



# **Public Policy Manual**

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# Administrative Policies

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## Hours of Operation

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

### *Middletown and West Chester*

Monday - Thursday from 10:00 am to 8:00 pm

Friday & Saturday – 10:00 am to 5:00 pm

Sunday - 1:00 to 5:00 pm (School Year Only)

### *Monroe and Trenton*

Monday - Thursday – 10:00 am to 7:00 pm

Friday & Saturday – 10:00 am to 5:00 pm

Sunday – Closed

### *Liberty*

Monday-Saturday: 10:00 am to 7:00 pm

Sunday: 1:00 to 5:00 pm (School Year Only)

## Holidays and Closings

MidPointe Library System is closed on the following holidays:

New Year's Day

Easter Sunday

Independence Day

Thanksgiving Day

Christmas Day

Martin Luther King, Jr. Day

Memorial Day

Labor Day

Christmas Eve

New Year's Eve (close at 5:00 pm)

In addition, the MidPointe Library System may close for Staff Development Days as scheduled annually.

## Closing Policy

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

## **Display and Distribution of Non-Library Materials**

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

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

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

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

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

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

Concerns or complaints about this policy, its implementation or materials displayed should be directed to the MidPointe Library System Director.

## **Political Activity and Display of Campaign Literature**

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

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

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

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

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

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

No signage may be posted outdoors on the library building, grounds, or property prior to election days. On election days, campaign signage may be placed in designated areas for those libraries serving as polling sites.

## **Petitions**

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

## **Meeting Rooms**

The MidPointe Library System offers meeting rooms available free of charge during regular hours of operation to non-profit community groups. Library activities and events sponsored by the Library will be given priority when scheduling the meeting rooms.

Library meeting rooms may not be used for:

- Promotion or sale of services (staff gatherings and internal meetings are allowed).
- Fund raising purposes.
- Political campaigning or the signing of petitions (organizational meetings are allowed).
- Conducting classes for profit.
- Private social events, such as family reunions, birthday parties or weddings receptions.

No registration requirement, admission fee, attendance charge or donation request may be assessed by any non-Library group using a meeting room. Meeting spaces may not exceed published seating capacity as follows:

Middletown D.J. Bean Community Room – 75

Middletown Conference Room A – 12

Middletown Conference Room B – 8

Middletown Board Room - 16

Trenton Community Room – 75

Monroe Rothwell Room – 12

West Chester Community Room A/B – 108

West Chester Community Room C – 36

West Chester Board Room – 14

The Library does not endorse the purposes and policies of organizations using the meeting rooms. The use of the meeting room by a non-Library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities. Announcements or publicity must include an email or telephone number other than the Library as contact for information.

The Library's address and/or phone number may not be used as the contact for any organization. Meeting room use may be denied to anyone falsifying a meeting room application or failing to comply with this policy. The Library reserves the right to cancel any meeting at any time.

The Library Administration reserves the right to review any or all applications and may demand sufficient time to make a proper investigation before granting approval.

Alcoholic beverages are prohibited, except that alcoholic beverages may be permitted at events for adults (in meeting rooms or on the library premises) that are sponsored by the library or affiliated groups. The Library Director will be responsible for considering and approving such event requests after evaluating any needed legal permits, licenses, or additional insurance requirements.

Presenters at Library-sponsored programs are permitted to sell merchandise related to the subject or activity of their program. This permission is granted to reduce the cost of the program to the Library. Potential sales must be optional for attendees with all payments made directly to the performer(s).

## GENERAL GUIDELINES

All meetings must be open to the public and the news media. This means that anyone may sit in on any meeting at the library. If a person is creating a disturbance, please contact a Library staff member.

In order to make the meeting rooms available to as many community groups as possible, rooms may not be reserved more than twice a month. Meeting rooms may be reserved up to three months in advance.

Library staff do not set-up or arrange furniture in the meeting rooms.

Food and non-alcoholic beverages are permitted in meeting rooms, however, all trash must be properly disposed of, and rooms must be returned to their original condition. If professional cleaning is required, charges will be passed on to the responsible group. Customers will be held responsible for any damages done to meeting rooms, furniture and/or equipment.

A representative of each group must agree to the "Meeting Room Policy" before every meeting.

The Library is not able to store materials or supplies from one meeting to the next; nor is the Library able to receive materials sent to groups using the facilities.

All rooms must be vacated 15 minutes before Library closing time.

Meeting rooms may not be used for any illegal activity or activity that is prohibited by any Library policy. Open flame, use of chemicals and any other activity deemed dangerous by the Library is prohibited. The number of meeting attendees cannot exceed the maximum occupancy for the room.

## **Programs and Events**

The MidPointe Library System is committed to programming and events that foster learning through reliable information, valuable community services, and quality entertainment. The Library provides programming for adults and children of all ages.

In developing and delivering programming or events, Library staff utilizes professional expertise, collections, equipment, and facilities. The following criteria are used in making decisions about program topics, speakers, and special event resources:

- Community needs and interests
- Cultural, informational, or educational significance
- Relation to the local community's resources, programs, exhibits and events
- Presentation quality and attendance potential
- Presenter background/qualifications in content area
- Budget, cost of program, staff time and availability
- Value to the community at large
- Availability of appropriate space required for program, in-house or off-site

The Library's philosophy of open access to information and ideas extends to library programming. Library hosting of a program does not necessarily constitute an endorsement of the content of the program or the views expressed by participants.



## **Photography and Video**

The public areas in MidPointe Library System's facilities are part of the public environment. Patrons and staff accept they could be photographed or videotaped by anyone when using MidPointe Library System's public areas. MidPointe Library System frequently engages in photographing and recording programs and events for its own publicity and promotional purposes. MidPointe Library System staff and/or security may terminate any photography and video recording upon a request from a patron or staff.

News photographers and reporters are welcome in the MidPointe Library system. News media may request additional library information and/or access by contacting the Library's Public Relations Manager. Valid press credentials may be requested by Library staff as needed.

Library buildings may not be used in creative or commercial activities by non-library staff without expressed, written permission from the MidPointe Library System's Director.

## **Donations of Materials and Equipment**

MidPointe Library System may accept donations of materials or equipment. As many items may not be appropriate for inclusion in the library's collection because of age, condition, or duplication, library staff will determine the acceptability of any donations for the MidPointe Library System. The library reserves the right to refuse any donations.

When donations are accepted, the Library does not assess the value of donations or gifts. Upon request, a receipt verifying the number of items donated will be provided.

See also MidPointe Library System's *Collection Development Policy* for additional information.

## **Donations of Monies or Funds**

Monetary gifts may be donated to the MidPointe Library System, MidPointe Library System Foundation, or MidPointe Library System Friends group.

Money donated to the library for gift books or memorials will be deposited in the General Fund. Items purchased with donated funds become the property of MidPointe Library System and may be disposed of accordingly. Gifts of this type will be acknowledged by letter, to donor and honoree, and book plates added to each item.

## **Disposal of Materials and Equipment**

The MidPointe Library System which is governed by The Ohio Revised Code allows for the disposal of library property under ORC 3375.40(H). The library wishes to use every discretion in disposing of surplus property and has adopted the following methods and procedures for its disposal.

- Surplus, obsolete or otherwise no longer needed property or equipment not needed for library purposes, valued by the Board of Library Trustees to be less than \$1000.00, may be sold via private sale, without advertisement in the same manner as described in ORC 721.15(A).
- Donate the surplus, obsolete or otherwise no longer needed property or equipment to any political subdivision or 501(c)3 organizations within Ohio.
- Conduct a public auction for the surplus, obsolete or no longer needed property or equipment by the following means:
  - Select an appraiser or auctioneer to prepare a written inventory of the property.
  - Negotiate the terms of the auction with the auctioneer, which would include but not be limited to: method of payment, size of lots, transfer of receipts, etc.
  - Publish a notice in the newspaper of general circulation at least 14 days before the auction.
  - Appoint an administrator to monitor the auction and settle the accounts.
- Conduct a public auction for the surplus, obsolete or no longer needed property or equipment by use of an internet auction site in the same manner as described in ORC 721.15(D).
- Accept sealed proposals for the purchase of the surplus, obsolete or otherwise no longer needed property by the following means:
  - Publish a notice in the newspaper of general circulation announcing the acceptance of sealed proposals. Staff is not precluded from submitting proposals.
  - Open the sealed proposals, and notify the appropriate highest bidder.
  - Arrange for the transfer and settle the account.
- Dispose of surplus, obsolete, or otherwise no longer needed property or equipment through contractors who specialize in removing and disposing of such property in the same manner as described in ORC 721.15(C).

Disposal of property by any of the above means requires that the item(s) have appropriate documentation of the donation or sale that is forwarded to the Accounting Office and that the item(s) be removed from inventory.

## **Volunteers**

The MidPointe Library System recognizes the need for volunteers so that it can offer the best possible service. Volunteers do not replace paid staff but rather enhance and assist paid library staff in meeting the demands for quality service. Nothing in this policy shall be deemed to create a contract of employment between the volunteer and the Library. Nor shall the volunteer be deemed to be a contractor or vendor of services. The volunteer shall not be entitled to compensation or reimbursement for any services that the volunteer provides to the Library.

## General Provisions

- A volunteer is any individual who assists with work done at the Library or any of its branches without wages, benefits, or the expectation of monetary compensation of any kind. A volunteer under the age of 18 must have an authorization form signed by a parent or legal guardian.
- The Library does not provide any medical, health, or workers' compensation benefits for any volunteer. Volunteers are not eligible to receive workers' compensation benefits for any injuries sustained while functioning as a volunteer.
- All potential volunteers need to complete a volunteer application. Certain volunteer duties, such as working with children, may require that a background check be completed. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of six months. A volunteer applicant will be called if an opportunity is identified which matches his/her interests or qualifications. The Library cannot guarantee a position for each potential volunteer.
- Selection is based on qualifications, the needs of the library at any given time, and the volunteer's ability to commit to a consistent schedule of hours. The Library does not offer court-ordered community service hours to volunteers.
- All volunteers are required to keep an accurate record of the hours they work.
- Volunteers are required to wear a volunteer name badge while on duty. This allows identification by library staff and customers.
- A volunteer is responsible for following the library's Policy on Confidentiality of Library Records. Failure to maintain confidentiality may result in immediate termination of the volunteer.
- Volunteers are expected to meet the same standards of professionalism required of paid library staff. Volunteers who fail to meet the requirements of the Library or violate library policies and procedures may be subject to termination of their volunteer status.

## **Support Organizations**

The MidPointe Library System recognizes the value provided by volunteer groups such as the Friends of the Library and/or a Library Foundation in support of the Library's mission. Such groups work separately from Library trustees and staff, only undertaking projects with the full knowledge and approval of the Library director and/or the Board of Trustees.

# Special Services

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## **Voter Registration**

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

## **Golden Buckeye Registration**

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

## **Tax Forms**

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

## **Teacher Collections**

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

## **Exam Proctoring**

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

## **Passport Processing**

MidPointe Library is a Passport Acceptance Agency on behalf of the U.S. Department of State's Bureau of Consular Affairs, Office of Passport Services. Library staff can accept passport applications, in accordance with Federal regulations, at designated library locations and times. Administrative fees are required, with optional photo processing services available at an additional cost.

## Homebound Deliveries

Homebound delivery is a program designed to assist patrons who are unable to utilize the library safely due to illness or physical limitations. This includes individuals who reside in their own homes, an assisted living facility, or nursing home. In an effort to provide specialized services to this population, the Library will customize selections based on the patron's individual interests. Library materials may be delivered to patron's homes by library staff or via a United States Postal Delivery (i.e. Books by Mail Service).

Library staff also serves senior living facilities by providing library materials to activity coordinators or library programs (book discussions, etc.) as time allows.

To ensure the safety of our staff, pets should be contained away from the delivery area, either behind a closed door or in a cage. When this is not possible, the pick-up or delivery may be delayed or alternate arrangements made (including delivery via the Books by Mail Services).

To be eligible for Homebound Delivery, patrons must reside in the MidPointe Library System service area and meet one of the following criteria:

- Be unable to safely come to the library due to illness or physical disability (please note: a doctor's certification may be required). Deliveries may include materials for the minor children of homebound patrons.
- Live in a nursing/rehabilitation facility or an assisted living facility.
- Be a full-time caretaker of a person who is unable to utilize the library safely due to age, illness, or physical limitations.

Deliveries are made only within the MidPointe Library System's service area boundaries. Loan periods may be extended depending on delivery schedule needs. Homebound patrons must have a library card in good standing. Patrons who owe more than \$10.00 or more in fees are ineligible until they are below the fee threshold.

# Library Cards

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## Library Cards

### Getting a Library Card

Anyone who lives, works, attends school or owns property in Ohio may apply for a library card. Children are eligible for a card at birth, but anyone under 18 must have parent or guardian permission to obtain full borrowing privileges. The Library requires photo I.D., proof of current address and date of birth, as well as a completed application.

All new members will have limited borrowing privileges for a 2-month probationary period. Probationary status may also be assigned to patrons for reasons determined by Management. Typical probationary status limits are as follows:

- Adults (18+) – 10 items and 10 holds, no SearchOhio/OhioLINK or electronic devices.
- Youth (0-17) – same as adults plus no DVDs, Blu-rays, and no electronic devices w/ hotspots.
- E-Card – access to electronic resources only (databases, e-books, e-audio, e-movies).

After the probationary period, standard item limits shall apply. (Exceptions may apply for teacher accounts).

### Responsibility of library card holders

Patrons agree to the terms of issue and assume responsibility for the card's use. Patrons are responsible for all materials checked out on their library cards. If materials are lost, damaged, or returned late, patrons are responsible for paying replacement fees. The parent or legal guardian of a minor patron is responsible for all materials checked out on the minor patron's card. Patrons assume all responsibility for damage of equipment with the use of library materials.

Patrons are responsible for providing current contact information when updates occur. In the event of loss, theft or unauthorized use, patrons must notify the Library immediately.

### Using a library card

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

Self-service opportunities in the library require the patron to use his or her library card or number. The Library assumes that anyone who presents a library card for use at the Library has been given permission to use it.

### Account Designates

Patrons may name a designate allowing another to access their account. A designate may, upon verification of ID, be given access to account information, borrow materials, or pick up held items on behalf of the card holder. Registration as an account designate must be processed in person at the Checkout Desk by completing a Designated Borrower form.

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

### Overdue Notices

A patron is sent both courtesy notices and multiple overdue notices. A patron is billed for the item when it is 21 days overdue. Patrons with accounts of \$50.00 or more in materials may be turned over to a collection agency after 35 days to recover the materials. A nonnegotiable \$10 collection agency fee is added to these accounts. Failure to receive notices does not exempt the cardholder from fees assessed.

### Fees

Patrons will be barred from borrowing and/or renewing items if they owe \$10.00 or more in fees. Patrons whose accounts have been sent to collections must pay their balance in full before their library borrowing privileges are restored.

Lost items will be billed at the original purchase price. The replacement charge will be waived if :

- A new, exact match replacement is provided, however a \$5.00 processing fee will be assessed.
- Or if the borrowed item is returned within 180 days of the due date

Collection agency fees will remain assessed even if replacement charges are waived. No refunds will be given after payment is made on patron accounts.

### Library Patron E-mail Addresses

The MidPointe Library System Board of Trustees approves the Library's use of patron email addresses for the purpose of sending news and information about the Library, its services, programs, events, and Foundation/Friends groups. The Library does not share email addresses with outside agencies or companies.

## Teacher Cards

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

To receive a Teacher Card, educators must:

- Complete a Teacher Card application and return it to MidPointe Library System in person
- Provide a picture ID and a verified address
- Certify active teaching status (school ID, pay stub, contract, letter on letterhead, or an Excuse from Compulsory Attendance for homeschoolers).
- Accept responsibility for any charges leveled against the card. Misuse of the Teacher Card may result in revoking of Teacher Card borrowing privileges.

Teacher Cards are to be used to check out instructional materials (excluding Playaway Launch Pads and hotspots) for the classroom, up to 100 items at one time.

The loan period for items borrowed with a Teacher Card is six weeks. Materials may be renewed once for an additional six weeks (for a total loan period of 12 weeks, with the original checkout), as long as the materials have not been requested by another patron.

Teacher Cards will expire yearly on August 1, and educators may renew their Teacher Card as long as proof of employment for the new school year is provided.



# Records Commission

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All records of the MidPointe Library System are governed by the MidPointe Library System's Records Commission, which is responsible for adherence to the State of Ohio Public Records Act.

The Records Commission consists of the members of the board of library trustees and the Fiscal Officer. The president of the library board shall serve as chair of the commission. The commission must meet at least once every twelve months.

A record is defined to include the following: A document in any format – paper, electronic (including, but not limited to, business e-mail) – that is created, received by, or comes under the jurisdiction of the MidPointe Library System that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

## Records Requests

The commission ensures, as required by Ohio law, the Library's records be organized and maintained so they are available for inspection and copying. All records kept by the MidPointe Library System are public unless they are exempt from disclosure under Ohio law.

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Copies of public records shall be made available within a prompt and reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review and redaction of the records requested.

Public records requests must identify the records requested with sufficient clarity to allow the office to identify, retrieve, and review the records. Requests may be anonymous to the extent allowed by Ohio law. Ambiguous or overly broad requests for public records may be denied, but the denial shall provide the requester with an opportunity to revise the request.

Those seeking public records may be charged only the actual cost of making copies, not staff labor for compilations. Charges will vary, depending on the format, production, and delivery of requested records. Staff will advise the requestor of all options available and allow the requestor to make an informed decision. A requester may be required to pay in advance for costs involved in providing the requested records

If a person allegedly is aggrieved due to the inability to inspect a public record or due to the inability to receive a copy of the public record, the person will be advised that: (1) they may contact the Custodian of Records; or (2) Ohio rev. Code § 149.43(C)(1) provides a legal means for addressing a complaint in these disputes.

The Library and its employees will facilitate requests made by all persons, regardless of handicap or disability. Employees authorized to release public records will make all reasonable accommodations to ensure that public access is not denied based on a handicap or disability.

## **Confidentiality of Patron Records**

MidPointe Library System Records containing information on library patrons are not open to public review.

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

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

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

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

2. In accordance with a subpoena, search warrant, or other court order, OR to a law enforcement officer investigating a matter involving public safety in urgent circumstances involving an emergency situation affecting the public's welfare and safety. Upon receipt of such process, court order or subpoena, the library will consult with legal counsel to determine if such process, court order or subpoena is in proper form and if there is a showing of good cause for its issuance in a court of competent jurisdiction. If the process, court order or subpoena is not in proper form or if good cause has not been shown, the library will insist that any such defects be cured before the request is complied with. Proper identification of any law enforcement officer will be made before any information is released. All such requests for information must be referred to the Library Director.

3. With the consent of the individual who is the subject of the record or information. The library recognizes and honors opt-in confidentiality waiver agreements. Each person registering for a borrower's card can designate specific individuals to whom they grant access to their library records.

Designees requesting access to patron information must show identification for themselves in the form of their driver's license or MidPointe Library System card. Access to patron information is permitted only upon verification that the cardholder has granted access permission to the individual.

4. For library administrative purposes. Patron record information is available to employees of the library for use in the ordinary conduct of library business. Information may be shared with individuals and corporations outside the library, such as automation vendors in the normal course of database creation and management or agencies utilized in the collection of overdue materials and outstanding fees.

## **Record Retention**

The commission shall review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the library. The commission may at any time review any schedule it has previously approved and for good cause shown, may revise that schedule. Records shall fall into two categories: Permanent and Non-Permanent. Records may be retained on any commercially viable media that provides an accurate reproduction of the record.

The MidPointe Library System records are subject to records retention as required by §149.43(B)(2), Ohio Revised Code. A copy of the schedule is included in the appendix of this manual.

# Patron Behavior, Safety, and Security

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## Rules of Conduct

The MidPointe Library System's buildings and grounds are open for the use and enjoyment of the services provided by the Library. Patrons and all other persons or organizations coming on to the Library property for that purpose or for a community activity approved by the Library are expected to conduct themselves in a manner that enables all patrons and staff to accomplish their intended library tasks in a safe and pleasant atmosphere. Staff will respond to complaints from patrons and exercise professional judgment in taking appropriate action on a case-by-case basis. The Library Board authorizes the staff to enforce the standards which include the possibility of temporary or permanent removal of library users who are disruptive or dangerous.

The following behaviors and actions are examples of conduct not allowed on Library property:

Conduct which disturbs others or interferes with any person's comfort or safety

- Being disruptive, disorderly, using profanity, stalking, staring fixedly, verbally or physically threatening or harassing patrons or staff.
- Loitering, sleeping, or otherwise remaining on Library property for purposes other than those described above is not permitted. Individuals who are lingering within the building with no clear purpose or who are not using Library facilities for their intended purposes will be considered to be loitering.
- Using cell phones or playing audio equipment in a loud or disturbing manner.
- Violating the Library's Conditions and Terms of Internet Use including viewing sexually explicit images.
- Use of electronic cigarettes or vaping.
- Soliciting, panhandling, or distributing materials or political campaigning.

Conduct towards Library property and facilities

- Stealing, destroying, defacing or abusing Library facilities or property.
- Skateboarding or any wheeled activity; bicycles must be parked in provided outdoor racks.

Conduct relating to personal property

- Leaving packages, backpacks, luggage or any other personal item unattended. Unaccompanied items will be treated as lost. Smaller items will be kept in Lost and Found for a limited time. Any item may be turned over to the Police after 24 hours.
- Taking up space, beyond what is needed for one person.

Conduct which violates local, state, and federal statutes including, but not limited to

- Possessing anything that is unsafe, including firearms or other weapons. A valid permit to carry a concealed handgun does NOT authorize any person to possess a handgun while on Library property (excluding storage in personal, privately owned vehicles).
- Smoking or using tobacco products inside the building or on Library property.
- Being under the influence, consuming, or possessing alcohol or illegal substances.

#### Conduct relating to health and hygiene

- Having offensive body odor; visible presence of pests on person, belongings or library materials.
- Using the Library as a place to bathe or to wash personal items.
- Entering Library premises without shirt or shoes.
- Using the Library without a properly worn mask or face covering (when required).
- Bringing animals other than certified service animals into the Library.

In times of a pandemic or other community health concerns, additional restrictions on library services, access, or patron expectations may be implemented with or without notice.

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

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

- Request inspection of personal property including bags, backpacks, purses etc.
- Notify law enforcement of suspicious behavior
- Seek prosecution for all illegal acts performed on the premises

### **Unattended Child**

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

The staff of the MidPointe Library System is concerned about the safety of all library users, especially children. The staff strives to make the library an enjoyable place to visit so patrons will want to return many times.

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

Children under age 10 may not be left unattended in any part of the library. Unattended means not within sight of the caregiver, with the exception of a story time where it has been specified that the adult is not required to stay with the child. An older child of at least age 14, such as a sibling or babysitter, may serve as the caregiver for a child under age 10, and must attend to the younger child as described above.

Children ages 10 through 17 may use the library unattended. Parents are still responsible for the actions of their children.

Library staff members are not available to deliver messages to children (or other patrons) in the library, except in emergency situations, or to check and report on their whereabouts to parents or caregivers who call. Staff members are not permitted to remain after hours with an unattended child, or to leave library premises with an unattended child at any time.

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

### **Appeal Process**

Patrons who lose library privileges will be informed by library management of the reason and duration. In the cases where there is disagreement, a patron may appeal the loss of library privileges by making an appointment with the Executive Director. Final appeals may be presented to the Library Board via the Public Participation portion of a monthly trustee meeting.

# Internet and Computer

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## Internet Use Policy

The role of the MidPointe Library System is:

- To build and maintain community libraries from which the general public can draw. In this context, the term "library" embraces a diverse collection of books, magazines, tapes, discs, or other media, which may be used for the purpose of education, information, or leisure pursuits.
- To provide information and research services within an inviting atmosphere
- To provide library-related community services.

The Library will protect intellectual freedom, promote literacy, encourage lifelong learning, and provide library materials and information services.

Historically, the MidPointe Library System has made information available in a variety of formats, from print to audiovisual materials. The Internet provides the opportunity to integrate electronic resources from information networks around the world. The MidPointe Library System offers access to the Internet through the Ohio Public Library Information Network (OPLIN). OPLIN establishes and maintains network connections between Ohio's public library systems and the Internet. OPLIN also provides in-library Internet access to reference databases of general and special periodical materials, readers' advisory services, homework centers to assist customers with research assignments, and legislative, historical, and archival materials and information.

The Internet, as an information resource, enables the Library to access ideas, information and commentary beyond the confines of its own collection. The Internet, however, is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing, inaccurate, incomplete, and/or illegal.

In introducing the Internet as an information resource, the MidPointe Library System's goal is to enhance its existing collection in size and depth. In addition to this goal, the Library in its role as a public access agency will provide the opportunity to any citizen to navigate the Internet through the Library.

### DISCLAIMER

It is understood by users of the Internet that most information available is not generated by the MidPointe Library System or OPLIN.

Information available through the Internet is not warranted by the MidPointe Library System or OPLIN to be accurate, authoritative, factual or complete. The availability of networked information via the MidPointe Library System does not constitute an endorsement or ratification of that information. The MidPointe Library System and OPLIN are not responsible for the content of networked information available, nor are we responsible for any misuse of copyright or any other violation.

All users of this service agree to hold the MidPointe Library System and OPLIN harmless from any and all claims, losses, damages, obligations, or liabilities directly or indirectly relating to the use of the Internet, caused thereby or arising there from. In no event shall the MidPointe Library System or OPLIN have any liability for lost profits or for indirect, special, punitive, or consequential damages or any liability to any third party, even if the MidPointe Library System or OPLIN is advised of the possibility of such damages.

The Library seeks to protect the First Amendment rights of its patrons and their individual rights to privacy. However, Internet users must be sensitive to the fact that computers are in public areas and, therefore, images on the screen may be subject to view by a wide audience. The computers owned and operated by the Library are to be used for educational, informational, and recreational purposes only; they may not be used for unauthorized, illegal, or unethical purposes.

Accessing, displaying, viewing, or disseminating materials and/or performances that are obscene or are harmful to juveniles, as these terms are defined in sections 2907.01 and 2907.31 of the Ohio Revised Code, are prohibited. Users may not use library computers, mobile hotspots, or Internet services for any activity that is reasonably construed as obscene, suggestive, or as creating an intimidating or hostile environment. The use of the Internet to engage in any activity which constitutes violation of local, state, and/or federal laws is strictly prohibited.

### CONDITIONS AND TERMS OF USE FOR LIBRARY COMPUTERS

Patrons are required to sign up to use a Library computer. Visitors from outside Ohio may use a Library computer as a guest by consulting with a staff member. Use of the library's computers may be limited when other patrons are waiting. The library's Internet Use Policy applies to users of wireless connections and personal electronics accessed within the library.

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

MidPointe Library System Internet users are advised not to enter any sensitive personal or financial information such as bank account passwords and credit card numbers into these public computers. MidPointe Library System is in no way responsible for the results of such actions.

The library (at its sole discretion) reserves the right to suspend or terminate the Internet privileges of any patron who violates the library's Internet Use policy.



## USE OF THE INTERNET BY CHILDREN

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

The Board of Trustees has chosen to install software on all public access Internet computers in the library. This software is intended to filter materials and/or performances that are obscene or harmful to juveniles, as defined in Ohio Revised Code Sections 2907.01 and 2907.38. No filtering software is perfect: no filter will block all offensive materials, and any filter will sometimes block useful and educational materials as well.

It is the parent or guardian who sets family standards and values and the library should not usurp that responsibility. We strongly recommend that parents/guardians work with their children when they are using the Internet. Library patrons may address questions and concerns about the Internet Use Policy to the Director.

## **Laptop Computers, Chromebooks, Hotspots, and iPads**

The MidPointe Library System has Internet accessible portable devices for use by patrons.

### **a) Eligible Borrowers**

- Devices are available to adult MidPointe Library patrons who have a regular library card (excluding limit 10 probationary status).
- Adult visitors without a valid MidPointe Library card cards are not eligible to borrow portable devices.
- Non-regular library cards such as eCards, Teen Study, or Internet Only cards are not eligible to borrow portable devices.
- Youth patrons (17 and younger) are not eligible to borrow portable devices.
- Adult patrons who owe \$10.00 or more in fees are not eligible to borrow laptops or tablets until their library account is again in good standing.

### **b) Fees & Liability**

- The individual borrowing the portable devices will assume all responsibility for the device until its safe return to the Library.
- Patrons are responsible for all costs associated with damage, loss, or theft of the laptop.

### **c) Additional Guidelines**

- Patrons may not attach any other hardware to the device, install their own software, or change system settings.
- MidPointe Library is not responsible for damage to personal storage devices or for the loss of any data during the loan period.

**d) Troubleshooting**

If you experience problems with device hardware or applications, please bring the device to the public service desk for assistance.

**e) Conditions and Terms for Use for Portable Devices**

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

# Innovation Pointe / Makerspace

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## Innovation Pointe Use Policies

Innovation Pointe at MidPointe Library West Chester is a place for community members to connect, discover, and create. The Library strives to provide enriching opportunities for people to learn new skills and collaborate. Innovation Pointe will provide access to a variety of tools and equipment that allow patrons to make, explore, and tinker.

- Use of Innovation Pointe requires a valid MidPointe Library System library card and an Innovation Pointe Use Agreement and Release of Liability form on file. Library staff reserves the right to end a patron's Innovation Pointe session or Use Agreement at any time.
- All projects and production materials are subject to the approval of Library staff prior to equipment use.
- Innovation Pointe equipment may require advanced scheduling with Library staff.
- The User (or, if a minor, their parent or guardian) is responsible for any MidPointe Library System charges or fees for all loss or damage to Library property or clean-up expense. MidPointe Library System is not responsible for any damage to, or loss or theft of, the User's property.
- All Innovation Pointe equipment should be used in a manner consistent with the proper use of each device. Equipment should not be mishandled or used in a way that can cause damage. Staff have the right to end the use of equipment if deemed necessary.
- MidPointe Library System supplies 3D printer filament for a fee to users. Other consumable materials may be available for purchase. Fees for consumable materials are charged to cover the Library's cost.
- Anything created in Innovation Pointe must comply with MidPointe Library System policies (available upon request) and all applicable federal, state, or local legal requirements. MidPointe Library System reserves the right to refuse or halt any projects that are not compliant with MidPointe Library System policy or applicable federal, state, or local legal requirements.
- Only MidPointe Library System computers may be connected to Innovation Pointe equipment, such as 3D printers, vinyl printers, laser engravers, etc.

- Users agree to take precautions to avoid causing unnecessary mess or damage in Innovation Pointe.
- Users are responsible for ensuring that stations are cleaned and all items, including tools and accessories, are returned to their original locations when finished. The User agrees to inform a Library staff member in the event they are unable to return a work surface, tool or equipment to its original state.
- Users should report any accident, incident or unsafe behavior by anyone to a staff member.
- MidPointe Library System shall accept no liability whatsoever if a project is destroyed, does not fabricate correctly, or does not work.
- The User agrees the MidPointe Library System is not responsible for any manufacturing defects or the quality or workmanship of any of the tools, materials, or equipment supplied by the MidPointe Library System, or for the quality or condition of a User's project.
- Users agree not to use Innovation Pointe to send, receive or create materials or data that are illegal, offensive, abusive, indecent, obscene, threatening, or in breach of human or civil rights, copyright, confidence, privacy, or any other legal rights. Users agree not to use Innovation Pointe to fabricate or alter weapons of any kind.
- The User shall indemnify MidPointe Library System against any third party claims or legal proceedings that are brought against MidPointe Library System that arise from the User's use of Innovation Pointe.
- Use of Innovation Pointe by any individual constitutes acceptance of this policy and the Innovation Pointe Use Agreement and Release of Liability, regardless of whether she or he has signed the Innovation Pointe Use Agreement and Release of Liability.
- Parents or guardians of minors are solely responsible for the supervision of the minor's use of Innovation Pointe. A minor's use of Innovation Pointe constitutes acceptance of the Innovation Pointe Use Agreement and Release of Liability by the minor's parents.
- The MidPointe Library System reserves the right to refuse entry to, or remove from, Innovation Pointe any persons who are in violation of the Library's code of conduct (available upon request).

## 3D Printer Policies

The library's 3D printer is available to the public for educational purposes to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file. No policy can foresee every instance in which the 3D printer may be put to use, and the Library reserves the right to amend these policies at any time, or in order to respond to a specific situation. Generally, though the following guidelines shall be followed:

- The Library's 3D printer may be used for purposes that are lawful and/or safe. Patrons will not be permitted to use the library's 3D printer to create material that is:
  - a. Prohibited by local, state, or federal laws.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of the User, or others, including, but not limited to manufacturing of weapons, or any dangerous instrument or object, including any and all deadly weapons and weapons of mass destruction. This policy also prohibits the copying or manufacture of all forms of knives, including buck knives and pocket knives. This policy also prohibits the copying or manufacturing of any look alike weapons, parts or pieces of lookalike weapons, or dangerous instruments.
  - c. Obscene or otherwise inappropriate for a Library environment.
  - d. In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent or trademark protection, or which the manufacturer's labels prohibit copying.
- In addition to the above, the Library reserves the right to refuse any 3D print request, if in the opinion of the Library staff the request is unreasonably large or if the request will inconvenience other patrons or Library staff by making the 3D printer inaccessible for an unreasonable period of time.
- Supervision of the use of the 3D printer by Library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, or misuse thereof, and the Library specifically disclaims any knowledge thereof.

# Collection Development

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## Collection Development Policy

### I. Introduction

#### A. Vision and Mission Statements of the MidPointe Library System

- a. *Vision:* Connecting a curious community.
- b. *Mission:* Enriching our community through access and experiences.

#### B. Purpose of the Collection Development Policy

Since the Library budget is not large enough to allow for the purchase of every worthy resource, the Collection Development Policy guides Collection Development staff to most efficiently and effectively use the MidPointe Library System's financial resources to best fulfill the present and anticipated future needs of the communities it serves.

### II. Collection

#### A. Purpose of the Collection

The purpose of the MidPointe Library System's collection is to serve the community by providing for its educational, informational, and recreational needs. To fulfill this purpose, the Library acquires resources in accordance with the *Library Bill of Rights* as adopted by the American Library Association. The addition of a resource to the MidPointe Library System does not constitute or imply agreement with or approval of its content, but assures that a variety of differing viewpoints are represented.

#### B. Definition of the Collection

The collection of the MidPointe Library System includes resources in print, audiovisual, and digital formats for the adult, teen, and juvenile age level.

### III. Collection Development

#### A. Responsibility for Collection Development

The MidPointe Library System's Board of Trustees considers and adopts a Collection Development Policy, which they authorize the Library Director to administer. Ultimate responsibility for collection development rests with the Library Director. The Library Director then delegates the responsibility for

collection development to the Collection Development Coordinator and Collection Development staff.

### **B. Level of Collection Development**

The MidPointe Library System collects general interest topics and readings, focusing on popular materials and subjects. With the exception of the Ohio Room (see below), no single collection will be comprehensive. Collections will range from the Out of Scope to Basic Information Level as defined by the American Library Association's *Collection Level Definitions*. Collecting at these levels means that the Library will usually acquire resources that serve "to introduce and define a subject and to indicate the varieties of information available elsewhere." Resources for educational and informational purposes are collected for preschool through community college levels (generally excluding textbooks). Resources for recreational purposes are collected for life-long enjoyment.

### **C. Ohio Room**

The Ohio Room collection is a special collection of the MidPointe Library System. This collection contains resources of local and historical relevance to the communities served by the MidPointe Library System. As a special collection, resources contained in the Ohio Room fall under their own policy guidelines (see below).

### **D. Library Consortium**

The MidPointe Library System recognizes the variety and value of resources available in other local and statewide libraries. As such, the MidPointe Library System participates in the SearchOhio, OhioLink, Ohio Web Library, and Ohio Digital Library consortiums.

## **IV. Selection of Resources**

### **A. Criteria for Selection**

Regardless of format or age level selecting for, the MidPointe Library System Collection Development staff uses the following general criteria to select resources for the collection:

- Relevance to current and anticipated community needs
- Extent of publicity, critical review, and current or anticipated demand
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relevance to the existing collection's strength and weaknesses
- Reputation and qualifications of the author and/or publisher

- Suitability of format to Library circulation and use
- Date of publication
- Price and availability
- Currency and accuracy of the information
- Representation of diverse points of view

\* A resource does not need to meet all of the criteria to be selected.

### **B. Independently Published Resources**

All independently published resources are subject to the MidPointe Library System Collection Development Policy. In general, an independently published resource is more likely to be added to the collection if it:

- Features local or regional connections
- Has wide current or anticipated community appeal
- Has received a positive review in a library review source or local news source
- Is available for purchase through an established distributor (Baker & Taylor or Amazon)

### **C. Customer Recommendations**

The MidPointe Library System welcomes suggestions for purchase of Library resources. The decision for purchase or inclusion is made by the Collection Development staff based on the Collection Development Policy. If a customer request falls within the scope of the collection, every attempt will be made to purchase the resource or provide access to the resource via a consortium library.

### **D. Donations**

The MidPointe Library System may selectively accept donated resources at the discretion and review of library staff. All donated materials become the property of the MidPointe Library System once accepted.

Donations without advanced staff review and approval are not accepted, as Health officials and pest control experts have recommended that the Library closely monitor materials coming into our buildings.

### **E. Withdrawal of Resources**

Resources are regularly withdrawn from the MidPointe Library System collection. Collection Development staff uses the following general criteria to withdraw resources from the collection:



- Resource is no longer accurate, current, or timely
- Resource is physically worn or damaged beyond reasonable repair
- Resource is no longer being used frequently enough to justify its space in the collection
- The resource's value to the collection has decreased as other comparable resources have been added to the collection
- Resource lacks aesthetic or historical merit (art collection)

Withdrawn items may be disposed of via the MidPointe Library's Disposal of Materials and Equipment policy (see above).

#### **F. Reconsideration of Resources**

The MidPointe Library System has a procedure in place to assure that community objections to or complaints about Library resources are handled in an attentive and consistent manner. Upon the receipt of a completed Request for Review of Library Materials form from a resident of the MidPointe Library service district, a Review Committee consisting of Collection Development staff and the Executive Director will review the specific resource relative to the above Collection Development Policy.

Upon completion of the review, the committee will recommend retention, reclassification, or removal of the resource. In any event, the Executive Director will notify the community member of the decision in writing. If desired, an appeal may be directed to the Library Board of Trustees during the public participation portion of a regular meeting, whereupon the trustees will make a final decision on the matter.

#### **G. Limitations and Restrictions**

The MidPointe Library System provides access to information and materials. Users of any image or content from the MidPointe Library System's collections are solely responsible for determining any rights or restrictions associated with use and accept any usage liabilities.

## **Ohio Room / Genealogy Collection Development Policy**

### **I. Introduction**

#### **A. Mission Statement**

The Ohio Room / Genealogy Collection is a special collection of the MidPointe Library System. The mission of the Ohio Room / Genealogy Collection is

- to provide local history materials and resources relevant to the communities of the MidPointe Library System.
- to provide genealogy materials and resources relevant to the communities of the MidPointe Library System.
- to promote the historic and cultural identity of the communities of the MidPointe Library System.
- to collaborate with cultural institutions in the communities of the MidPointe Library System.
- to digitize and provide access to materials and resources that support the mission of the MidPointe Library System.

#### **B. Purpose of the Collection Development Policy**

As a special collection of the MidPointe Library System, the Ohio Room / Genealogy Collection Development Policy defines the purpose and scope of this special collection.

### **II. Collection**

#### **A. Scope of the Collection**

The Ohio Room / Genealogy Collection includes five primary areas: Local History, Family Histories, Genealogy, Local Authorship, and Digital Collections.

- **Local History:** a collection of materials and resources that further the understanding of the civic, social, religious, cultural, political, economic, and historic life of Butler County, with an emphasis on Eastern Butler County.
- **Family Histories:** a collection of bound (published or unpublished) family histories with a specific local connection to the communities of the MidPointe Library System.
- **Genealogy:** a collection of materials and resources that aid and facilitate genealogical research.

- **Local Authorship:** a collection of materials and resources that represent and promote the work of distinguished local writers, artists, and/or musicians.
- **Digital Collections:** a collection of materials and resources, which have been digitized or were created in a digital format, that further the understanding of the civic, social, religious, cultural, political, economic, and historic life of the communities of the MidPointe Library System.

### **B. Definition of the Collection**

The Ohio Room / Genealogy Collection includes resources in print, audiovisual, film, and digital formats. The collection also includes manuscript and archival items.

## **III. Collection Development**

### **A. Level of Collection Development**

The MidPointe Library System collects in the subject area of Genealogy and Ohio History at the Basic Information Level as defined by the American Library Association's *Collection Level Definitions*. Collecting at this level means that the Library will usually acquire resources that serve "to introduce and define a subject and to indicate the varieties of information available elsewhere." The resources collected focus on materials to assist the researcher at the high school through adult learner level.

## **IV. Selection of Resources**

### **A. Criteria for Selection**

The MidPointe Library System Collection Development staff uses the following general criteria to select resources for the Ohio Room / Genealogy collection:

- Relevance to scope and purpose of the collection
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relevance to the existing collection's strength and weaknesses
- Reputation and qualifications of the author, publisher, and/or creator
- Price and availability
- Accuracy of the information
- Accessibility
- Rareness of material
- Condition of material
- Copyright restrictions and limitations
- Availability of material either online or in relevant historical/genealogical repositories

\* A resource does not need to meet all of the criteria to be selected.

### **B. Independently Published Resources**

All independently published resources are subject to the MidPointe Library System Collection Development Policy. In general, an independently published resource is more likely to be added to the collection if it:

- Features local or regional connection
- Has wide current or anticipated community appeal
- Has received a positive review in a library review source or local news source
- Is available for purchase through an established distributor

### **C. Donations**

The MidPointe Library System will only accept donated resources for the Ohio Room / Genealogy Collection if they meet the criteria of this policy and on a case by case basis. Digital donations are subject to the same parameters and will also be on a case by case basis. All donated materials become the property of the MidPointe Library System once accepted.

The MidPointe Library System will strive to connect/point donors with/to organizations or institutions that may be more appropriate for their materials. These donations can either be materials already digitized or items that the MidPointe Library System will digitize and use (the original physical item/s remain with the owner). Such resources will only be accepted with a Digital Deed of Gift and all digital rights must be transferred to the MidPointe Library System.

### **D. Withdrawal of Resources / Deaccessioning**

Resources are regularly withdrawn from the Ohio Room / Genealogy Collection and follow the same policies as established by the MidPointe Library System Collection Development Policy.

## **V. Limitations and Restrictions**

1. The Ohio Room / Genealogy Collection of the MidPointe Library System strives to preserve the material it collects and to make it available to the public. Nevertheless, due to HVAC and physical space limitations, the Ohio Room / Genealogy Collection cannot serve as a climate-controlled archive for valuable or delicate items.
2. Donated realia or three-dimensional artifacts may be transferred to the appropriate local historical society when appropriate.
3. The Ohio Room / Genealogy Collection does not serve as a legal repository for any material, including City or School material, and is not responsible for selecting, retaining, or providing access to any material required by law to be kept as official documents or archival records.

4. The donating agency or individual is responsible for determining the legal status and value of any and all documents donated to the MidPointe Library System.
5. Donated books on family history with a local emphasis are accepted on a case by case basis. However, due to space limitations, the MidPointe Library System cannot serve as a repository for family archives composed of loose papers, photocopied vital records, or the like.
6. The MidPointe Library System provides access to information and materials. Users of any image or content from the MidPointe Library System's collections or the MidPointe Digital Archive are solely responsible for determining any rights or restrictions associated with use and accept any usage liabilities.

# Appendices

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## Library Bill of Rights

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

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

## American Library Association - Collection Level Definitions

**0 – Out Of Scope:** The library does not collect in this subject.

**1 – Minimal Level:** A subject area in which few selections are made beyond very basic works. A collection at this level should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information are withdrawn.

*1a – Minimal Level – Uneven Coverage:* Few selections are made; there is unsystematic representation of the subject.

*1b – Minimal Level – Even Coverage:* Few selections are made; basic authors, some core works, and a spectrum of ideological views are represented. Can support fundamental inquiries.

**2 – Basic Information Level:** A selective collection of materials that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, access to appropriate bibliographic databases, selected editions of important works, historical surveys, bibliographies, handbooks, and a few major periodicals. The collection is frequently and systematically reviewed for currency of information.

*2a – Basic Information Level - Introductory:* The emphasis at this level is on providing resources that introduce and define a subject. A collection at this level includes basic reference tools and explanatory works, such as textbooks; historical descriptions of the subject's development; general works devoted to major topics and figures in the field; and selective major periodicals. The introductory level of a basic information collection is only sufficient to support patrons attempting to locate general information about a subject or students enrolled in introductory level courses.

*2b – Basic Level - Advanced:* At the advanced level, basic information about a subject is provided on a wider range of topics and with more depth. There is a broader selection of basic explanatory works, historical descriptions, reference tools, and periodicals and indexes that serve to introduce and define a subject. Access to appropriate bibliographic databases (online or CD-ROM), a selection of editions of important works and a greater quantity and variety of materials is typical. This level is sufficient to support the basic informational and recreational reading needs of a highly educated general public or community college students.

**3 – Study Or Instructional Support Level:** A collection that is adequate to impart and maintain knowledge about a subject in a systematic way but at a level of less than research intensity. The collection includes a wide range of basic works in appropriate formats, a significant number of classic retrospective materials, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. At the study or instructional support level, a collection is adequate to support independent study and most learning needs of the clientele of public and special libraries, as well as undergraduate and some graduate instruction. The collection is



systematically reviewed for currency of information and to assure that essential and significant information is retained.

*3a – Basic Study Or Instructional Support Level:* The basic subdivision of a level 3 collection provides resources adequate for imparting and maintaining knowledge about the basic or primary topics of a subject area. The collection includes the most important primary and secondary literature, a selection of basic representative journals/periodicals, and subject-based indexes, the fundamental reference and bibliographical tools pertaining to the subject. This subdivision of level 3 supports lower division undergraduate courses, as well as some of the basic independent study needs of the lifelong learner.

*3b – Intermediate Study Or Instructional Support Level:* The intermediate subdivision of a level 3 collection provides resources adequate for imparting and maintaining knowledge about the basic or primary topics of a subject area. The collection includes a broad range of basic works in appropriate formats, classic retrospective materials, all key journals on primary topics, selected journals and seminal works on secondary topics, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. These materials are adequate to support advanced undergraduate course work. It is not adequate to support master's degree programs.

*3c – Advanced Study Or Instructional Support Level:* The advanced subdivision of level 3 provides resources adequate for imparting and maintaining knowledge about the primary and secondary topics of a subject area. The collection includes a significant number of seminal works and journals on the primary and secondary topics in the field; a significant number of retrospective materials; a substantial collection of works by secondary figures; works that provide more in-depth discussions of research, techniques, and evaluation. This level collection can support master's degree level programs as well as other specialized inquiries such as those of subject professionals within special libraries.

**4 – Research Level:** A collection that includes the major published source materials required for dissertation and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Pertinent foreign language materials are included. Older material is usually retained for historical research and actively preserved. A collection at this level supports doctoral and other original research.

**5 – Comprehensive Level:** A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collection intensity is one that maintains a "special collection"; the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research with active preservation efforts.

Anderson, Joanne S. (ed.). *Guide For Written Collection Policy Statement*. 2nd ed. Chicago, IL: American Library Association, 1996. (Collection Management and Development Guide, 13-14).

## RECORDS RETENTION SCHEDULE (RC-2)

### MIDPOINTE LIBRARY SYSTEM

#### Section A: Local Government Unit

##### MIDPOINTE LIBRARY SYSTEM

(local government entity)

DEBORAH M. SLATER FISCAL OFFICER

(signature of responsible official)

(name)

(title)

(date)

#### Section B: Records Commission

##### MIDPOINTE LIBRARY SYSTEM RECORDS COMMISSION

513-705-8507

(telephone number)

125 S. BROAD ST.  
(address)

MIDDLETOWN  
(city)

45044  
(zip code)

BUTLER  
(county)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
ADM-1	Board Packets	1 Year	Paper		<input type="checkbox"/>
ADM-2	Board Packets	Permanent	Electronic		<input type="checkbox"/>
ADM-3	Board Meeting Audio Recordings	1 Year	Electronic		<input type="checkbox"/>
ADM-4	Building Plans	Life of structure	Paper		<input type="checkbox"/>
ADM-5	Building Plans	Life of structure	Electronic		<input type="checkbox"/>
ADM-6	Foundation of the MidPointe Library / Friends of the Library	1 Year	Paper		<input type="checkbox"/>
ADM-7	Insurance Policies	5 Years	Paper		<input type="checkbox"/>
ADM-8	Legal Opinions	5 Years or is superseded or obsolescence of the opinion	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
ADM-9	Legal Opinions	5 Years or is superseded or obsolescence of the opinion	Electronic		<input type="checkbox"/>
ADM-10	Policy Manuals	1 Year after superseded	Paper		<input type="checkbox"/>
ADM-11	Policy Manuals	Permanent	Electronic		<input type="checkbox"/>
ADM-12	Staff Association	1 Year	Electronic		<input type="checkbox"/>
ADM-13	State Library Annual Report	2 Years	Paper		<input type="checkbox"/>
ADM-14	State Library Annual Report	Permanent	Electronic		<input type="checkbox"/>
ADM-15	Sunshine Notification	2 Years	Paper		<input type="checkbox"/>
ADM-18	Memberships	Until no longer administrative value	Paper		
ADM-19	Memberships	Until no longer administrative value	Electronic		
ADM-20	Strategic Planning	Permanent	Paper		
ADM-21	Strategic Planning	Permanent	Electronic		
FIN-1	Annual Financial Reports to County & State	Until audited and microfilmed	Paper		<input type="checkbox"/>
FIN-2	Annual Financial Reports to County & State	Until audited and microfilmed	Electronic		<input type="checkbox"/>
FIN-3	Annual Financial Reports to County & State	Permanent	Microfilm		<input type="checkbox"/>
FIN-4	Audit Report	Until audited and microfilmed	Paper		<input type="checkbox"/>
FIN-5	Audit Report	Until audited and microfilmed	Electronic		<input type="checkbox"/>
FIN-6	Audit Report	Permanent	Microfilm		<input type="checkbox"/>
FIN-8	Bank Collateral	4 Years or until superseded and audited	Electronic		<input type="checkbox"/>
FIN-9	Bank Count Analysis	4 Years provided audited	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
FIN-10	Bank Statements with Copies of Cancelled Checks	4 Years provided audited	Paper		<input type="checkbox"/>
FIN-11	Bids (Successful)	15 Years	Paper		<input type="checkbox"/>
FIN-12	Bids (Unsuccessful)	3 Years provided audited	Paper		<input type="checkbox"/>
FIN-13	Butler County Notification of ACH Wire Deposit of Public Library Fund	Until audited	Paper		<input type="checkbox"/>
FIN-14	Cancelled Checks	4 Years provided audited	Paper		<input type="checkbox"/>
FIN-15	Court Orders for Payroll Deductions	2 Years provided after termination of employment or rescinded	Paper		<input type="checkbox"/>
FIN-16	Daily Bank Count Analysis & Reconciliation Sheets with Bank Deposit Slips	2 Years provided audited	Paper		<input type="checkbox"/>
FIN-17	Depository Agreements with Banks	4 Years or until superseded and audited	Paper		<input type="checkbox"/>
FIN-18	E Rate Documents/Report	6 Years	Paper		<input type="checkbox"/>
FIN-19	E Rate Documents/Report	6 Years	Electronic		<input type="checkbox"/>
FIN-20	Employee Requested Payroll Deductions	4 Years	Paper		<input type="checkbox"/>
FIN-22	Finance Ledgers	Until audited and microfilmed	Electronic		<input type="checkbox"/>
FIN-23	Finance Ledgers	Permanent	Microfilm		<input type="checkbox"/>
FIN-24	Fiscal Officer Report to the Board of Library Trustees	Until audited and microfilmed	Paper		<input type="checkbox"/>
FIN-25	Fiscal Officer Report to the Board of Library Trustees	Until audited and microfilmed	Electronic		<input type="checkbox"/>
FIN-26	Fiscal Officer Report to the Board of Library Trustees	Permanent	Microfilm		<input type="checkbox"/>
FIN-28	Fixed Assets Inventory	4 Years	Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
FIN-29	Grants	5 Years provided all state and federal audits have been conducted, audit reports released and litigation claims or audit findings resolved	Paper		<input type="checkbox"/>
FIN-30	Investments	4 Years provided audited	Paper		<input type="checkbox"/>
FIN-31	Investments	4 Years provided audited	Electronic		<input type="checkbox"/>
FIN-32	Land Deeds	Permanent or 5 years after asset is sold	Paper		<input type="checkbox"/>
FIN-38	Local, State and Federal Payroll Tax Withholding Reports	5 Years provided audited	Paper		<input type="checkbox"/>
FIN-39	Ohio Public Employees Retirement System Reports	Until audited and microfilmed	Paper		<input type="checkbox"/>
FIN-40	Ohio Public Employees Retirement System Reports	Until audited and microfilmed	Electronic		<input type="checkbox"/>
FIN-41	Ohio Public Employees Retirement System Reports	Permanent	Microfilm		<input type="checkbox"/>
FIN-42	OPERS Independent Contractor Forms	Permanent	Paper		<input type="checkbox"/>
FIN-44	Payroll Labor Statistic Survey	4 Years provided audited	Paper		<input type="checkbox"/>
FIN-46	Payroll Ledgers	Until audited and microfilmed	Electronic		<input type="checkbox"/>
FIN-47	Payroll Ledgers	Permanent	Microfilm		<input type="checkbox"/>
FIN-48	Petty Cash Book	5 Years provided audited	Paper		<input type="checkbox"/>
FIN-49	Property Tax Levy Receipts/Fees/Other Documents	Life of levy plus 5 years	Paper		<input type="checkbox"/>
FIN-50	Public Records Requests	2 Years	Paper		<input type="checkbox"/>
FIN-51	Public Records Requests	2 Years	Electronic		<input type="checkbox"/>
FIN-52	Purchase Orders	2 Years provided audited	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
FIN-53	Purchase Orders	2 Years provided audited	Electronic		<input type="checkbox"/>
FIN-54	Daily Receipt Binders	2 Years provided audited	Paper		<input type="checkbox"/>
FIN-55	Records Commission/Record Disposal	5 Years	Paper		<input type="checkbox"/>
FIN-56	Records Commission/Record Disposal	Permanent	Electronic		<input type="checkbox"/>
FIN-58	Time Sheets	Until audited and microfilmed	Electronic		<input type="checkbox"/>
FIN-59	Time Sheets	Permanent	Microfilm		<input type="checkbox"/>
FIN-60	Titles to Vehicles	Until vehicle is sold or disposed	Paper		<input type="checkbox"/>
FIN-61	Training and Procedure Manuals	Until no longer of administrative value	Paper		<input type="checkbox"/>
FIN-62	Training and Procedure Manuals	Until no longer of administrative value	Electronic		<input type="checkbox"/>
FIN-63	Vendor W-9 Forms	Until superseded or no longer do business with vendor	Paper		<input type="checkbox"/>
FIN-64	Vouchers With Invoices	4 Years provided audited	Paper		<input type="checkbox"/>
FIN-65	W-2 Forms/1099's	4 Years provided audited	Paper		<input type="checkbox"/>
FIN-66	W-2 Forms/1099's	Permanent	Electronic		<input type="checkbox"/>
FIN-67	PEDACKN	Permanent	Paper		
FIN-68	Credit Card Policy Acknowledgements – Active Employees	Permanent	Paper		
FIN-69	Credit Card Acknowledgements - Terminated	4 Years provided audited	Paper		
FIN-70	Credit Card Log	4 year provided audited	Paper		
FIN-71	Credit Card Compliance Report	1 year	Paper		
FIN-72	Credit Card Compliance Report	Permanent	Electronic		
HR-2	Application for Employment	2 Years if not hired, if hired	Electronic		

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
		added to employee file			<input type="checkbox"/>
HR-3	Compensation Data	5 Years	Paper		<input type="checkbox"/>
HR-4	Compensation Data	5 Years	Electronic		<input type="checkbox"/>
HR-5	Compliance Posters	Until no longer of administrative value	Paper		<input type="checkbox"/>
HR-6	Current Employee Personnel File	Permanent	Paper		<input type="checkbox"/>
HR-7	Employee Assistance Program	2 Years	Paper		<input type="checkbox"/>
HR-8	Employee Attendance Records	5 Years	Electronic		<input type="checkbox"/>
HR-9	Employee Handbook	Permanent	Paper		<input type="checkbox"/>
HR-10	Employee Handbook	Permanent	Electronic		<input type="checkbox"/>
HR-11	Employee ID Badges	Until no longer of administrative value	Electronic		<input type="checkbox"/>
HR-12	Employee Injury/Incident Report	8 Years	Paper		<input type="checkbox"/>
HR-13	Employee Leave of Absence Forms	Until audited	Paper		<input type="checkbox"/>
HR-14	Employee Leave of Absence Forms	Until audited	Electronic		<input type="checkbox"/>
HR-15	Employee Medical File	Permanent	Paper		<input type="checkbox"/>
HR-16	Employee Schedules	Until no longer of administrative value	Paper		<input type="checkbox"/>
HR-17	Employee Schedules	2 Years	Electronic		<input type="checkbox"/>
HR-18	Family Medical Leave Act Records	Permanent	Paper		<input type="checkbox"/>
HR-19	Family Medical Leave Act Records	Permanent	Electronic		<input type="checkbox"/>
HR-20	Former Employee Personnel File	Permanent	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
					<input type="checkbox"/>
HR-21	I-9 Immigration Forms	3 Years after date of hire or 1 year after termination, whichever is later	Paper		<input type="checkbox"/>
HR-22	Employee Insurance Contracts/SPD	6 Years after plan year	Paper		<input type="checkbox"/>
HR-23	Job Advertisement/Posting	2 Years	Paper		<input type="checkbox"/>
HR-24	Job Advertisement/Posting	2 Years	Electronic		<input type="checkbox"/>
HR-25	Job Descriptions	Until superseded	Electronic		<input type="checkbox"/>
HR-26	Professional Day Log	2 Years	Electronic		<input type="checkbox"/>
HR-27	Public Employment Risk Reduction Program	5 Years following the end of the year to which they relate	Paper		<input type="checkbox"/>
HR-28	Request for Time Off Form	1 Year provided time-off is used	Paper		<input type="checkbox"/>
HR-29	Request for Time Off Form	1 Year provided time-off is used	Electronic		<input type="checkbox"/>
HR-30	Salary Surveys	4 Years	Paper		<input type="checkbox"/>
HR-31	Salary Surveys	4 Years	Electronic		<input type="checkbox"/>
HR-32	Staff Recognition / Development Day	5 Years	Paper		<input type="checkbox"/>
HR-33	Tuition Reimbursement Log	2 Years	Electronic		<input type="checkbox"/>
HR-34	Unemployment Claims	Permanent	Paper		<input type="checkbox"/>
HR-35	Workers Compensation Claims	Permanent	Paper		<input type="checkbox"/>
HR-36	Library Board of Trustees Minutes	Until audited and microfilmed	Paper		<input type="checkbox"/>
HR-37	Library Board of Trustees Minutes	Until audited and microfilmed	Electronic		<input type="checkbox"/>



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
HR-38	Library Board of Trustees Minutes	Permanent	Microfilm		
HR-39	Pandemic Documentation (separate form HR-15 Employee Medical Records)	Until no longer of administrative value	Paper		
IT-1	Library Historical & Bibliographic Records	Until superseded	Off-site server		<input type="checkbox"/>
IT-2	Network	Permanent or until superseded	On-site server		<input type="checkbox"/>
IT-3	Network	Permanent or until superseded	Off-site server		<input type="checkbox"/>
IT-4	Security Camera Records	Overwritten every 2-3 weeks depending upon volume of data	Electronic		<input type="checkbox"/>
IT-5	Server Backups	1 Year	Electronic		<input type="checkbox"/>
IT-6	Software and Related Media	Destroy when obsolete or when replaced by new technology	Electronic		<input type="checkbox"/>
PR-1	Compliments / Complaints / Suggestions	1 Year	Paper		<input type="checkbox"/>
PR-2	Compliments / Complaints / Suggestions	1 Year	Electronic		<input type="checkbox"/>
PR-3	Contest Entry Forms	Until no longer of administrative value	Paper		<input type="checkbox"/>
PR-4	Mailing Lists	Until no longer of administrative value	Electronic		<input type="checkbox"/>
PR-5	Newspaper Clippings	Permanent	Paper		<input type="checkbox"/>
PR-6	Photographs	Permanent	Electronic		<input type="checkbox"/>
PR-7	Press Releases	1 Year or until no longer of administrative value	Paper		<input type="checkbox"/>
PR-8	Press Releases	1 Year or until no longer of administrative value	Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
PR-9	Publicity and Programming Files	Until no longer of administrative value	Paper		<input type="checkbox"/>
PR-10	Publicity and Programming Files	Until no longer of administrative value	Electronic		<input type="checkbox"/>
PR-11	Publicity Design and Production Requests	Until no longer of administrative value	Paper/Email Server		<input type="checkbox"/>
PR-12	Staff Newsletters	Until no longer of administrative value	Paper		<input type="checkbox"/>
PR-13	Staff Newsletters	Until no longer of administrative value	Electronic		<input type="checkbox"/>
PR-14	Survey	Until no longer of administrative value	Paper		
PR-15	Survey	Until no longer of administrative value	Electronic		
GEN-1	Billed to Delete Lists	1 Year after billed	Electronic		<input type="checkbox"/>
GEN-2	Book Stock Reports - Monthly and Annual	Until no longer of administrative value	Paper		<input type="checkbox"/>
GEN-3	Book Stock Reports - Monthly and Annual	Until no longer of administrative value	Electronic		<input type="checkbox"/>
GEN-4	Building Key Logs	Until superseded	Paper		<input type="checkbox"/>
GEN-5	Calendar of Events / Planner	Until no longer of administrative value	Paper		<input type="checkbox"/>
GEN-6	Calendar of Public Events	Until no longer of administrative value	Electronic		<input type="checkbox"/>
GEN-7	Contracts/Agreements	2 Years after expiration provided audited	Paper		<input type="checkbox"/>
GEN-8	Contracts/Agreements	5 Years	Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
GEN-9	Correspondence (all formal messages, notes, phone and voice mail messages, letter, memos used in the production of public records)	1 Year or until no longer of administrative value	Paper		<input type="checkbox"/>
GEN-10	Correspondence (all formal messages, notes, phone and voice mail messages, letter, memos used in the production of public records)	1 Year or until no longer of administrative value	Electronic		<input type="checkbox"/>
GEN-11	Correspondence (all informal and/or temporary messages, notes, phone and voice mail message, letters, memos and all drafts used in the production of public records)	Until no longer of administrative value	Paper		<input type="checkbox"/>
GEN-12	Correspondence (all informal and/or temporary messages, notes, phone and voice mail message, letters, memos and all drafts used in the production of public records)	Until no longer of administrative value	Electronic		<input type="checkbox"/>
GEN-13	Door Entry Codes	Until superseded	Electronic		<input type="checkbox"/>
GEN-14	Informational Brochures, Pamphlets, Handouts, Signs and Other Publications	Until no longer of administrative value	Paper		<input type="checkbox"/>
GEN-15	Institutional Applications and Contracts	Until superseded	Paper		<input type="checkbox"/>
GEN-16	Institutional Applications and Contracts	Until superseded	Electronic		<input type="checkbox"/>
GEN-17	Library and Program Statistics - Monthly and Annually, including SRP	2 Years	Paper		<input type="checkbox"/>
GEN-18	Library and Program Statistics - Monthly and Annually, including SRP	2 Years	Electronic		<input type="checkbox"/>
GEN-19	Lost and Paid To Delete Lists	1 Year after paid	Electronic		<input type="checkbox"/>
GEN-20	Meeting Room Apps	Until no longer of administrative value	Paper		<input type="checkbox"/>
GEN-21	Meeting Room Apps	Until no longer of administrative value	Electronic		<input type="checkbox"/>
GEN-22	MLS Survey Week	2 Years	Paper		<input type="checkbox"/>
GEN-23	MLS Survey Week	2 Years	Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
GEN-24	Patron Incident and Police Reports	5 Years provided no pending action	Paper		<input type="checkbox"/>
GEN-25	Patron Overdue and Collection Dispute Records	1 Year after resolution	Paper		<input type="checkbox"/>
GEN-26	Patron Liability Waivers	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
GEN-27	Classroom Collection Library Card Applications	Until superseded	Paper		<input type="checkbox"/>
GEN-28	Patrons' Log for Internet Computers	Until no longer of administrative value	Paper		<input type="checkbox"/>
GEN-29	Project Files	Until no longer of administrative value	Paper		<input type="checkbox"/>
GEN-30	Project Files	Until no longer of administrative value	Electronic		<input type="checkbox"/>
GEN-31	School Library Materials - Mailed	Until no longer of administrative value	Electronic		<input type="checkbox"/>
GEN-32	Staff /Departmental / Branch Budget Requests	2 Years	Paper		<input type="checkbox"/>
GEN-33	Staff /Departmental / Branch Budget Requests	5 Years	Electronic		<input type="checkbox"/>
GEN-34	Staff Committee, Team, Department Meeting Notes	Until no longer of administrative value	Paper		<input type="checkbox"/>
GEN-35	Staff Committee, Team, Department Meeting Notes	Until no longer of administrative value	Electronic		<input type="checkbox"/>
GEN-36	Telephone Extension List	Until superseded	Electronic		<input type="checkbox"/>
GEN-37	Training, Operations and Procedural Manuals	Until superseded	Paper		<input type="checkbox"/>
GEN-38	Training, Operations and Procedural Manuals	Until superseded	Electronic		<input type="checkbox"/>
GEN-39	Vehicle Mileage and Maintenance Logs	Life of vehicle or until sold	Paper		<input type="checkbox"/>
GEN-40	Vehicle Mileage and Maintenance Logs	Life of vehicle or until sold	Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
GEN-41	Vendor Quotes/Proposals	Until no longer of administrative value	Paper		<input type="checkbox"/>
GEN-42	Vendor Quotes/Proposals	Until no longer of administrative value	Electronic		<input type="checkbox"/>
GEN-43	Volunteer Applications and Logs	1 Year for unapproved applicants, and 2 years after last day worked for approved applicants	Paper		<input type="checkbox"/>
GEN-44	Subjects Files	Until no longer of administrative value	Paper		
GEN-45	Subject Files	Until no longer of administrative value	Electronic		

Email footnote per Ohio History Connection:

Email is a format on which records are sent, received and/or drafted using electronic mailing systems. Email is NOT a records series. Instead, each individual email should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits. (Email should be retained electronically rather than on paper as conversion to paper may cause loss of electronically attached metadata that is important to the authenticity of the record.)

Abbreviation Code	Description
ADM	Administration
FIN	Finance
HR	Human Resources
IT	Information Technology
PR	Public Relations
GEN	General Operations

### **Innovation Pointe Use Agreement and Release of Liability (The “Agreement”)**

In order to use Innovation Pointe facilities and equipment, each adult user (a patron who is aged 18 or older) (“Adult User”) must review this Agreement, provide the Adult User information requested in Section 1 below, and sign and comply with this Agreement. If the Adult User has a legal guardian or other person legally responsible to sign documents such as this, the guardian/legally responsible person (“Responsible Party”) must review the Agreement, provide the information requested in Section 3 below, and sign this Agreement in the area designated at the bottom of the document.

In order for a minor patron (under 18 years of age) (“Minor User”) to use Innovation Pointe facilities and equipment, a parent or guardian of the Minor User or other person with legal authority to enter into this Agreement on the Minor User’s behalf (the “Responsible Party”) must review this Agreement, provide the information requested in Section 3 below, and sign this Agreement in the area designated at the bottom of the document.

Please note that this document includes a Release of Liability that releases MidPointe Library System (“MPLS”) and others related to it from liability for personal injuries and other losses resulting from the use of Innovation Pointe facilities and equipment. Please read carefully.

#### **Adult User Information**

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

Library Card Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Emergency Contact Name and Telephone Number:  
\_\_\_\_\_

#### **Minor User Information**

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Library Card Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

#### **Responsible Party Information**

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

Library Card Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Emergency Contact Name and Telephone Number:  
\_\_\_\_\_

**Conditions of Use:** By signing below, the User or Responsible Party affirms and agrees that: (1) User is capable of participating in the Innovation Pointe Activities (as defined below); (2) User shall comply with all MPLS policies and procedures, including all Innovation Pointe policies, guidelines, and instructions; (3) User or Responsible Party shall be responsible to pay any MPLS charges or fees for use of Innovation Pointe tools, equipment, and materials, and for damage, loss, or clean-up of MPLS property, which maybe valued and billed to User's or Responsible Party's MPLS account or by other means, in MPLS's discretion; and (4) all insurance of the User or Responsible Party applicable to any injuries or claims arising out of Innovation Pointe Activities (defined below) shall be primary with any applicable MPLS insurance being secondary.

**Innovation Pointe Activities; Assumption of Risk:** MPLS's Innovation Pointe facilities and equipment include, but are not limited to 3D copying and printing machines, computer equipment, plastic materials, finishing tools and equipment, and other 3D working related items. While most tools, equipment, and supplies will be provided by MPLS, on occasion some items will be supplied by Users. Users may work alone or share Innovation Pointe work space, tools, and equipment with other Users and MPLS staff. MPLS may require Users to wear specified safety gear, and undergo training, but safety gear and training may not always be available. Surfaces of floors, work benches, and tables in Innovation Pointe areas may have debris, dust, liquids, and sharp objects. While MPLS will strive to supervise Innovation Pointe areas, not all activities of User or other Users can be supervised at all times. All above-referenced and other use of Innovation Pointe work areas, facilities, tools and equipment, whether alone or with others, whether supervised or not, and whether performed according to MPLS policies, procedures, and safety rules, or not, shall be referred to as "Innovation Pointe Activities."

The undersigned User and/or Responsible Party understands and agrees that Innovation Pointe Activities involve various hazards, dangers, and risks, including without limitation, and by way of example, the risk of trips, slips, and falls; cuts, broken bones, burns, and other wounds to hands, head, feet, eyes, and other body parts; electrical shock; exposure to dust, fumes, smoke, noise, and vibrations; and accidents due to negligence of other users or MPLS staff or vendors, or due to defective or inadequate facilities, equipment, tools, machinery, or due to inadequate maintenance or repair, training, instructions, supervision, first aid and medical treatment, or safety gear. The risks also include other risks arising from User's involvement in the Innovation Pointe Activities, including unpredictable risks and risks inherent in the use of the work areas, facilities, tools, and equipment used in Innovation Pointe Activities. Each User and/or Responsible Party agrees that such User's participation in Innovation Pointe Activities involves risks of accidents and serious personal injury and illness, paralysis, permanent disability, and even possibly death, of the User. All above-referenced risks and other risks arising from the Innovation Pointe Activities are referred to herein as the "Risks."

The undersigned User and/or Responsible Party expressly assumes, for such User, and for such User's heirs, family and estate, executors, administrators, assigns, and personal representatives, all Risks arising from the User's participation in Innovation Pointe Activities, whether those Risks are known or unknown, or are predictable or unpredictable, or are Risks inherent in the Innovation Pointe Activities.

**Release of Liability and Indemnification of Claims of User:** In consideration for the privilege granted to the User to participate in the Innovation Pointe Activities, and with full awareness and appreciation of the Risks involved, the undersigned User and/or Responsible Party, for and on behalf of the User and User's heirs, family and estate, executors, administrators, assigns, and personal representatives, hereby releases and agrees to indemnify and hold harmless MPLS, its Board of Trustees, and all organizations related to and its related organizations' affiliates, directors, officers, trustees, employees, volunteers, contractors, agents, representatives, and successors and assigns (the "Released Parties") of and from any and all claims, demands, liabilities, and causes of action that may arise from or could be made against or incurred by the Released Parties or any of them with respect to any and all property damage, economic loss, medical expense, personal care expense, disability, disease, personal injury or illness whether physical or mental in nature, and/or death, whether caused by negligence or otherwise, suffered by the User and arising from the User's participation in the Innovation Pointe Activities, and the Risks, including all claims of the undersigned User and/or Responsible Party. This Release and Indemnification includes all damages, costs, expenses, attorneys' fees, and economic and other losses which may be sought in any such claims.

**Consent to Medical Treatment:** If User is injured or becomes ill while involved in Innovation Pointe Activities, reasonable efforts will be made to contact User's emergency contact. In the event no contact can be made, the User and/or Responsible Party hereby authorizes MPLS and its employees, volunteers, agents, and representatives to obtain and consent to, on the User's behalf, medical care, including without limitation, medical treatment, hospitalization, ambulance transportation, anesthesia, and X-ray and other exams and tests. The undersigned User and/or Responsible Party agrees to pay all costs of such medical care and transportation.

**Miscellaneous:** The User and/or Responsible Party agrees that MPLS provides no warranties of merchantability or fitness for particular purpose or use concerning any project or items made using library equipment, tools, or materials. If any provision of this document is determined to be invalid for any reason, such invalidity shall not affect the validity of any other provisions, which other provisions shall remain in full force and effect as if this Agreement had been executed with the invalid provision eliminated. By signing below the undersigned person agrees that this document is intended to be as broad and inclusive as permitted under applicable law. This document is governed by Ohio law, and any claims brought concerning it must be commenced in the state courts of Ohio. This document shall not be amended except by a written document signed by the User and/or Responsible Party and the Director of MPLS.



**By my signature below, User acknowledges that having carefully read this Agreement in its entirety and understood it, and User voluntarily agrees to all statements and provisions of this Agreement, including the Release of Liability and Indemnification of Sections 5 and 6. I am sufficiently informed about the Innovation Pointe Activities and Risks involved to decide whether to sign this Agreement. I attest that I am eighteen (18) years of age or older.**

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**By my signature below, I acknowledge that I have carefully read this Agreement in its entirety and understand it, and I voluntarily agree to all statements and provisions of this Agreement, including the Release of Liability and Indemnification of Sections 5 and 6, on my behalf and on behalf of the User. I am sufficiently informed about the Innovation Pointe Activities in which the User may or will participate and the Risks involved to decide whether to sign this Agreement. I authorize the User to participate in the Innovation Pointe Activities. I am eighteen (18) years of age or older, and am the parent, or legal guardian, or otherwise responsible person, of the User with full authority under the law to sign and enter into this Agreement for myself and the User. If more than one User is identified above, all provisions of this Agreement apply to each User listed.**

Responsible Party Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_