

BRAZIL PUBLIC LIBRARY

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 Day 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 entertainment, 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 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

To acquire, house, and make available a wide range of library materials selected to meet the needs and interests of individuals, groups, and organizations of our area, and to disseminate those materials through programs and services designed to promote the maximum use of resources.

1. Provide facilities, library materials, and equipment.
2. Lend library materials for home, and office use.
3. Furnish information, reader advisory, and reference assistance.
4. Promote awareness of the library and use of its resources.
5. Provide library materials for the physically or environmentally handicapped individuals.
6. Maintain control of materials through registration of patrons and sending of overdue reminders to borrowers.

III. GENERAL POLICIES

A. 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

B. LIBRARY CARDS

1. Library Resident cards permitting full use of the Library may be issued to all persons who live or pay property taxes in the library district.
2. For all other persons, the charge for a Non-Resident card shall be as follows:
 - a. \$70.00 per individual per year or
 - b. \$35.00 per individual per 6 months
3. Fees for overdue materials: .25 per day per item past due

C. PHOTOCOPYING SERVICE:

Patrons may use the photocopying machines at a cost of twenty cents per copy for black and white copies and fifty cents per copy for color copies. Patrons may use the microfilm reader/printer machine at a cost of twenty-five cents per printed page.

D. FAX SERVICE:

Patrons may use the fax services of the library at a cost of: **LIBRARY CARD HOLDERS IN GOOD STANDINGS:** fifty cents per page to receive a fax and one dollar per page to send a fax. **NON LIBRARY CARD HOLDERS:** one dollar per page to receive a fax and two dollars per page to send a fax.

E. 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.

F. 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.

G. THIRD SMALL CLAIMS:

Filed within a patron's lifetime. If the Library must file a third small claims form against a patron, library privileges will not be reinstated **EVER**, 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 filed within the first year following the suspension. Reinstatement of privileges will be at the discretion of the Library Board of Trustees.

AGE RESTRICTIONS:

- a. Patron must be at least eighteen (18) to request use of A-V equipment.
- b. Patron must be at least eighteen (18) to check out DVD'S.
- c. Patron must be at least ten (10) to use the Internet game computers in the Children's Room without adult supervision.
- d. Patron must be at least ten (10) to use computers in the Computer Lab without adult supervision.
- e. No child under the age of ten (10) may be left unattended in the library.

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.

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 want 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 Pubic Library has adopted a Safe Child Policy:

A. 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.

B. 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.

COLLECTION DEVELOPMENT

An important consideration of the Brazil Public Library must be to maintain a proper balance of materials. While the Library Board of Trustees does not wish to censor or restrict controversial materials, they must keep book purchases within a budget and the books purchased must provide the proper balance of material types. The responsibility for selection is delegated to the Library Director. The Library Board of Trustees may either as a whole, or as a committee, review annually purchased, to make sure they are in agreement with the interpretation of the policy by the majority of the board members. The Library Board of Trustees, with the assistance of the Library Director, shall rule on all “citizens” requests for re-evaluation of materials. In general:

1. Materials should meet high standards of quality in content, expression, and form.
2. The content should be timely, timeless, authoritative, and significant in subject matter.
3. It should be of immediate or anticipated interest to individuals or to the community.
4. The collection should include the widest possible subject coverage consistent with the needs of the community.
5. The collection should meet the standard of acceptability as to accuracy, effectiveness, expression, significance of subject and responsibility of opinion.
6. The collection should meet the standards of physical and technical excellence.
7. The children’s collection should be carefully selected for children of all ages with emphasis on books which stimulate imagination and help in the development of taste.
8. The young adult collection should be selected to provide sound information and an understanding of the world.

WEEDING POLICY

Outdated, seldom-used, or shabby items remaining in the collection can weaken a library as surely as insufficient acquisitions. In time, such materials characterize the whole collection, overshadowing newer or more useful purchases. Outdated materials should obviously be removed. With few exceptions, community libraries are not the center for historical research, except in the field of local history. Except for materials of special quality, smaller community libraries do not ordinarily need to retain seldom-used items, for to do so may decrease day-to-day effectiveness. Larger community libraries whose staff and building are adequate for proper maintenance of a more varied collection may be more generous in retention of seldom-used items.

Materials which no longer meet the stated objectives of the Library will be discarded according to the accepted professional practice. The disposition of the library materials so weeded will be at the discretion of the Library Director, subject to all relevant provisions of the Charter of the Town of Brazil, and the statutes of the State of Indiana.

Remove from the active shelves:

- a. Worn-out, incomplete, and dirty materials that cannot be mended or cleaned.
- b. Out-of-date fiction by popular authors from many years ago.
- c. Out-of-date nonfiction that would give false information.
- d. Trivial materials of any date that have outlived their popularity.
- e. Items that have not circulated in the past three years.

GIFT POLICY

Gifts of materials will be accepted by the library with the explicit understanding that they may or may not be added to the collection. If a donor wished the materials, which are not added, returned to him/her, he/she, might so state and leave his/her telephone number and address so that he/she may be notified. Staff members responsible for the selection of materials will base their decision to include gift materials in the library collection upon the following considerations: whether they meet the Library's standards of book selection; whether the physical condition is satisfactory, whether the library needs the title or added copies of the title in its collection. When the library receives a cash gift for the purchase of memorial, tribute, or other materials, the donor and/or the library director will make the selection. The general nature of the materials or its subject area 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 the donations for display or as handouts that promote discrimination on the basis of race, religion, sex, or creed.

PUBLIC RELATIONS

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

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

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.

- A. The board should confer with the Library Director and/or a qualified library consultant before any major remodeling or building program is initiated.
- B. The Library should be easy to use
 - 1. The outside of the building should be well lighted and identified.
 - 2. Books and reading areas should be visible and easy to reach by patrons upon entering the building.
 - 3. Facilities are provided for return of library materials during the hours when the library is closed.
- C. The library structure should be efficient, flexible, and expandable.
 - 1. 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.
- D. The up-to-date standards for physical comfort in public buildings should be maintained.
 - 1. A sufficient, well distributed and non-glare type of lighting shall be used.
 - 2. Sound should be controlled with acoustical treatment.
 - 3. Heating and air conditioning equipment shall be kept modern and well maintained.
 - 4. Toilet facilities shall be provided as long as privileges are respected by all patrons.
 - 5. The library building should provide space for the full range of library services.
 - a. There should be a designated area for children, young adult, and adult materials.

- b. Efficient and attractive shelving and exhibit space should be provided.
- c. 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.
- d. 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.
- e. Space should be provided for back files of periodicals.
- f. Space should be available for the storage of library and janitorial equipment and supplies out of public view.
- g. 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.