.00) dollars to renew their card. Email verification is requested at renewal time for online services and newsletter.

A patron may request a new library card due to damage or loss for a fee of fifty (\$.50) cents.

## **RESERVES**

Library materials may be reserved for a patron on a first-come, first-served basis either in person or online. Once the reserved material is available, the patron will be contacted by phone or email. The item will stay at the desk for three (3) days after notification that the item is available. If the patron fails to pick up the item their name will be removed from the reserve list, and the item will go to the next reserve or returned to the shelf.

## **REVOCATION OF LIBRARY BORROWING PRIVILEGES**

Patrons whose fines are two (\$2.00) dollars and above and/or have overdue materials are suspended from borrowing library materials until the fines are less than two (\$2.00) dollars and/or overdue material is returned. Patrons with suspended privileges are not permitted to use another patron's card, including those of family members.

## UNATTENDED CHILDREN

The Indiana Free Library welcomes the use of its facilities and services by all children. However, the library is a public building, and as such, the Library is concerned with the safety and well-being of all persons in the library, particularly those who are at risk because of their "vulnerability."

A "vulnerable" person is defined as one who is unable to care for his or her own physical and/or psychological needs or is too young to be safe alone inside and outside the facility. Although this may include older children, it applies to all children eight (8) years of age or younger.

- While library personnel are considered mandated reporters in the case of suspected abuse, the library does not hold responsibility as care giver for children of any age.)
- Children attending library programs are not considered to be supervised or "attended" by library staff.
- The library staff is not responsible for any unattended minor child (that is, any person under 18 years of age).
- The library staff cannot prevent children from interacting with others or from leaving with persons who are not an appropriate chaperone.
- Parents or legal guardians are responsible for the conduct of their minor children (that is, persons under 18 years of age) in the library and/or on library grounds, regardless of whether they are accompanying their children or not.
- It is the responsibility of the parent or legal guardian to know the hours of the library and to pick up their minor children before the library closes.
- The adult accompanying a "vulnerable" child is responsible for the "vulnerable" child in the library and/or on library property and may not leave the "vulnerable" child unattended at any time.
- In the event a "vulnerable" child is unattended, and that child's parent or legal guardian cannot be promptly located within the library or by phone, via the child's assistance, then the library staff will contact the police.
- Under no circumstances will a library staff member transport or accompany a child away from the library building.

In the event any caregiver/responsible adult is in violation of this policy on a second occasion, that caregiver/adult's library card privileges shall be immediately suspended for six months.

The library follows all laws requiring mandatory reporting. All staff and volunteers are required to obtain required criminal and child abuse background checks

## **WITHDRAWAL AND REPLACEMENT**

In order to ensure a vital, useful, and well-kept library, in keeping with available space, materials are regularly discarded from the collection after careful consideration of each title. Items withdrawn because of loss, damage, or wear will not automatically be replaced with the identical title. One or more of the following factors are used by the Library Director and the Professional Librarians in determining if materials should be withdrawn or replaced. These are just guidelines. The final judgment if material is to be withdrawn is with the Library Director and the Professional Librarians.

- Material that cannot be mended or rebound
- Currency of material
- Professional standards
- Usage statistics
- Existence of coverage on the subject within the library

## WHISTLEBLOWER POLICY

### **Purpose**

The Indiana Free Library requires board members, committee members and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities and to comply with all applicable laws and regulatory requirements.

### **Reporting Responsibility**

The Indiana Free Library seeks to have an “Open Door Policy” and encourages board members and employees to share their questions, concerns, suggestions, or complaints regarding the Indiana Free Library and its operations with someone who can address them properly. In most cases, a board member or committee member should present his or her concerns to the Board President. The Executive Director is generally in the best position to address an employee’s area of concern. However, if a board member is not comfortable speaking with the Board President or is not comfortable with the Board President’s response, or if an employee is not comfortable speaking with the Executive Director or is not satisfied with the Executive Director’s response, the board member, committee member, or employee is encouraged to speak with anyone on the Board with whom the employee is comfortable in approaching or to directly contact the Library’s solicitor or legal counsel, whose contact information can be obtained from the Executive Director.

### **No Retaliation**

No board member, committee member, or employee who in good faith reports a violation of a law or regulation requirement shall suffer harassment, retaliation, or adverse employment consequence as a result of such report. Any employee who retaliates against anyone who has reported a violation in good faith shall be subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable persons to raise serious concerns within the Indiana Free Library prior to seeking resolution outside the Library.

### **Compliance Office**

The Indiana Free Library’s Executive Director, working with the President of the Board, will act as the Library’s Compliance Officer. The Compliance Officer is responsible for investigating and resolving all employee complaints and allegations concerning violations of the Law. The Board President or his/her designee will take on the Compliance Officer role if the complaint involves the Executive Director. If the complaint involves both the Executive Director and Board President, the Chair of the Governance Committee will carry out the functions of the Compliance Officer.

### **Accounting and Auditing Matters**

The Treasurer of the Board of Trustees shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Treasurer of any such complaint and work with him or her until the matter is resolved.

### **Requirement of Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the law or regulation requirements must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that are proven to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense resulting in termination.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

The Compliance Officer, or the person responsible for carrying out the Compliance Officer's role with respect to a reported or suspected violation, will acknowledge receipt of the reported violation or suspected violation by writing a letter (or e-mail) to the complainant within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.