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Brazil PUBLIC
LIBRARY

Brazil Public Library Policies

Adopted by the Brazil Public Library Board of Trustees on
The 16th Day of June, 2010, Revised June 2012. Revised June 18th 2019

Revised the 19th of August 2020.

HISTORY

The Village of Brazil, Indiana was founded in 1866. Soon thereafter, the rich coal and iron ore mines began to operate, and those industries attracted many people who were uneducated, coarse and sometimes brutal men who needed to be brawny while not necessarily brainy.

While Brazil's first fame might have been the street of saloons and ruffians known as "Bloody Row," still it did have a nucleus of cultured, refined people who sought to promote education and the establishment of churches, a school, and a Library.

In the early 1900's the town was divided over whether to build a high school or not. Since most people cannot value any quality in another that they do not themselves possess, those favoring spending money for the education of children were defeated.

During these early years of the little town's growth, in a period when there were very few libraries even in large cities, Brazil had a little band of cultured women who dared to try to start a Library. In 1878, Mrs. Mary B. Schultz collected sixteen books and Mrs. Mary B. Richardson fourteen. Strawberry Festivals and ice cream socials were held to raise money for books.

In 1879 an event that raised \$107.00 was held in Turner's Hall for the purpose of purchasing more books and a plan of circulation was devised. Mr. L. O. Schultz, who was city treasurer, made room in his office for the books and acted as librarian. In the following years the little hoard of volumes were shifted to various places but the indomitable women who formed the ladies' literary society kept up the struggle to offer some reading material to those who could and would read.

A Library board had been established as early as 1879. This first board consisted of R. H. Irwin, A. O. Baldwin, C. W. Crawford, William Spiers, Mrs. E. H. Hussey, Mrs. W. H. Zimmerman and Miss Mattie Mercer.

In 1901 Mrs. Crawford made a trip to New York to seek the gift of a Library from Mr. Andrew Carnegie, but Mr. Carnegie was abroad and nothing could be done until his return. It was not until February 8, 1902 that a letter was received from the secretary of Mr. Carnegie that the funds were deposited in the First National Bank of Brazil.

On April 14, 1902 a committee of six citizens was appointed to help the Library Board select a site for the new building. These were W.H. Zimmerman, J.W. Haley, C.S.

Andrews, Captain T.M. Robinson, C.H. Kattman, and Silas Brosius. The present location was purchased from Mrs. Carter for \$2,400.00. On January 7, 1904 the board met in a special session and appointed Miss Agnes McCrea as its first librarian.

The beautiful building of Indiana limestone was formally dedicated on October 18, 1904. It is said to be the only Library in the United States marked with a carved letter stating that it was donated by Andrew Carnegie. In 1989 the Library acquired 60% of the Maurer Wood Building to operate as a handicapped accessible Annex of the Main Library Building. This acquisition was made possible through the generosity of Dr. Robert Maurer and the Clay Civic Memorial Foundation.

In 2005 a renovation project was begun and was completed in 2007. The project doubled the size of the Library, adding a large meeting room that can be divided into two smaller rooms, a warming kitchen, and two restrooms. Another small meeting room and three offices were added as well to the ground level. The upper level now has a computer lab, a large fiction room and another small room for laptops. Also, a ground level entrance into the building and an elevator for easy access to the upper level were added as well.

I. DESCRIPTION OF LIBRARY

The Brazil Public Library (BPL) serves the residents of Brazil City and Brazil Township. The Library is supported by tax levies in these two units.

Residents of other townships may be permitted to check out the Library materials by paying the Non-Resident fee.

The Library has over 7,000 square feet and houses all of the Library's materials.

II. DEFINITION OF PURPOSE

The purpose of the Brazil Public Library is to provide a safe, accessible facility for all and to meet the educational, informational, and recreational needs of individuals, groups, and organizations that we serve. The BPL is dedicated to acquiring, caring for, and disseminating a wide range of Library materials. Providing services, programming, technology access through programs and services designed to promote the maximum use of resources.

III. GENERAL POLICIES

LIBRARY HOURS:

The board of Trustees shall set the hours of operation and will review them periodically. The hours will be:

Monday – Thursday 10:00 A.M. – 8:00 P.M.

Friday and Saturday 10:00 A.M.– 5:00 P.M.

Sunday – Closed

PHYSICAL FACILITIES:

The Public Library building should offer to the community a compelling invitation to enter, read, look, listen, and learn. The President of the Library Board shall appoint a committee that shall be responsible for the physical facilities of the Library. Their

duties shall be to provide recommendations as to new facilities which may be required in order to serve the public.

1. The board should confer with the Library Director and/or a qualified Library consultant before any major remodeling or building program is initiated.
2. The Library should be easy to use.
3. The outside of the building should be well lighted and identified.
4. Books and reading areas should be visible and easy to reach by patrons upon entering the building.
5. Facilities are provided for return of Library materials during the hours when the Library is closed.
6. The Library structure should be efficient, flexible, and expandable.
7. Book areas, reading and reference areas, lending books, catalog and book stations should be located in proper functional relationship to each other and to the location for receiving, cataloging, and preparing of materials.
8. The up-to-date standards for physical comfort in public buildings should be maintained.
9. A sufficient, well distributed and non-glare type of lighting shall be used.
10. Sound should be controlled with acoustical treatment.
11. Heating and air conditioning equipment shall be kept modern and well maintained.
12. Toilet facilities shall be provided as long as privileges are respected by all patrons.
13. The Library building should provide space for the full range of Library services.
14. There should be a designated area for children, young adults, and adult materials.
15. Efficient and attractive shelving and exhibit space should be provided.
16. Facilities for the housing and maintenance of the non-book collection should preserve such materials from damage and deterioration, yet make them readily available to patrons.
17. A multi-purpose meeting room should be provided for the cultural, educational, and civic groups. Room reservations are required and are on a first come, first served basis. The patron reserving the room must have a valid Library card.
18. Space should be provided for back files of periodicals.
19. Space should be available for the storage of Library and janitorial equipment and supplies out of public view.
20. Bulletin boards are available for displaying items of interest. The Library will not accept the donation of materials for display or as handouts that promote discrimination on the basis of race, religion, sex, or creed.

PHOTOCOPYING SERVICE:

Patrons may use the photocopying machines at the cost of .20 cents per page for black and white copies and .50 cents per for color copies. Patrons may use the microfilm reader free of charge and printing will be the same price as copies.

FAX POLICY:

Patrons may use the fax services at the Library at no cost. Patron privacy will be protected through the use of fax cover sheets and fax confirmations will be shredded after 48 hours.

SMALL CLAIMS:

Small claims filed 30 days beyond the 2nd notice.

A small claims form will be filed for the amount of the materials not returned and any fines and/or fees that the Library has accrued in the attempt to get the patron to return the materials, Should legal action be necessary the negligent patron will be responsible for all court costs.

SECOND SMALL CLAIMS:

Filed within a patron's lifetime. If the Library must file a second small claims form against a patron, Library privileges will not be reinstated for the next five years, even after the matter has been financially taken care of by the patron. A patron's suspension may be appealed by submitting a written request to the Library Director. No request may be filled within the first year following the suspension. Reinstatement of privileges will be at the discretion of the Library Board of Trustees.

PUBLIC RELATIONS:

The primary public relations goals of the Library are to promote:

1. An understanding of the Library's objectives and services by governing officials, civic leaders, and the general public.
2. Active participation in the varied services offered by the Library to people of all ages.

AGE RESTRICTIONS:

In accordance with Evergreen's Circulation Policy, adults may register a minor child for an account at an Evergreen Indiana Member Library. The adult that registers the child's Library card is responsible for all fees, fines and payment for lost or damaged materials charged on the minor's account. Children are allowed to have a Library card starting at age five.

Patrons must be at least ten to use the internet and devices at the Library independently, but can participate with the assistance of an adult at any age.

Patrons must be eighteen years old to check out equipment (hotspots, etc.) as defined by the Circulation Policy.

Children under the age of ten are not allowed to be at the Library unsupervised and this pertains to internet use as well. Children under the age of ten, are not allowed to use technology at the Library without supervision.

SAFE CHILD POLICY:

For the safety and protection of young Library users, the Brazil Public Library has adopted the following policy concerning children left unattended in the Library. Children under the age ten (10) must be directly supervised by a parent, caregiver or guardian, over the age of eighteen (18) during their entire stay in the Library. The behavior and welfare of children in the Library are the responsibility of the parent or guardian accompanying them to the Library. Philosophy of the Safe Child Policy We are glad your children are here! We want the Brazil Public Library to be a safe, educational and welcoming place for all. Our Library is concerned about the safety and well-being of all its patrons and wants to encourage children to have a lifelong appreciation of books and resources that the Library has to offer.

The Library is a public building and open to anyone, law-abiding and otherwise. Due to the many responsibilities of the Library staff, the monitoring of each child's behavior and location is not possible. Library staff cannot take over parental responsibilities for children when they come into the Library. Children left unattended are at risk and there are many factors that could place them in danger. A child could be tempted to go off with a stranger or become ill or other emergencies could take place in a public building. It is for the safety of each child that the Brazil Public Library has adopted a Safe Child Policy:

Unattended children under the age of ten:

1. Parents/caregivers may not leave child(ren) under the age of ten unattended in the Library at any time.

2. The Library in no way assumes responsibility for any child left unattended in the building.
3. Parents/caregivers are responsible for their child(ren)'s behavior while in the Library and for ensuring that their child(ren) obey Library rules.
4. Parents/caregivers must remain in the Library during Library sponsored programs if their child(ren) are under the age ten (10).
5. If a child under the age of ten (10) is found unattended when the Library is open, Library staff will attempt to locate the parent/caregiver and inform him/her of the Safe Child Policy. If the parent/caregiver cannot be contacted, the child will be placed in the care of law enforcement.
6. Under no circumstances will a staff member give any child or any person a ride home, take the child outside the building, or offer the child a seat in his/her vehicle.
7. Parents who continue to disregard Library policy regarding this matter may be reported to the appropriate social services agency and/or may lose all Library privileges.

Unattended children ages ten and over:

1. Children ages ten and over are responsible for obeying Library rules.
2. The Library in no way assumes responsibility for any child ten or older left unattended in the building
3. Parents/caregivers of child(ren) must have a responsible plan for picking up their child(ren) by closing time of the Library. Children must be made aware of the specific arrangements that have been made.
4. The procedure for dealing with unattended children nine or under (outlined above), letter A, may also be applied to: a. a child that has not been picked up within 15 minutes of closing b. a child that has become ill or frightened c. a child that is vulnerable because of circumstances such as weather conditions, inadequate meal arrangements or long hours without contact with parent/caregiver d. a child that has become disruptive and has not responded to verbal warnings issued by Library staff.
5. Parents who continue to disregard Library policy regarding this matter may be reported to the appropriate social services agency and/or may lose all Library privileges. The Library staff respects the privacy of all Library patrons and will intervene only when, in the opinion of the Library staff, the safety and well-being of a child is threatened.

PUBLIC PERFORMANCE RIGHTS:

Unless marked with PUBLIC PERFORMANCE RIGHTS, all DVD'S in the Library collection are for individual home use. Any violation of the copyright and Licensing Laws are the sole responsibility of the person who has checked out the item.

IV. COLLECTION DEVELOPMENT POLICIES

COLLECTION DEVELOPMENT MISSION:

The Brazil Public Library is committed to providing a diverse collection of physical and digital Library resources that reflect the community's multitude of viewpoints and interests for people of all ages. The Library's collection is developed to meet the cultural, informational, educational, and recreational needs of citizens as the Library budget allows.

The Brazil Public Library objects to censorship and adheres to the principles of intellectual freedom adopted by the American Library Association.

1. Library Bill of Rights
2. Freedom to Read
3. Freedom to View
4. Interpretations of the Library Bill of Rights

RESPONSIBILITY FOR SELECTION:

The Brazil Public Library Board of Trustees delegates the development of the collection of all print, non-print and electronic materials to the Executive Director. The overall collection development process involves trained Library staff who aim to consistently follow Library policy and established procedures when building Library collections..

SELECTION CRITERIA:

Materials in a wide variety of formats from print to audio-visual to electronic are selected for inclusion in the Brazil Public Library's collection for all ages. The collection is developed to honor the ethnic, religious, racial, and socio-economic diversity not only locally, but globally. While being good stewards of taxpayer funding, the collection is intentionally balanced to represent diverse viewpoints on current issues.

The Brazil Public Library is focusing on adding materials to the collection rather than excluding them by using the following criteria to determine acquisition.

1. Anticipated or existing demand, interest or need in the community
2. Availability of physical space
3. Cost

4. Local interest based on author's origin or subject matter
5. Prominence, authority and/or credibility of author, creator or publisher based on published reviews
6. Accuracy and timeliness of content
7. Relation to the existing collection and to other materials on the subject
8. Attention by critics and reviewers
9. Accessibility and ease of use
10. Availability of titles from other sources
11. Suitability of physical form for Library use
12. Requests by Library patrons
13. Suitability of subject and style for intended audience

The Brazil Public Library is a member of the Indiana State Library's Indiana Digital Library consortium. This consortium provides our community with access to over 200 Indiana libraries' digital collections through Overdrive and its mobile app Libby. Due to the nature of a digital consortium, Library users have access to materials selected by librarians across the state for a wide range of people from a variety of communities and is governed by its own Collection Development Policy.

REQUESTS FOR RECONSIDERATION:

Following the guidelines set forth by the American Library Association (ALA), individuals who are concerned about the appropriateness of Library resources may make informal complaints in public and to Library staff members. Brazil Public Library card holders may formally request the reconsideration of an item in the collection using the Request for Reconsideration form. Verbal requests are accepted, but they do not follow the same procedure as formal complaints.

The following steps provided by the ALA will be used when an individual feels that further action is necessary to address concerns about a Library resource. For the duration of this process, the material in question will remain in circulation in the Library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the Library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the Library director.
3. The director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.

4. Within 15 business days, the director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
6. If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
7. The Board of Trustees reserves the right to limit the length of public comments.
8. The decision of the board is final.

WEEDING POLICY:

Materials in poor condition, with outdated or inaccurate content, and with poor circulation statistics can weaken a Library's overall collection and should be removed routinely. To maintain a vital, current collection that meets the needs of the community, continuous review is necessary. Low-circulating and/or out-of-date items are reviewed on a regular basis and withdrawn on an on-going basis by Library staff. The Brazil Public Library does not serve as an archive of historical materials, but as a Library for the public at large, so the collection must reflect this role. Some discretion will be made for materials in the genealogy and historical section of the Brazil Public Library's collection.

Items will be removed from the collection if they:

1. Provide out of date or inaccurate information
2. Are in poor condition beyond what can be minimally mended
3. Have low circulation statistics

Withdrawn items are frequently transferred to the Clay County Friends of the Library, a 501(c)3 organization, to sell or dispose of as they deem appropriate. Items may also be recycled or otherwise discarded.

GIFT POLICY:

The Brazil Public Library will accept gifts in the form of donated materials. Items donated will be added to the collection using the same selection criteria as for purchased materials, however additional consideration will be given to those items that hold significance to the Brazil or Clay County community, such as historical materials or books with local importance that would have a place in the genealogy section of the Brazil Public Library . Donations will be accepted with the explicit understanding that they may or may not be added to the collection. Items not

suitable or needed for the collection will be given to the Clay County Friends of the Library for disposal or sale.

Monetary donations will also be accepted by the Brazil Public Library. When the Library receives a cash gift with the intent to purchase a memorial or tribute, the materials purchased will be based upon the interests of the deceased or the wishes of the donor with the approval of the Library Director.

The Brazil Public Library will not accept donations for display or inclusion in the collection that promote discrimination on the basis of race, religion, sex, or creed. The Brazil Public Library maintains the right to refuse donations at any time.

REQUEST POLICY:

The Brazil Public Library is open to accepting requests for materials to be added to the collection. All residents have the opportunity to make suggestions; however, these items will be considered using the same selection criteria as other materials and are not automatically added to the collection.

V. TECHNOLOGY POLICIES

COMPUTER USE POLICY:

All computer lab users are expected to abide by the following computer use policy or their privileges may be suspended.

1. Users in the computer lab are expected to keep noise to a minimum.
2. Damaging, destructive misuse of computer equipment or software is considered an act of destructive behavior and replacement value may be used by the Brazil Public Library to determine the damage cost charged.
3. No food or drink is allowed in the computer lab.
4. Children under ten may not be unattended in the computer lab to be compliant with the Unattended Child Policy. Children must be at least ten to use the internet and devices at the Library independently. Children of any age can use technology at the Library with the assistance of their parents or guardian.
5. Cell phone usage is allowed, but please take phone calls outside or in one of the small study rooms on the first floor.
6. Bringing your headphones is recommended, but there are headphones available for public use that can be purchased for \$2.

7. Patrons working on a group project using three or more computers need to make special arrangements to reserve a space with Library staff at least a week in advance so that computer lab usage is not hindered for other customers.
8. Use of public computers is limited to two hours, but can be extended at the discretion of computer lab staff.
9. Patrons will be asked to exit sites that are not appropriate for viewing in a public Library and are against Library policy. If the patron is noncompliant, they may be asked to leave the public computer lab.
10. Patrons are unable to save anything to the public computers.
11. All printing must be completed before the computer lab closes.

Computer Lab Hours:

Monday through Thursday 10:00am-7:45pm

Friday and Saturday 10:00am-4:45pm

DISCLAIMER:

The Internet is a global electronic network and tool for life-long learning. In a free and democratic society, access to information is a fundamental right of citizenship.

The Internet contains many valuable resources but there is no federal, state or local control of its users or content. The Internet and its available resources may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. The Library cannot censor access to materials nor protect users from offensive information. It is technically impossible to prevent access to all objectionable resources.

As with other materials, parents and guardians of minor children (not the Library nor its staff), are responsible for supervising their children's use of Internet resources.

The Library staff cannot control the availability of information links, which often change rapidly and unpredictably. Not all sources on the internet provide accurate, complete or current information. Users need to use good judgment in questioning the validity of information.

The Brazil Public Library strongly advises caution when providing personal information over the Internet and is not responsible for any errors or losses resulting in the patron doing so.

While the Library's policy prohibits access to inappropriate materials, users have the ability to access offensive information and visual materials. Patrons are hereby notified that they are responsible for the access points they reach.

INTERNET SAFETY POLICY FOR MINORS:

The Brazil Public Library complies with the Neighborhood Children's Internet Protection Act, Effective July 1st, 2004. The children's Internet Protection Act (CIPA), requires that a technology protection measure (a TPM), also known as internet filtering software, be placed on all Internet computer workstations in the Brazil Public Library to protect against access to visual depictions that

1. Are obscene.
2. Contain child pornography, or
3. Are harmful to minors

While the BPL will make every attempt, through the use of its TPM, to prevent direct access to materials that would not be generally acceptable in a public Library, it is technically impossible to guarantee that the BPL's TPM will be error free. The BPL is not responsible for the unintentional exclusion of desired, necessary or relevant information that may be the result of its technology protection measure software. An authorized staff member may disable the TPM upon request by an adult user to allow unrestricted access for research or any other lawful purpose. The Children's Internet Protection Act (CIPA) does not allow disabling internet filtering software for minors under any circumstances.

The provisions that follow outline the BPL's policies adopted and pursuant to the federal statute:

1. The use by minors of Library computer equipment to access material that is obscene, illegal or harmful to minors is prohibited. The BPL utilizes a technology protection measure (internet filtering software) and through the use of a TPM shall use its best efforts to enforce this policy in the Library.
2. Access by minors to electronic mail, chat rooms and other forms of direct electronic communications is prohibited. Minors may utilize email only
3. Unauthorized access, including hacking and other Unlawful activities by minors online is prohibited.
4. Unauthorized disclosure, use and dissemination of personal
5. Identification information regarding minors is prohibited.

The BPL retains the right to determine- what is appropriate use of equipment for the purpose of enforcing this policy. Users may have their privileges revoked if

they refuse to abide by the instructions or requests made by Library staff.

VI. CIRCULATION POLICIES

LIBRARY CARDS:

Library Resident cards will be free of charge for those that are within the Brazil City and Brazil Township because their membership is paid for by their property taxes.

For all other persons, the charge for a Non-Resident card shall be as follows:

1. \$70.00 per individual per year or
2. \$35.00 per individual per 6 months

VII. RESERVATION POLICIES

MEETING ROOM POLICY:

The Library offers resources to facilitate meetings between individuals and/ or groups. Reservations are accepted according to advanced scheduling on a first come, first serve basis. Meeting room guidelines are designed to assure the community equal access for the lawful pursuit of activities regardless of beliefs or affiliations.

To reserve the Library's meeting rooms the following must be adhered to:

1. To reserve a meeting room, a fully completed and signed meeting room reservation form must be submitted for approval at least one week in advance of the event.
2. The meeting room will be used only by the organization named and only for the purpose specified herein.
3. The individual that makes the reservation is responsible for assuring that all persons of the group using the room are informed of the conditions governing the use, and they will abide by all provisions contained herein.
4. Space is available only during regular business hours. Room must be vacated fifteen minutes before the Library closes.

5. The meeting room must be left in good, clean condition or use of meeting rooms can be revoked for future events. If there is damage to the facility, the cost of repairs or replacements may be charged to the individual that reserved the space.
6. Organizations that regularly scheduled meetings must schedule in advance for each reservation.
7. Reservations may not be placed more than six months in advance.
8. Priority is given to Library sponsored programs that are scheduled in advance; however, the Library reserves the right to change or cancel a group's reservation.
9. Alcoholic beverages are not permitted in the Library and all other Library rules are to be followed while using the meeting rooms.
10. There is to be no open flame in the Library at any time as it is prohibited by State Fire Regulations.
11. Refreshments served should be limited to those items easily disposed of light snacks, box lunches, etc. All refreshments should be consumed inside the meeting room, and trash placed in the appropriate receptacles. If food is to be served during the use of the facility, this must be disclosed at the time of the reservation. The kitchen near the meeting rooms is available by request only and no food is to be prepared on site. All food waste must be properly disposed of at the closing of the reservation time.
12. No press release, announcement, flyer, etc. may state or imply that the group meeting is sponsored or endorsed by the Library. Any printed publicity must include the statement: "This program is not sponsored by the Brazil Public Library." Publicity is not to include the Library's telephone number, nor may the Library's name and address be used as a mailing address. Each group is responsible for its own publicity.
13. Materials may not be attached to walls, windows, doors or furnishings. Unauthorized signs will be removed without notice.
14. Groups may re-configure the room for their needs, with the understanding that it is to be returned to its original set-up. Library staff are not responsible for re-arranging the meeting room.
15. Organizations and groups must abide by the Library's Internet Use Policy.
16. Groups wishing to have A/V equipment- television and sound, must request this at the time of reservation. Technical support is available, but limited and the use of this equipment is not guaranteed.
17. The organization or individual reserving the meeting space will be responsible for providing childcare and supervision of minors while using the facility. No minors are to be left unsupervised at any time in the meeting rooms or the Library at large.
18. Organizations or individuals using meeting rooms shall be liable for all damages, expense and loss, including theft and property loss, caused by any

person who attends, participates in, or provides goods and services connected with the organization's or individual's use of the facility and all tangible property. Replacement value may be used by the Brazil Public Library to determine the damage cost charged.

19. Use of Library meeting rooms may be prohibited or terminated at any time if the activity or conduct planned or occurring in the facility is or is deemed to be disruptive, or interferes with Library patron use of the Library facilities for Library purposes or is disruptive or interferes with Library staff in their service to patrons. The privilege of using Library meeting rooms will not be granted or will be revoked if the activities or intended activities of the meeting room do not follow Library policy.
20. Meeting rooms may be reserved individually or together as one reservation.

Fee Schedule:

No fees are charged for Brazil Public Library meeting rooms under the following circumstances:

1. Meetings held by qualified nonprofit organizations with proof of status.
2. Meetings held by small community-based organizations.
3. City or other governmental agency educational institution meetings or hearings.

\$20 fees per four hours are charged for the use of meeting rooms under the following circumstances:

1. Meetings where products or services are promoted or sold
2. Events of a personal nature — birthday or anniversary parties, reunions, showers, etc.