

Hopkinsville-Christian County Public Library



Policy Manual

Revision 0222

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GENERAL POLICIES

Investment

General Policy

It is the policy of the Hopkinsville-Christian County Public Library to invest funds in a manner which will provide the highest investment return with the maximum security of principle while meeting the Library's daily cash flow demands and conforming to all state statutes and the Library's regulations governing the investment of funds.

Scope

This investment policy applies to all financial assets held directly by the Library. These financial assets are accounted for in the Library's annual financial report and include all moneys in investment fund accounts.

Objectives

The Library's primary investment objectives, in order of priority, are the following:

- A. Safety. Safety of principle is the foremost objective of the Library's investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- B. Liquidity. The Library's investment portfolio shall remain sufficiently liquid to enable the Library to meet all operating requirements which might be reasonably anticipated.
- C. Return on Investment. The Library's investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budgetary and economic cycles, taking into account the Library's investment risk constraints and the cash flow characteristics of the portfolio.

Authority

Management responsibility for the investment policy may be delegated by the Board to a designated official, who is usually the Library Director or Board Treasurer. The official shall have the authority to establish additional specific written procedures for the operation of the investment program, which are consistent with this investment policy. The procedures shall include explicit delegation of authority, if any, to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established. The designated official shall be ultimately responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and employees. The controls shall be designed to prevent and control losses of funds arising from fraud, employees' error, misrepresentation by third parties, or imprudent actions by officers and employees. The designated official shall maintain all records related to the Library's investment program, and furnish a monthly investment report to the Board for their approval.

Prudent Person Rule

The actions of the designated official in the performance of his or her duties as manager of the Library's funds shall be evaluated using the "prudent man" standard. Investments shall be made with judgment and care under prevailing circumstances which persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived.

Authorized Investments

The funds of the Library available for investment shall be invested in accordance with this policy and all applicable state statutes only in the following type of investment instruments:

Authorized Investment Instruments

1. Obligations of the United States and its agencies and instrumentalities, including obligations subject to repurchase agreements, provided that delivery of these obligations subject to repurchase agreements is taken either directly or through an authorized custodian.
2. Obligations and contracts for future delivery or purchase of obligations backed by the full faith credit of the United States or a United States government agency and/or obligation of any corporation of the United States government as per KRS 41.240.
3. Certificates of deposit insured by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation or similar entity or which are collateralized, to the extent uninsured, by any obligations permitted by KRS 41.240(4).
4. Shares of mutual funds and money markets, each of which will have the following characteristics:
 - a. the mutual funds shall be an open-end diversified investment company registered under the Federal Investment Company Act of 1940, as amended;
 - b. the management company of the investment company shall have been in operation for at least (5) years;
 - c. all of the securities in the mutual fund shall be eligible investments under this section.

Limitation on Investment Transactions

With regard to the investments authorized in this section, the following limitation shall apply:

No investments shall be purchased for the Library on a margin basis or through the use of any similar leveraging technique.

Diversification of Investments

The Library recognizes that some level of risk is inherent in any investment transaction. Losses may be incurred due to market price changes or closing investments prior to maturity due to unanticipated cash flow needs. Diversification of the Library's investment portfolio by type of investment instrument and term to maturity is the primary method to minimize investment risk.

To the extent possible, the Library will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow need, the Library's funds should not, in general, be invested in securities maturing more than 1 year from the date of the purchase. However, the Library may collateralize its repurchase agreements using longer-dated investments not to exceed 30 years, if maturities of the investments are made to coincide as nearly as practical with the expected use of the funds. Reserve funds may be invested in securities exceeding 1 year, if maturities of the investments are made to coincide as nearly as practical with the expected use of the funds.

Authorized Financial Dealers and Institutions

The Board shall maintain a list of financial institutions authorized to provide investment services to the Library. All financial institutions that desire to provide investment services to the Library shall supply the Board with information sufficient to adequately evaluate the institution and answer any and all inquiries posed by the Board, including the following information:

- A. Audited financial statements.
- B. Regulatory reports on financial condition.
- C. Written Memorandum of Agreement for the deposit of public funds or trading resolution, as appropriate.
- D. Any additional information considered necessary to allow the Board to evaluate the creditworthiness of the institution.

No financial institution shall be selected as a depository of Library funds if the Library funds on deposit at any time will exceed 10% of the institution's capital surplus and stock.

The Board shall evaluate the financial capacity and creditworthiness of financial institutions prior to the placement of the Library's funds. The Board shall conduct an annual review of the financial condition and registrations of financial institutions and based on the review, make any recommendations regarding investment policy or program changes determined to be necessary.

Safekeeping and Custody

To protect against potential fraud and embezzlement, investment assets shall be secured through third-party custody and safekeeping procedures. Bearer instruments shall be held only through third-party institutions. Any officer or employee of the Library authorized to

engage in investment transactions shall be bonded in an amount established by the Board. Collateralized securities, such as repurchase agreements shall be purchased using the delivery vs. payment procedure. The safekeeping procedures utilized in the Library's investment program shall be reviewed by an independent auditor in accordance with KRS 65.065.

Collateral

It is the policy of the Library to require that all cash and investments in excess of the amount insured by the FDIC maintained in any financial institution named as a depository be collateralized. In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be 100% of the market value of principal, plus accrued interest. Collateral shall be limited to the types of instruments authorized as collateral for state funds in KRS 41.240.

Collateral shall always be held by an independent third-party custodian with whom the Library has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the Library and retained by the Board.

Investment Reporting

The designated official shall prepare and submit to the Library Board a monthly report regarding the status of the Library's investment program. As to each investment, the report shall include the following information:

- A. Name of financial institution from which the investment was purchased or in which assets are deposited.
- B. Type of investment.
- C. Certificate or other reference number, if applicable.
- D. Percentage yield on an annualized basis.
- E. Purchase price, and maturity date.
- F. Current market value of the investment.

In addition, the report shall explain the month's total investment return and compare the return with the budgetary expectations.

Audit

In connection with the audit of Library's funds conducted by an independent certified public accountant, the auditor shall conduct a review of the Library's investment program, including internal controls and procedures, and the results of the review, including recommended changes, shall be included in the Library's audit.

Investment Policy Adoption

The Library's investment policy shall be adopted by order of the Library Board and shall become effective on the date set forth in the order. The policy shall be reviewed annually and revised, as appropriate. Any amendments to this policy must be made by order of the Board.

At maturity or liquidation, the monies previously invested, if reinvested, shall be invested only in accordance with this policy. The Board may take a reasonable period of time to adjust the existing portfolio to the provisions of this policy in order to avoid the premature liquidation of any current investment.

Adopted: January 28, 2013

Reviewed: March 28, 2016

Procurement

As the governing authority of the Hopkinsville-Christian County Public Library, the Board is authorized to enter into contracts and otherwise purchase products and services necessary to “establish, equip and maintain libraries... and do all things necessary to provide efficient library service.” KRS 173.745(1).

Purchasing Authority

Unless otherwise provided for in this policy, the Director, or designee, shall have the authority to purchase or lease products or services within the budget adopted, and may sign contracts and other instruments of the Board when authorized to do so by the Board. All procurement expenditures are subject to audit.

Any purchase or procurement of \$10,000 or more not specifically included as an item within the approved budget shall be brought before the Board for approval.

Purchases over Forty Thousand Dollars

As required under KRS 424.260, all purchase orders or contracts for products or services in excess of forty thousand dollars (\$40,000), except those exempted below, must be advertised for bid. Purchases may not be parceled, split, or scheduled over a period of time in order to subvert the intent of this requirement.

All such bid processes shall be conducted according to the provisions of KRS 424.130 and 424.140.

State or Federal [GSA] Contract Pricing

As authorized under KRS 45A.050, KRS 45A.420 and KRS 66.470, the Library may purchase products and services outside of the bidding process if those products and services meet the specifications of price contracts awarded by the state Finance and Administration Cabinet or the Federal Government.

Competitive Bidding Exemptions

The following purchases are exempt by law or Finance and Administration policy from competitive bidding. However, the Board may elect at any time to solicit bids or proposals for purchase of exempt products and services in order to obtain the best value for the Library.

Amended: October 29, 2018

- Contractual services where no competition exists, such as electrical energy, telephone service, and other public utility services. KRS 45A.095 45A.380(2)
- Contractual Services of a licensed professional, such as attorney, physician, psychiatrist, psychologist, certified public accountant, registered nurse, or educational specialist; a technician such as a plumber, electrician, carpenter, or mechanic; or an artist such as a sculptor, aesthetic painter, or musician, provided, however, that this provision shall not apply to architects or engineers providing construction management services rather than professional architect or engineer services, when a written determination has been made that competition is not feasible. KRS 45A.380
- Subscriptions for the purchase of periodicals in either paper or electronic format. A subscription may include a professional journal, newspaper, or other required publication. KRS 45A.050 45A.380(1)
- Copyrighted material in either paper or electronic format for which only one source of supply is available. Items commonly covered under this section include:
 - Library books. KRS 45A.095 45A.380(1)
 - Published books, maps, periodicals, and technical pamphlets. KRS 45A.050 45A.380(1)
- Works of art for museum and public display. KRS 45A.050 45A.380(1)
- Services of a visiting speaker, professor, expert witness, or performing artist. KRS 45A.095 45A.380(3)
- Rates fixed by law or ordinance. KRS 45A.09
- Cooperative purchases made between state agencies, political subdivisions, state universities, agencies of other states, or agencies of the federal government. KRS 45A.300 45A.420
- Advertisements, public media, public displays, billboards, signage, and booths. Dissemination of information and the purchase or rental of promotional related items for library use. (for clarification, see FAP 111-09-00 45A.380{2})
- Equipment repair service and parts. (for clarification, see FAP 111-09-00 45A.380{5})
A product or service for which there is only one (1) known capable supplier as occasioned by the unique nature of the requirement, supplier, or market condition. (for clarification, see FAP 111-10-00 45A.380{2})
- Contracts for group life insurance, group health and accident insurance, group professional liability insurance, worker's compensation insurance, and unemployment insurance. KRS 45A.380
A product or service made necessary by an emergency which will cause public harm as a result of the delay in competitive procedures. KRS 45A.380

PURCHASING AUTHORITY CAPITAL EXPENDITURES

All capital expenditures and repairs above \$2500 requires 3 quotes. Priority consideration should be given to businesses within Christian County and the city of Hopkinsville. The quotes do not require board approval if the item has previously been approved.

The Executive Director shall open all bids at the time and place stated in the advertisement and shall select the lowest and/or best bid by qualified bidder. If the lowest bid is not selected, the reasons for the selection shall be stated in writing.

The Executive Director shall submit the bid selected to Fiscal Court for approval. The Executive Director shall sign the contract if one is used.

Any expenditure or contract for materials, supplies, equipment or for contractual services other than professional involving an expenditure of more than Forty Thousand Dollars (\$40,000) shall be subject to competitive bidding.

The Executive Director shall place an advertisement in the newspaper of the largest circulation in the county at least once not less than seven nor more than twenty-one days before bid opening. The advertisement shall include the time and place where the specification may be obtained. If the durability of the product, the quality of service or other factors are to be considered in a bid selection, such factors shall be stated in the advertisement.

Procedures Prerequisite to Use of Negotiated Process (amended)

The negotiated process may be used instead of advertisement for bids if the amount exceeds \$20,000 in the following circumstances:

- 1) An emergency exists (Nature of the emergency must be documented, fire, flood, etc.)
- 2) All bids received exceed the amount budgeted
- 3) The contract is for professional services

Before an emergency is declared the Executive Director shall determine whether the delay in obtaining bids will result in danger to health, safety or property.

Adopted: October 29, 2018

Amended: November 27, 2023

Purchases Less Than Five Thousand Dollars

Purchases of products and services less than five thousand dollars (\$5,000.00) may be made without competitive proposals but shall be made with attention to the lowest possible cost, consistent with the needs of the Library with regard to durability, performance, delivery and service.

Tax Exemption

As provided for by KRS 139.470(7), the Library is exempt from the Kentucky sales and use tax as applied to purchases of tangible personal property or services. This exemption applies only to purchases of property or services for use by the Library. The exemption cannot be claimed by a contractor purchasing property to be used in fulfilling a contract with the Library, or by a Library employee or Board member for their own personal purchases.

Payment

All invoices and pre-payments shall be paid promptly in accordance with generally accepted business and accounting practices.

The Director, in conjunction with the Treasurer, shall be the disbursing officer of the Board. In the absence or inability of the Director or Treasurer, these duties shall be performed by such other Board member(s) or staff members as the Board may designate.

All payments made by check shall be cosigned.

Purchasing Procedures

The Library's Business Office shall develop and implement procedures for regular auditing of Library expenditures, and all other procedures necessary to carry out this policy.

Amended: March 28, 2016

Fiscal Responsibility

General Purpose

It is the policy of the Hopkinsville-Christian County Public Library that public office not be used for personal gain, and that Board members and the Director are to remain objective in their duties and responsive to the needs of the public they serve. Accordingly, the Director and Board members must maintain the highest commitment to their responsibilities as stewards of the Library.

District Funds

The Hopkinsville-Christian County Public Library Board defines all district funds as “Public Funds.” This includes, but is not limited to, all sums actually received in cash or negotiable instruments from all sources, whether or not the money has ever been deposited into a Library account. Any money controlled by the Library, including gifts, fines, fees and all funds received from any source, are considered “public funds” and are governed by this policy.

Personal Use of District Assets

Neither the Director nor any Board member will use or permit the use of Library funds, vehicles, equipment, telephones, materials or property for their own personal benefit or profit. Neither the Director nor a Board member will ask or require a Library employee to perform services for the personal benefit or profit of a Board member or the Director. The Director and all Board members will safeguard Library property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

Segregation of Fiscal Duties and Internal Controls

No one person should control or perform all key aspects of a transaction or financial event. Segregation of duties is an important internal control activity that helps detect errors in a timely manner and deters improper activities. Internal controls instituted by the Library will assist the board in maintaining adequate fiscal oversight of the expenditure of funds.

The Hopkinsville-Christian County Public Library shall strive to institute a system of internal controls and a segregation of duties which meet or exceed the 32 guidelines outlined in the *Kentucky Auditor of Public Accounts - Recommendations for Public and Nonprofit Boards* (March 2010 revision). The adequacy of these guidelines and our compliance efforts should be reviewed after each audit and as otherwise needed. Procedures shall be modified to

correct any deficiencies discovered during regular audits or at any other time. This document is available at:

<http://auditor.ky.gov/cpatools/Pages/32BoardOversightRecommendations.aspx>.

Policy Enforcement

All Library employees, the Director and Board members are bound by this policy.

Any alleged violation of this policy by Library staff shall be investigated by the Director. If actual violation is determined, the Director shall impose sanction appropriate to the degree of violation, up to and including termination. Any employee impacted by an action under this policy may appeal to the Board, as allowed by the district's general employee policy.

Any alleged violation of this policy by the Director shall be investigated by the Board, or by a committee appointed by the Board for this purpose. If actual violation is determined, the Board shall impose sanction appropriate to the degree of violation, up to and including termination.

Any alleged violation by a Board member shall be investigated by the remaining Board members. If actual violation is determined, the Board may impose sanction as warranted, up to and including requesting the resignation of the Board member. At the option of the Board, and in accordance with KRS 65.007, the fiscal court may be requested to instigate removal proceedings for any Board member found in violation.

The Library District reserves the option of reporting any significant violation of this policy to appropriate law enforcement agencies for investigation and possible prosecution.

Approved: January 28, 2013

Reviewed: March 28, 2016

Library Sponsorship

Policy

The Hopkinsville-Christian County Public Library welcomes sponsorship from local business, corporations, families and individuals. The aim of sponsorship is to obtain funding or in-kind support to provide services and equipment that may not otherwise be available. The Board believes that libraries play an essential role in the quality of life of our citizens, and in this important function, the Library should be supported through public funding. Therefore, sponsorship revenue should only be used to fund additional, optional services or new, "start up" services.

Guiding Principles

The following principles will guide the Hopkinsville-Christian County Public Library in the solicitation and acceptance of gifts, grants or other support to enhance or develop library programs and services:

- All gifts, grants and/or support must further the Library's mission, goals, objectives and priorities. They must not drive the Library's agenda or priorities.
- All gifts, grants and/or support must not compromise equity of access to Library services. Sponsorship agreements must not give unfair advantage to, or cause discrimination against, any sectors of the community.
- All gifts, grants and/or support must protect the principle of intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of any products or services.
- All gifts, grants and/or support must ensure the confidentiality of user records. The Library will not sell or provide access to Library records in exchange for gifts or support.
- All gifts, grants and/or support must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to the Library.
- Gifts of books or other Library materials will be accepted in accordance with the terms outlined in the Library's Collection Development Policy.

Recognition and Acknowledgement

The Library will ensure that each sponsor receives acknowledgement, and to the degree that the donor is willing, public recognition. The following guidelines will be used in providing acknowledgement to and recognition of sponsors:

- A. A letter of acknowledgement for gifts of money and in-kind support will be sent to all sponsors and a copy will be placed on file.

- B. Any special recognition agreements will be stipulated in the letter.
- C. Public acknowledgement of sponsorship in the Library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo. Standards controlling the size format and location of such acknowledgment will be developed by the appropriate staff person to ensure both consistency and quality of appearance. Such acknowledgment will not take precedence or have prominence over the library's own logo or promotional material.
- D. For gifts and/or sponsorships valued at over \$500, the Library may submit a press release to local newspapers and/or publish an article regarding the sponsorship in their own newsletter if the sponsor is willing.
- E. Acknowledgement of sponsorship may also take the following forms at the Library's discretion:
 - Launch of a special program or media campaign to announce the gift.
 - Include sponsor's name on promotional materials.
 - Small standardized plaques may be placed on donated furniture or equipment.
 - Library bookplates will be placed on donated items.
 - In all cases, the type and scope of donor recognition required by the donor will be weighed against the benefit to the Library.

Approval

All gifts, grants or in-kind support given with special requirements must be approved by the Director. The solicitation of gifts, grants or in-kind support by library staff or Friends of the Library and valued at over \$500.00 must receive prior approval of the Director.

Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value. The library also reserves the right to decide when a gift added to the collection must be withdrawn.

Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, etc., will be determined by the library board based on their suitability to the purposes and needs of the library, law and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.

Authority for Implementation

The library reserves the right to make decisions regarding the implementation of each grant, gift, or offer of in-kind support. Purchasing decisions, including type of equipment, materials, furnishings, and other components of a gift will reside with Library management.

All details as to design of programs and allocation of resources will also reside with Library management. The Library reserves the right to deny partnerships or sponsorships for any reason and to end these arrangements at any time if, in the opinion of the Director, the services or image of the Library warrant such action.

Approved: January 28, 2013

Amended: March 28, 2016

Reserve Funds

Funds held in reserve for specific purposes will, generally, be the only funds that are invested by the library.

The Hopkinsville-Christian County Public Library Board of Trustees is responsible for allocating the library's reserves, bearing both current and future library services in mind, into funds designated for specific purposes. The Board supports the library's fiscal sustainability as its first priority when accumulating and holding assets for reasonable projected future needs.

Having an adequate level of current assets is crucial to long-term maintenance of the library's physical properties and services. Reserve funds provide financial stability by ensuring sufficient cash flow for day-to-day operations; allowing the library to respond to emergencies; and replacing, repairing, or adding to capital assets in a timely manner.

Reserve funds may also support the future expansion of library facilities, programs, and services as needs change over time. Having adequate reserves serves to avoid unnecessary borrowing and will improve the library's credit rating when borrowing is necessary.

The Board will distribute current assets to various reserve funds for designated purposes as it becomes possible while maintaining current operations. Reserve targets will be re-evaluated annually to ensure that they are adequate. Monies may be re-apportioned among the various reserve funds as current and future needs change.

Operational Funds

The library's fiscal year begins July 1, with the bulk of the Library's revenues expected to arrive two months later in September. To bridge this funding gap, the Board of Trustees will ensure that this fund contains an operational reserve at the end of each fiscal year in an amount capable of sustaining at least three (3) months of operating expenditures.

Building Maintenance & Emergency Funds

The Building Maintenance & Emergency Funds may be used for unforeseen emergencies such as replacement or major repair to systems such as roof, HVAC, technology or any other circumstance that would hinder normal operation of the Library. The library will strive to build and maintain \$200,000 in this fund. This fund amount should be evaluated annually to confirm that it is still adequate to deal with foreseeable emergencies.

Capital Improvements Funds

The Capital Improvements *Funds* will be used to support long-term capital improvements such as major furniture replacement, vehicle purchase or replacement, or construction projects forecasted to occur over the next ten years. This fund may also be used to pay off bonds issued for construction and land acquisition projects. Operational and Emergency Reserve Funds take precedence over Capital Reserve Funds. After these reserves have met the targeted goals, available funds may be added to the Capital Reserve at the discretion of the Board.

Evaluation

Once reserve targets are met, the Board should then consider a plan to propose adjustments over time to accurately match library income with needs.

Adopted: November 27, 2023

Building Operations

Maintenance

The responsibility for the care, maintenance, upkeep, and general condition of the buildings, grounds, and parking lots are the directors. He/she may delegate any or all tasks but cannot relinquish the final responsibility. Situations necessitating an adjustment to approved budget categories must be referred to the board. Emergency situations involving the building should be reported to the director as soon as possible.

The director will submit an annual report to the board regarding preventative maintenance. Report should include, but is not limited to, HVAC, elevator, keys, alarm system, alarm code, fire inspection, and emergency kits. Also included are what has been completed and what needs to be completed.

Hours of Operation

The hours of operation are:

Monday-Friday: 9:30 a.m. – 6:30 p.m.

Saturday: 9:00 a.m. – 5:00 p.m.

Sunday: Closed

Adopted: March 28, 2016

Amended: October 29, 2018

Amended: March 25, 2019

Trustee Orientation

The Hopkinsville-Christian County Public Library recognizes the importance of Board member orientation to the Library's efficient operation. Once a Library Board member has been appointed and taken the oath of office, the Board member will go through an orientation process that encompasses the information and tools needed to understand the duties and responsibilities of being a Board member. This orientation process will be conducted collaboratively by the Director, President, and the Kentucky Department of Libraries and Archives Regional Consultant.

Once the new Board member has been appointed, the Director or President will contact the Board member to welcome him/her to the Board and set up an appointment to have an orientation session. The Director will assist in scheduling an opportunity for the regional consultant to provide additional orientation information in conjunction with, or in addition to, the Library orientation.

Board member orientation includes introducing the Board member to the following documents, as well as any other documents necessary for compliance with Kentucky law governing libraries and information specific to the Hopkinsville-Christian County Public Library:

- The Kentucky Public Library Trustee Manual
- A list of Board members with their contact information, terms of office, and offices held
- The location and schedule of Board meetings, Board bylaws and policies
- A sample agenda

Documents each Board member must receive within 60 days of his/her appointment shall be included at the orientation: *Your Duty Under the Law*; *Managing Government Records*; and the Proof of Receipt to acknowledge that those two documents have been received. When the Proof of Receipt has been signed, copies of these documents will be retained by the library.

Additional documents that may be provided by the Director as part of the Board member orientation process may include the following documents, among others:

- The Library's latest Annual Report
- The Library's Standards Report
- The Library's long-range or strategic plan
- The Library's current and previous year's budget
- Board packets from the previous three months meetings, including minutes, statistics, and financial reports
- An organizational chart of the Library staff with names and titles

- A copy of the Library's policies or the location where they can be accessed
- Brochures or other concise information about the library or library services
- PR or information on any recent Library accomplishments

The orientation process shall also include a tour of the Library facilities and an introduction to the Library staff, allowing the new Board member to ask questions in context as they view the different services, activities, and areas of the Library facilities.

Some topics that could be addressed and discussed during the tour include:

- How the Library is operated on a day-to-day basis
- How the Library is linked to other resources and libraries
- How the Library serves the needs of the community
- How the Library could better serve the needs of the community

Every attempt will be made by the President, Director and Kentucky Department of Libraries and Archives Regional Consultant to provide the new Board member with any additional pertinent information requested to assist in equipping the Board member with the knowledge and skills necessary to succeed in his/her new role.

Approved: November 26, 2012

Reviewed: March 28, 2016

Library Board

Refer to the Hopkinsville-Christian County Public Library bylaws.

Adopted: March 28, 2016

Open Records Requests

The Library, as a public agency, is required to comply with all applicable state and federal laws and regulations related to Open Records.

Retained Records

The Library will maintain and retain its records in accordance with applicable laws and regulations. Unless otherwise provided by law, records may be retained or discarded according to the Records Retention Schedules as adopted by the State Archives and Records Commission.

Requests for Records

The Library Director (or designee) acts as Custodian for all Open Records Requests. Requests must be in writing and must contain the requestor's name, a description of the documents that are being requested, and the requestor's signature. Emailed requests will not be honored. The requestor will be directed to make the request in printed form.

Response

A public agency has three days (excluding Saturdays, Sundays, and legal holidays) in which to respond to an Open Records Request. This time begins to expire the day after the request is received.

The response to a request ideally will contain the materials collected but may instead indicate a reasonable timeframe for securing the requested documents or a reason why the request will not be met.

On Site Examination of Records

Individuals requesting information will be allowed to conduct on-site inspection of records during the regular hours of the office of administration. An on-site inspection may be required by the Library if the request is not specific in nature or if the requestor resides or maintains an office within Christian County.

Exempt Records

The Library will not honor requests for:

- Exempt items for personnel or medical records for past or present employees.
- Circulation records for individual patrons.

Adopted: October 29, 2018

Denial of Request

In some cases, the Library may find that a request creates an unreasonable burden and may deny such request. Requests that the Library believes are intended to disrupt its essential functions may also be denied. In these cases, the Library will provide evidence to the requestor of the basis of its belief. Evidence may include an estimation of time/expense to retrieve the records or a duplication in the type/nature of the request.

Copies

Copies of any requested materials may be provided at the current cost of copies. Requests for specialized copies (i.e. color or oversized copies) will be provided at the cost incurred by the Library to produce them. Payment is expected at the time of delivery.

Approved: March 28, 2016

PUBLIC POLICIES

ALCOHOL POLICY

Alcohol Policy for RENTING ORGANIZATIONS

HCCPL will allow alcohol to be served on-site for Board approved programs and events. The following responsibilities will be required of each group or organization:

1. A HCCPL meeting room application for the HCCPL Community Room and/or the HCCPL Board Room must be completed prior to the event.
2. During public business hours, alcohol must be confined to the room that is rented as according to the rental agreement.
3. A written request to serve alcohol must be submitted to the HCCPL Board 30 days prior to the event.
4. A liquor license must be obtained from the City of Hopkinsville ABC Administrator and provided to the HCCPL Executive Director 15 days prior to the event.
5. Background check for the responsible party must be provided to the HCCPL Executive Director 15 days prior to the event.
6. Use and/or possession of alcohol on Facility premises is prohibited without the prior expressed written approval by the HCCPL Board. If approved, Renter shall abide by all laws of the Commonwealth of Kentucky and City of Hopkinsville concerning the use and serving of alcohol.
7. Proof of Host Liquor Liability not less than \$1,000,000 coverage shall be obtained, and proof provided to HCCPL Executive Director 15 days prior to the event.
8. Failure of Renter to ensure compliance with this provision will be considered grounds for immediate termination of this Agreement.

Alcohol Policy for HCCPL Events

1. During public business hours, alcohol must be confined to the room that is rented in the rental agreement.
2. A written request to provide and serve alcohol 30 days prior to the event.
3. A liquor license must be obtained from the City of Hopkinsville ABC Administrator and provided to the HCCPL Executive Director 15 days prior to the event.
4. Use and/or possession of alcohol on Facility premises is prohibited without the prior expressed written approval by the HCCPL Board. If approved, Renter shall abide by all laws of the Commonwealth of Kentucky and City of Hopkinsville concerning the use and serving of alcohol.
5. Proof of Host Liquor Liability not less than \$1,000,000 coverage shall be obtained, and proof provided to HCCPL 15 days prior to the event.
6. Failure of Renter to ensure compliance with this provision will be considered grounds for immediate termination of this Agreement.

STEPS FOR ACQUIRING LIQUOR LICENSE FOR HCCPL EVENTS

1. Apply for a liquor license two weeks in advance of event.
2. A background check on the Executive Director, or HCCPL responsible party, must be completed and issued by the state no more than 60 days old to include with the application. The cost is \$20.00
3. Allow one-week lead time for background check.
4. The cost of a temporary license is \$100.

Adopted: October 29, 2018

Library Meeting Room Application

In keeping with the Library's mission to offer a welcoming place for community interactions, HCCPL meeting rooms are available for use by community groups for informational, educational or cultural meetings and programs when not needed for library purposes. Use of the library meeting rooms does not imply endorsement by the library staff or Trustees of the viewpoint presented.

All meetings must be held during regular library hours and all meetings must end *fifteen minutes before the scheduled closing time*. All users must allow for set-up and clean up in the time they have booked. The room(s) may not be accessed before or after the time requested. Meeting room users must clean and exit the room 15 minutes before the library closes. The meeting room application signatory assumes all responsibility for damages or extra charges incurred for clean-up. *Applications may be rejected and previously granted permission may be withdrawn for violation of the library rules or conduct inconsistent with library rules and regulations at the discretion of the Library Director.*

The room application and payment should be received 5 days prior to the reservation date (unless other arrangements have been made). Payment can be made by cash or check.

The Following Rules Must Be Strictly Observed:

1. Priority for the use of the meeting room will be accorded in the following order:
 - a. Library meetings or programs
 - b. Paid meeting room users
 - c. Co-sponsored events between library and other community organizations.
2. All meetings must be open to the public and the media. It is not necessary for paid meetings to be free and open to the public.
3. Large paid events will require a \$50.00 cleaning deposit which is to be left with library staff before the meeting takes place. Once the meeting is concluded a staff member will review the area and if in its original condition, the staff member will refund the cleaning deposit. If sweeping, mopping and garbage removal is required, the cleaning deposit will be retained.
4. Any group consisting mainly of persons under eighteen years of age must have adult in supervision at all times during the meeting (one adult per every 10 children).
5. All people attending the meetings must enter and exit through the front door. Sometimes the rear door may be used (i.e. loading and unloading) but prior arrangements must be made with the Library staff.
6. Smoking and gambling are not permitted in the library.
7. Refer to alcohol policy

Amended: October 29, 2018

8. The meeting rooms are available to all organizations; however, no meetings may be held that might jeopardize the library's position as a nonpolitical, nonsectarian organization.
9. The large screen TV, and piano in the community room may be used by organizations if prior arrangements are made and used only under staff supervision. No other library audiovisual equipment is available for use unless cleared by the Director.
10. Admission may not be charged.
11. The user must do the arranging of the furniture in the rooms. Furniture must be returned to its original position or the cleaning deposit will be retained.
12. It is the responsibility of the group or individual to make certain that the meeting room is cleaned and straightened before leaving the building.
13. Meetings should not be so loud that they disturb other patrons in the library nor should anything be done which could cause injury to anyone in the meeting rooms or the library.
14. Absolutely no burning candles or flames of any kind are allowed due to fire code regulations.
15. Only light refreshments may be served by groups renting the Community Room. *The refreshments, equipment, and utensils all must be provided by the rentee.* The kitchen is reserved for library related events only.
16. *All advertising, except that incidental to programs, and all sale of merchandise or other materials is forbidden on the premises unless specific approval is obtained in writing prior to the meeting.*
17. *The name or address of the Hopkinsville-Christian County Public Library cannot be used as the official address or headquarters of any organization.*

Meeting Room Application

The Community Room may be rented for four (4) hours for \$100.00. Maximum no. of people 80.

The Board Room may be rented for four (4) hours for \$50.00. Maximum no. of people 18. No food or drink is permitted for Board Room rentals.

IF ANY GROUP/OR INDIVIDUAL VIOLATES ANY OF THE ABOVE RULES, THE LIBRARY DIRECTOR HAS THE RIGHT TO REFUSE THE GROUP ANY FUTURE RENTALS.

NAME OF ORGANIZATION _____

ADDRESS OF ORGANIZATION _____

ORGANIZATION PHONE # _____

DATE OF MEETING _____ START TIME _____ FINISH TIME _____

IS THIS EVENT: PUBLIC _____ PRIVATE _____

WILL ATTENDEES BE REQUIRED TO PURCHASE TICKETS? _____

WILL THERE BE ALCOHOL SERVED AT THIS EVENT? ____ YES ____ NO

If YES, please request alcohol policy guidelines.

CHECK ROOM DESIRED:

Community Room (80 people) _____

Board Room (20 people) _____

CONTACT NAME _____

CONTACT PHONE _____

CONTACT E-MAIL ADDRESS _____

In consideration for the use of a meeting room, the undersigned individual on behalf of the organization mentioned above agrees to the following:

- a. To pay for all damages to any property of the library resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the organization, or any of its invitees.
- b. To release the library and/or its agents, board members and employees from and against any and all liability which may be imposed upon it, for any injury to persons or property caused by the organization or any other person in connection with the meeting.
- c. To enforce the meeting room regulations

Revised: May 27, 2014

Amended: March 28, 2016

Amended: March 25, 2019

Patron Code of Conduct

1. Respect Library Rules

Patrons must follow all rules and policies as requested by library staff or guard.

2. No Disturbing Noise

Disturbing anyone by unreasonable noise (e.g., cell phones; videoconferencing applications such as Skype or Facetime); loud conversations; loud singing; radios; other electronic devices with headphones turned up at an unreasonable volume; etc. is prohibited.

3. Food or Drink

The Hopkinsville-Christian County Public Library permits the consumption of covered beverages in the Library with the exception of the computer lab area. Acceptable covered beverage containers include plastic or glass bottles with twist-on lids, travel mugs, and sport-type water bottles. Lids should be kept on bottles and containers at all times. Soft plastic beverage containers are not permitted.

The Hopkinsville-Christian County Public Library permits the consumption of food items in the tiled lobby area at the entrance. Food with offensive odors will be required to be removed from the building.

4. No Sleeping

Sleeping is prohibited.

5. No Inappropriate Language

Inappropriate or abusive language is prohibited.

6. No Public Displays of Obscene Material

Public displays of obscene or visually disturbing material that interferes with the ability of others to use the library or as prohibited by law is prohibited.

7. No Loitering

Loitering in the library, on library steps, entryway or library property thereby creating a nuisance to those who are trying to enter or exit the building or to use library resources is prohibited. Patrons shall be engaged in activities associated with the use of a public library

while in the building. Patrons not engaged in reading, studying, using library materials, attending meetings, or library programming shall be required to leave the building.

8. No Selling, Soliciting, or Mass Distribution of Materials

Selling, soliciting, or mass distribution of unapproved materials is prohibited.

9. No Unsafe Behavior

Unsafe behavior such as roughhousing, climbing on furniture, running, skateboarding, or any other potentially injurious actions is prohibited.

10. Personal Belongings

Sleeping bags, bedrolls, and packages in bulk or quantity that can not be stored entirely under the owner's chair are prohibited. Personal belongings should not be left unattended anywhere on library property.

11. No Smoking

Smoking is prohibited inside the building, on library steps, or outside of any public entryway. The smoking areas are to be in accordance with the city ordinance 08-2012. Electronic smoking devices are subject to this policy. Electronic cigarettes are defined as battery operated devices that provide inhaled doses of nicotine by way of a vaporized solution.

12. No Offensive Odors

Anyone whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building. Because many people are sensitive to strong fragrances, patrons are asked to refrain from excessive use of perfumes.

13. Full Dress Required

Being fully clothed, including shirt, shoes, and pants, dress, or skirt, is a requirement of using the library.

14. Restroom Use

Using the public restrooms for shaving, bathing, or as laundry facilities is prohibited.

15. No Harassing Behavior

Harassing behavior is prohibited.

Harassing behavior may take many forms and includes, but is not limited to:

- unwanted conversations, and advances of a personal or sexual nature that intimidate or make the other party uncomfortable,
- harassing or obscene gestures or sounds,
- offensive touching
- staring at library staff or at other patrons so that performance of their duties or use of library resources is materially disrupted (staring must be corroborated by a supervisor, senior staff member, or guard),
- intentionally monopolizing staff time so that performance of duties is materially disrupted even after the staff member has clearly indicated that a reference or customer service transaction has ended.

For the purposes of enforcing the Library's Code of Conduct, harassing behavior directed at a library employee by a library patron shall include behavior which occurs anywhere both on and off library property, or over the phone.

16. No Following/Stalking

Stalking others in the Library is prohibited.

Stalking is the willful, malicious, and repeated following and harassing of another person. For the purposes of enforcing the Library's Code of Conduct for staff, following/stalking behavior directed at a library employee by a library patron shall include behavior which occurs anywhere both on and off of the library property.

17. No Abusive Behavior

Abusive behavior, such as threats or violent behavior, toward staff or customers is prohibited.

18. No Trespassing

Trespassing is prohibited. To trespass includes entering the Library building during a period of suspension of Library privileges, entering any non-public areas of the Library, failing to leave the Library immediately upon closing, or being in the Library before or after public hours without express permission from authorized Library personnel.

19. No Unlawful Behavior

Unlawful behavior while in the library or on library property, including, but not limited to, carrying unlawful weapons, assault, indecent exposure or sex acts, use of drugs or alcohol, damage to library property, theft, attempted theft, brandishing a weapon, public drunkenness or intoxication, public urination and defecation, gambling, is prohibited.

20. No Animals

With the exception of service animals.

Consequences for non-compliance with the Code of Conduct

Failure to comply with the Code of Conduct, library policy, or any Kentucky law will be addressed by management. Refusal to comply can result in a temporary ban up to permanent ban of the patron's rights to utilize the library to the request of support from the police department.

Children

Children ages 12 or under must be within visual and physical contact of a parent or adult guardian at all times while using the library. This includes library events or programs, unless otherwise stated by the library staff member. (Example would be; weekly Epic Hour Program for ages 5-12). They must also be accompanied to the restroom by a parent or caregiver.

Children age 13 and over may be left on their own in the library to attend library programs and/or use the library providing they are not disruptive. Children between the ages of 13-18 must have a valid library card in good standing, photo ID, with their age/birthdate or a student ID to access public library computers if unaccompanied by a parent or adult guardian. Parents or adult guardians are responsible for and liable for the children's behavior in the library, for the materials they access (including via computer), for damage to materials, equipment, and furnishings, and for injury to themselves and others.

Children 16 and older may be a supervisor of children 12 and under. The responsible party must adhere to the above policies regarding the children they are supervising.

Unattended children at closing time (including emergency closing) must be picked up five minutes before the library closes. In the case of a child who is unattended at closing, the library staff will contact the child's parents for transportation. If the child's parents or guardian cannot be located or does not arrive within 15 minutes of closing, the police department will be called to pick up the child. A note to that effect should be left for the parent/guardian on the library doors. Library employees are not permitted to drive children home or to the police department.

Adopted: March 28, 2016

Adopted: August 26, 2019

Patron Internet Access/Computer Use

The HCCPL is proud to offer Internet Access and additional computer software programs to enhance information available to the public. To use the computers, please read the following guidelines and rules.

Accuracy Disclaimer

Not all information provided through Internet sources is accurate, complete, or current information, and may be offensive or dangerous. The library assumes no responsibility for the content or accuracy of information obtained through Internet sources. It should be understood that use in a public environment prevents any guarantee of privacy.

Internet/Computer Use by Minors

Parents or Legal Guardians will be responsible for the following:

- (1) Monitoring their child's access to inappropriate matter on the Internet and World Wide Web. The library cannot control sites that children may select on the Internet, and staff cannot act in place of a parent to do so;
- (2) Supervise the safety and security of minors when using electronic mail and other forms of direct electronic communications (chatting is not allowed);
- (3) Prevent unauthorized disclosure, use, and dissemination of personal identification information;
- (4) Prevent minor's unauthorized access, including "hacking", and other unlawful activities while online;
- (5) Avoid minor's access to materials harmful to them by monitoring all Internet use.

The following regulations are enforced to ensure child safety:

Children age 12 and under must have a parent or legal guardian present, and in attendance with them at all times, to use the computer.

Internet/Computer Misuse

The library staff is authorized to refuse anyone access to the Internet or Computers. The violation regulations are as followed:

- The 1st violation of this policy will result in a warning.
- The 2nd violation of this policy will result in loss of Internet/Computer Access for one year.
- The 3rd violation of this policy will result in permanent loss of Internet/Computer Access.

The following are considered violations:

- Unauthorized connection to the library's network, hacking, and other unlawful activities.
- Use of Chat Rooms. Restriction of a child's use of the Internet, including direct electronic communications such as email and chat rooms, is ultimately the responsibility of the parent/legal guardian, within the confines of the law.
- More than two people per station.

- Exceeding time limit when other patrons are waiting.
- Charge fees to library via Internet workstations.
- Exhibits pornographic material on Internet workstations. (KRS 531.020)
- Violating copyright or software licenses while using Internet workstations. (US copyright law, Title 17, US Code).
- Use of Internet workstations to harass others.
- Illegal activities on Internet workstations.
- Misrepresenting oneself on the Internet via Internet workstations.
- Commercial use of the Internet via Internet workstations.
- Intentional damage to workstations, printers, and/or additional property.
- Altering hardware/software configurations, saving information to the hard drive.

General Rules for Internet/Computer Use

1. All patrons must read the HCCPL Internet/Computer Use Policy.
2. To use the public computers, patrons must provide a library card in good standing or provide a valid photo ID.
3. Patrons can sign up for one hour of computer use. When the hour is up, you must leave the workstation if someone is waiting.
**If you have used the computer for an hour in the day and someone is waiting to use the computer, you will be required to sign-off.
4. There is a 3-hour daily computer use limit.
5. No more than two people per workstation is allowed.
6. Each page printed will cost 25c per page.
7. Library staff can assist in getting you started but are not available for in-depth training.
8. Patrons are notified verbally 30 minutes prior to closing that computers will be shut off at 15 til the hour of closing.
9. Patrons are notified verbally 15 minutes prior to closing and overhead lights go to half-light.
10. Computers will be shut off at 15 til the hour of closing each day.

Adopted May 23, 2016

Adopted August 26, 2019

LAPTOP - TABLET CHECK OUT POLICY

For Check Out (In-library Use)

Laptops and tablets are available for check-out while patrons are in the library. HCCPL Computer Policies apply.

- Patrons must present a current Hopkinsville-Christian County Public Library card that is at least thirty (30) days old. Patrons are to be given a copy of the HCCPL Laptop & computer Policy.
- Laptops/tablets may only be checked out by a patron 18 years or older with a library card. The library card must be in good standing with no fines, no outstanding lost library materials, and no other blocks on the card.
- Laptops/tablets may not be left unattended. You must return it to the Circulation Desk if leaving the approved portion of the building. If you are going to be gone for less than 15 minutes, then you may lock the laptop, leave it at the circulation desk, and then return for it to resume your session.
- Laptops/tablets are not to be taken into any of the library public restrooms.
- No software may be downloaded or installed to the laptop/tablet hard drive. No attempt to change the installed software or any laptop/tablet settings is permitted.
- Patrons are financially responsible for lost or stolen laptop/tablets. A lost laptop/tablet fee of \$329 plus a \$25.00 processing fee will be assessed. Repair costs, whether from negligent, reckless, or intentional damage, are the responsibility of the patron and such costs will be determined by the Library.
- The library provides only the laptop/tablet; no power cords, earphones, external keyboards, external mice, external hard drives, or any other devices will be provided. Patrons may use any personal device that uses a USB connection, including keyboard, mouse, USB flash drives.
- Laptops/tablets may be checked out on a first come, first serve basis. If all laptops are in use, staff will reserve the next available laptop for the waiting patron. The maximum period is two (2) hours with the following exceptions:
 - a. Check out time maybe extended by 30 minutes if there is no one waiting.
 - b. Laptops/tablets must be returned thirty (30) minutes before the library closes. Specifically, laptops are due at the following times:
Monday - Friday by 5:30 pm and Saturday by 3:30 pm.
 - c. Laptops/tablets may not be checked out later than one (1) hour before the library closes.
- Audio and video files must be listened to with headphones, and the sound level cannot be loud enough to be heard outside the headphones.
- All general policies outlined above apply to the use of this equipment.

- Only one laptop/tablet per household may be checked out. If a laptop is given or shared with another patron, the original borrower is responsible for any loss of or damage to the laptop.
- If patrons experience problems with laptop/tablet hardware or applications or have questions, they should ask for assistance from library staff. The borrower will be held responsible for any damage to a laptop/tablet from their attempt to troubleshoot a problem.
- The library is not responsible for any objectionable material that may be found on the Internet while using a Library laptop/tablet. Although Library Internet access is filtered, no filter can block all possible questionable content.
- The library is not liable for damages to patron's personal data, removable media or equipment resulting from information copied from the Internet or laptop/tablet. Information may not be saved to the laptop hard drive under any circumstances. All information is automatically erased when the computer is shut down. All computers will be shut down and wiped when they are checked back in.
- The library does not warranty against data loss or damage to your personal devices while using a Library laptop/tablet, installed software and the library connection to the Internet.
- **Laptops/Tablets may not be used for or to engage in illegal activities or to interfere with or disrupt other patrons, library services, or equipment. No federal, state, or local laws can be violated when using a library computer, per the HCCPL computer policy.**
- Violations of the Laptop/Tablet Checkout Policy may result in the following consequences:
 - a. First offense – Denial of laptop/tablet privileges for one (1) month.
 - b. Second offense – Denial of laptop/tablet privileges for three (3) months.
 - c. Third offense – Permanent denial of all laptop/tablet privileges.
- However, patrons may lose privileges immediately if a staff member decides that the violation is serious enough. Please be advised that complaints of illegal activity or disruptive behavior will result in immediate remote shut down by staff. Reinstatement may be considered after a staff investigation of the complaint.
- All library internet policies apply to the use of this equipment.

For Checkout (External Use)

Laptops ONLY are available for check-out while patrons are in the library. HCCPL Computer Policies apply.

- Patrons must present a current Hopkinsville-Christian County Public Library card that is at least thirty (30) days old. Patrons are to be given a copy of the HCCPL Laptop & computer Policy.

- Laptops/tablets may only be checked out by a patron 18 years or older with a library card. The library card must be in good standing with no fines, no outstanding lost library materials, and no other blocks on the card.
- If the device is not returned with 30 days, it will be considered lost/stolen and a police report will be filed. Theft of a laptop/laptop is a crime and all legal remedies, up to and including, prosecution, will be pursued.
- Patrons are financially responsible for lost or stolen laptop/tablets. A lost laptop/tablet fee of \$329 plus a \$25.00 processing fee will be assessed. Repair costs, whether from negligent, reckless, or intentional damage, are the responsibility of the patron and such costs will be determined by the Library.
- A \$10 per day late fee, with a maximum of \$80 overdue fee.
- HCCPL provides the laptop power cord and laptop sleeve. Patrons may use any personal device that uses a USB connection, including keyboard, mouse, and USB flash drives.
- Laptop checkout period is 14 days (2 weeks). **This item may not be renewed.**
- The laptop is not to be returned through any of the outside or inside book drop boxes.
- If the laptop is returned late, for non-reserved checkout, there will be \$10 per day late fee, with a maximum overdue fee of \$80; for reserved checkout.
- All general policies outlined above apply to the use of this equipment.
- Only one laptop/tablet per household may be checked out. If a laptop is given or shared with another patron, the original borrower is responsible for any loss of or damage to the laptop.
- If patrons experience problems with laptop/tablet hardware or applications or have questions, they should ask for assistance from library staff. The borrower will be held responsible for any damage to a laptop/tablet from their attempt to troubleshoot a problem.
- The library is not responsible for any objectionable material that may be found on the Internet while using a Library laptop/tablet. Although Library Internet access is filtered, no filter can block all possible questionable content.
- No software may be downloaded or installed to the laptop/tablet hard drive. No attempt to change the installed software or any laptop/tablet settings is permitted.
- The library is not liable for damages to patron's personal data, removable media or equipment resulting from information copied from the Internet or laptop/tablet. Information may not be saved to the laptop hard drive under any circumstances. All information is automatically erased when the computer is shut down. All computers will be shut down and wiped when they are checked back in.
- The library does not warranty against data loss or damage to your personal devices while using a Library laptop/tablet, installed software and the library connection to the Internet.

- **Laptops may not be used for or to engage in illegal activities or to interfere with or disrupt other patrons, library services, or equipment. No federal, state, or local laws can be violated when using a library computer, per the HCCPL computer policy.**
- Violations of the Laptop/Tablet Checkout Policy may result in the following consequences:
 - a. First offense – Denial of laptop/tablet privileges for one (1) month.
 - b. Second offense – Denial of laptop/tablet privileges for three (3) months.
 - c. Third offense – Permanent denial of all laptop/tablet privileges.
- However, patrons may lose privileges immediately if a staff member decides that the violation is serious enough. Please be advised that complaints of illegal activity or disruptive behavior will result in immediate remote shut down by staff.
Reinstatement may be considered after a staff investigation of the complaint.
- All library internet policies apply to the use of this equipment.

Adopted: March 29, 2022

3D Printer Policy

Design Creation:

Any 3D drafting software may be used to create a design.

There are many free design websites available, such as Tinkercad, Sketchup, and 3D Slash. There are online pre-made design repositories. Thingiverse, MyMiniFactory, and YouMagine. These are only recommendations and the library is not responsible for the quality of the builds you choose to print.

Design Submission:

The design files must be submitted as .stl or .obj file formats.

Maximum Build: 10" x 6" x 6.7"

Maximum Print time: 8 hours

The library will accept only one print per day per person. No print request will be accepted from an individual if their previous request has not been picked up.

The files will be readied for printing utilizing Dremel print software and will be viewed before printing.

Patrons will be notified by email or phone when the request is completed.

Print color cannot be guaranteed and will vary depending on availability.

Policy:

Printing cost is 20¢ per gram. \$1.00 build minimum. (TBD)

Items printed and flash drives that are not picked up within 7 days will become the property of the library. Items must be picked up by the individual who printed them.

The library's 3-D printer may be used only for lawful purposes. The printer cannot be used to create material that is:

Prohibited by local, state, or federal law.

Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.

Obscene or otherwise inappropriate for the library environment.

In violation of another's intellectual property rights. For example, the printers may not be used to reproduce material that is subject to copyright, patent or trademark protection.

The library reserves the right to refuse any 3D print request.

In the event of a print that fails to complete:

If estimated print time is less than 3 hours staff will retry the print on the same day.

If estimated print time is greater than 3 hours the print will be moved to the back of the queue.

In the event the print fails twice, staff may request a redesigned file or refuse to print.

Prints will be left as-is upon completion: finishing work will be left to the patron.

Adopted: ???

Patron Interlibrary Loan

The Hopkinsville-Christian County Public Library realizes that its collection is incomplete as to providing the informational needs of its patrons. Therefore, HCCPL provides access to materials needed through the service of Interlibrary Loan. Interlibrary Loan Service expands, at nominal cost, the resources of the Hopkinsville-Christian County Public Library. This service is offered subject to the rules, guidelines, and the process established by HCCPL and other agencies.

1. No reference material will be loaned or borrowed.
2. No genealogy material will be loaned or borrowed.
3. No new books (published within the previous 12 months) will be loaned or borrowed.
4. No complete periodical will be loaned or borrowed.
5. No microfilm/fiche owned by HCCPL will be loaned.
6. No subject searches will be conducted by HCCPL.
7. Requests for multiple copies of a book will not be allowed.
8. Audiobooks, DVDs and Video Games as well as compact disks will not be loaned or borrowed.

General Rules-Patrons

1. Patrons must have a valid HCCPL library card in good standing.
2. Patron must be over 12 years of age.
3. Patron must pay the return postage for all ILL items ordered. If Patron fails to pick-up the materials ordered, the postage must still be paid.
4. Items ordered will be held for the patron at the circulation desk for seven days (one week). After seven days the materials ordered will be returned. Items returned for failure of pick-up will not be re-ordered.
5. Patrons must return all items ordered on time.
6. If other fees are assessed, patron must pay for all fees.
7. Liability for copyright compliance.
8. Patron must respect the privilege of utilizing the service of Interlibrary Loan.

Interlibrary Loan Cooperation

The library is a member of the Kentucky Library Network. The Library participates in the activities of Region One. The library staff will gladly assist other libraries and librarians in the county, the regions, and throughout the state. Librarians on the staff are encouraged to participate in the activities of the Kentucky Library Association and the Public Library Section of KLA. Patron may have a District Library card

Approved: August 9, 1995

Amended: March 28, 2016

Proctoring Exams

The Hopkinsville-Christian County Public Library will provide proctoring services for examinations as a community service.

The student must contact the library director or assistant director to request proctoring service before any examination is sent to the library by the student's college or university. The library requires the student's name, telephone number and email address at that time. Should an examination be received without prior contact from the student, the examination will be returned to the issuing institution.

The student is responsible for having the examination and instructions sent to the library after getting approval from the library director or assistant director.

The library reserves the right to refuse proctoring if the requirements exceed staff or facility capabilities. For example, the library may proctor exams that require notarized signatures. Notary fees are not included.

Library staff will attempt to contact the student when the examination and instructions arrive at the library. If the student is not available after three contact attempts, the test will be returned to the school.

Test date and time must be approved by the director or assistant director. The test must be taken during regular library hours. If the student fails to comply with the agreed upon date and time for proctoring, the exam will be returned to the institution.

Required supplies for the examination are the responsibility of the student. We are not responsible for supplying pencils, pens, paper, etc.

The library CANNOT guarantee a quiet test area, continuous monitoring for the entire period, or a specific library staff member's service.

If the return postage is not prepaid, the library will require the student to pay for the return postage.

The individual proctoring the examination is responsible for putting the examination in the mail.

If the student is required to take more than one examination for an organization, whether or not they take the exams the same day or on different days, they will pay a fee for each separate exam.

A copy of this policy will be given to any individual who requests proctoring.

Adopted by the Hopkinsville-Christian County Board of Trustees

November 22, 2010

Amended: March 28, 2016

Copyright

The Copyright Law of the U.S. (Title 17 U.S. Code) governs the making of photocopies or other reproduction of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for or later uses, a photocopy or reproduction for purposes in excess of “fair use”, that user may be liable for copyright infringement. Responsibility for possible copyright infringement lies solely with the user and the Hopkinsville-Christian County Public Library disclaims any responsibility or liability resulting there from. The person using this equipment is liable for any infringement.

The library is committed to obeying the federal copyright law. No member of the library staff may make copies for library or patron use which will infringe upon copyright laws.

Adopted: March 28, 2016

Exhibits and Displays

Exhibit space in the Hopkinsville-Christian County Public Library is located at various areas throughout the building.

The library welcomes non-commercial displays and other materials of general interest to the community. It is the policy of the library not to advertise commercial endeavors unless specifically related to the goals of the library.

The library board must approve all permanent or semi-permanent exhibits offered for display in the library. Temporary displays (up to two (2) months' duration) may be scheduled at the discretion of the director.

Arrangements for exhibits should be made in advance with the library director. Any item exhibited, displayed or placed for distribution must have the permission of the director. All materials in the library will be given reasonable care and protection within the limits of the general operation of the library; but the library and board does not accept the responsibility for damage or loss suffered on the premises, nor the costs of insurance coverage. Such costs, losses, damages, etc. are understood to be the responsibility of the organization or individual providing the display or exhibit. A signed statement of insurance coverage should be provided when the display is established; or if it is uninsured, a statement releasing the library from responsibility.

No organization or individual shall be permitted to place in the library any receptacle which solicits donations, nor shall any poster or display be permitted which advocates or solicits any product or item sold by any commercial or charitable enterprise; however, posters announcing bazaars or programs sponsored by any local educational, religious, or fraternal organizations may be displayed provided there is room for such displays and they are of reasonable size. Such displays are on a "first come, first served" basis. Placement of exhibits must be mutually agreeable to both the library and the exhibitor and should in no way interfere with normal operation of the library and written requests must be made 30 days prior to the exhibit.

No outside organization or individual shall be permitted to display or exhibit any materials, leaflets or posters which advocate the election or defeat of a candidate for any public office, or which advocate an affirmative or negative vote for or against any proposition, whether political or otherwise.

The library director may reject any exhibit or display that does not fit with the mission of the library or that is not neat and presented attractively. Labels for exhibit items must be neat and legible. Items must be removed from the exhibit case as scheduled by the exhibit coordinator or they will be removed and stored for 30 days by library staff. After thirty days,

they will be disposed of in accordance with local law. Display of items in the library does not indicate endorsement of the issues, events, or services promoted by those materials.

Adopted: March 28, 2016

Amended: October 29, 2018

Signs/Murals on Library Property by Third Parties

Organization/Company requesting to place a sign/mural on library property:

- Must have board approval
- Must have image approved by board
- Must be on removable sign material such as metal, wood, plastic, etc.
- Must be non-political
- Must be non-polarizing
- Must maintain and repair any damage to the mural/sign/brick/wall

The Library will not be liable for damage to sign/mural.

The library has the right to remove the sign/mural at any time.

Adopted: October 26, 2020

Collection Development

Statement of Purpose

The purpose of the Hopkinsville-Christian County Public Library is to provide the means for all the people of Christian County to have equal, free access to the thinking on all sides of all ideas. It is the responsibility of the library to provide materials for all ages and to give guidance in the use of these materials. The library offers opportunity and encouragement to individuals and groups:

- 1) To educate themselves continuously
- 2) To maintain freedom of expression and a constructively critical attitude toward all public issues
- 3) To be aware of current issues affecting society and the world
- 4) To develop greater efficiency in their daily occupations
- 5) To discover and develop their powers of appreciation of art and literature
- 6) To discover and develop their creative potential
- 7) To make constructive use of leisure time for the promotion of personal and social well-being.

Responsibility

Initial responsibility for the selection of library materials lies with the Directors designee who has been designated as principle selector. Recommendations by other staff members and patrons are not only encouraged but are given careful consideration.

Final responsibility for the selection of library materials, as for all library activities, rests with the Library Director, who operates within a framework of policies adopted by the Library Board.

Philosophy and Policy

The Hopkinsville-Christian County Public Library subscribes fully to the principles set forth in the American Library Association's Freedom to Read Statement, the Library Bill of Rights, The Intellectual Freedom Statement, and the Statement of Labeling. (See appendices)

In order to fulfill its stated purpose, the library staff has formulated a written selection policy setting forth the rationale for selection and providing guidance to the staff in the selection process.

Amended: October 29, 2018

The selection and acquisition of materials are based on the following controlling factors: (a) the community; (b) the individual merit of the material and (c) the library: its existing collections, budget, services, and staff.

The Community

The two prime factors which have a direct bearing upon the selection process are: (1) the people and (3) other institutions where material is available.

1. The People:

The library recognized the pluralistic nature of society in general and of the citizens of Christian County in particular. As a public agency, the library attempts to meet and anticipate reasonable community needs, within the limitations of budget, space and availability of materials.

2. Other libraries:

Excessive duplication of materials available in other area libraries is avoided. Efforts are made to cooperate with these libraries.

As the Christian County School System and other local educational institutions supply textbooks and related materials for students, it is not the province of the public library to provide duplicates of these materials. However, certain textbooks and other school-related materials are included in the collection for the value of their informational content.

The Merit of the Material

The basic principles outlined below apply to selection and acquisition of all materials whether purchased or donated. Judgments of experts, of professionally trained staff members, and of qualified book reviewers in national and international selection aids, provide a balance of opinion as the basis for selection. Though a variety of criteria is used for each subject, final decision is based on the value of the material to the library and its public, regardless of the personal taste of the selectors.

Special requests of recommendations by patrons are encouraged. Acceptance of such requests or recommendations does not mean that the library is obliged to purchase an item or items.

As a public institution, the library does not take sides on issues, nor does it endorse any opinions or beliefs expressed in the materials held. Materials are not sequestered from a particular age or interest group for any reason except in cases of potential mutilation or theft. Parents or guardians must supervise their child's selections.

The following selection criteria are used in evaluation of materials:

Non-Fiction

- Contemporary or permanent value

- Reputation, authority, and significance of the author
- Reputation of publisher
- Clarity, accuracy, and significance of the author
- Social significance
- Scope and depth of treatment
- Public demand
- Relation of subject matter to the collection
- Scarcity of material on the subject
- Availability of material (whether or not item is in print)
- Price
- Availability of material from another library (locally or through Interlibrary loan)
- Potential use

Fiction

In addition to the criteria used for evaluation of non-fiction, works of fiction are further judged by:

- Literary quality
- Originality
- Strength of characterization or plot
- Realistic portrayal of human experience

Non- Print Materials

Criteria for selection of non-print, though much the same includes:

- Technical quality
- Authenticity
- Artistic merit
- Artistic reputation of the artist or producer/director
- Timeliness

While reviews are a major source of information about new materials, they are not followed blindly. No one publication is relied upon exclusively and the critical opinions of reviewers are cross checked. Publishers' catalogs are consulted, as well as bibliographies and lists prepared by other libraries or organizations. Opinions of subject specialists are also solicited.

Current industry publications, professional journals, and best seller lists are also utilized in the selection of materials.

The Library

Internal library factors influencing selection and acquisition of materials are: budget, space, services, staff, the content of the present collection, and the organizational structure of the library.

- Budget, space, etc.

Materials selected and purchased must obviously come within the budgetary allowance. There must also be sufficient space available to house materials properly, and there must be sufficient staff to provide guidance in the use of materials.

Collection Maintenance Policy

The Hopkinsville-Christian County Public Library recognizes the necessity to evaluate continually the collection in terms of the changing nature and needs of the community. To this end, the removal of books from the collection, weeding, becomes necessary if the integrity of the collection is to be maintained.

Weeding is an integral part of the selection process since it systematically eliminates unessential items, outdated or superseded materials, titles no longer in demand, duplicates, and worn or mutilated copies. The same criteria that is applied to selection forms the basis for weeding the collection.

Although the library strives to have copies of standard or important works, it does not necessarily attempt to replace every copy that is withdrawn, lost, or damaged. Community interest, budget constraints, and the availability of new materials are taken into consideration.

The purchase of duplicate titles in heavy demand (such as best sellers) is tempered by budgetary considerations. Duplication will not be made at the expense of important but less popular works needed for the permanent collection.

Criteria for Weeding

When worn material is examined, the decision is made whether to mend, replace, weed. The following criteria guide these decisions based upon the Crew Method.

Weeding

Poor physical condition

Duplicate copies of a title no longer in demand

Obsolete content

Books that contain ephemeral material no longer timely

Books that contain outdated or inaccurate information

Books that have been superseded by a more recent edition

Material that has not circulated within the following periods. The following chart is merely a guideline:

Adult collection

Fiction	4 years
---------	---------

000-400; 800	3 years
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500-700	2 years
---------	---------

900	7 years
-----	---------

YA Collection

Fiction	4 years
---------	---------

Non-Fiction	4 years
-------------	---------

Juvenile collection

Fiction	4 years
---------	---------

Picture books	4 years
---------------	---------

Non-Fiction	3 years
-------------	---------

Replacement

Demand for the item

Numbers of copies held

Coverage of subject within the collection

Availability of a replacement copy

Price of a replacement copy

Mending

Works by extremely popular authors

Extent of damage to the item

Availability of a replacement copy

Standard or important works

Costs of replacement versus cost of mending (time, supplies, etc.)

Availability of space

Materials That Are Not Weeded

Any book or non-book material that is written or created by or about a resident of Christian County, whether current or historical, will not be weeded. If the item is worn, an attempt will be made to obtain a replacement copy. If mendable, an attempt will be made to repair the item. Materials can be weeded if damaged beyond repair.

Interpretation of Policies

Questions concerning the scope of the collection may be discussed with the Technical Services Librarian who is in charge of initial selection. Complaints or comments regarding the materials selection or collection maintenance policies should be addressed in writing to the Director using the “Request for Reconsideration” form. After the questioned material has been examined by the Director and the Board and a decision made concerning its value or worth, the challenged materials will remain in the collection.

The principles of freedom to read and staff’s responsibility for selection of materials will be defended rather than the materials themselves.

Controversial Materials

Controversial Materials

The principles of freedom to read and the staff’s responsibility for materials selection must be defended rather than any material itself. Oral complaints are to be received courteously and without undue comment. A “Request for Reconsideration of Library Material” form may be completed by a complainant and the following procedure will ensue:

A Materials Evaluation Committee composed of the following representatives, two board members (one city and one county), the library director, and two staff members, one of those staff members must be a librarian. No material should be removed from collection before a decision has been made by the committee.

- a. Read and examine material
- b. Check general acceptance of the material by reading reviews
- c. Weigh values and faults and form opinions based on the material as a whole and not passages taken out of context.
- d. Meet to discuss the material and prepare a report on it
- e. File a copy of the “Request for Reconsideration of Library Material” and the report in the permanent files of the library and the regional library office.

f. Notify the complainant of the decision.

The Board of Trustees, the director, and the staff do not accept responsibility for the informational and entertainment reading and needs of minors. Parents must accept responsibility for personally restricting or giving freedom to minors for any materials borrowed from or used in the library.

Revision of Policy

The materials selection and collection maintenance policies are a joint effort of the library staff.

Approved on June 8, 1988.

Amended: March 28, 2016

Amended: October 29, 2018

Amended: October 26, 2020

Amended: January 25, 2021

Genealogical Reference Requests

- Staff will answer requests for general information about collections and services, and specific queries for information found in its archival holdings. Requests are answered in the order they are received.
- Patrons should submit only one request at a time. All requests must be in writing. Staff will not undertake any research without the prepaid fee. There is a non-refundable research and copy fee with each genealogical reference request of \$25.00 an hour.
- Patrons should address all correspondence to: ATTN: Genealogy Department Hopkinsville Christian County Public Library, 1101 Bethel Street, Hopkinsville, Ky 42240.
- Checks and/or money orders must be made out to the Hopkinsville-Christian County Public Library. Payment can be made by credit card. Do not mail cash.
- Patrons assume the responsibility for complying with copyright restrictions governing use of requested items. (See U. S. Code, Title 17).
- Library staff cannot compile lineages, determine parentage, locate missing persons, or undertake extensive copying projects from books or microfilm.
- Genealogical research is difficult to do entirely by correspondence. Customers may wish to visit the McCarroll Genealogy Collection to do research in the full range of available primary and secondary sources.

McCarroll Genealogy Collection Development Policy

- The McCarroll Genealogy Collection is a non-circulating collection.
- The McCarroll genealogy collection is developed and maintained to support the basic research needs of the community serviced by the library, primarily Christian County, surrounding counties, and Kentucky.
- As funds allow, the collections branch out to include materials for the county, state, border states, and states along the migration patterns leading into and out of the state.
- The collection includes basic materials on genealogy research procedures.
- Materials selection can be assisted by using basic annotated bibliographies of genealogy sources, reviews in library and genealogy journals, and reviews provided in authoritative digital sources.

McCarroll Genealogy Scope of the Collection Development Policy

- The scope of the collection should represent, at least, the majority of the community but not be limited to it. These materials should include the widest possible range of nationalities and ethnic groups represented in the community. The collection includes:

Print Materials	Digital Materials
- o African - American Records - o Birth records - o Cemetery Records - o Census Records - o City directories - o County Genealogical Society Newsletters - o Death records - o Deed Records - o Estate Records - o Funeral Home Records - o Genealogy & Family Files - o Indentured Bonds of Apprenticeship - o Land Grants - o Land Surveys - o Maps - o Marriage Records - o Native - American Records - o Newspapers - o Pathfinders - o Photographs - o School Histories - o State Genealogical Society Newsletters - o Telephone Records - o Tree Builders - o Will Records	- o Death records - o Newspapers - o Obituaries - o Yearbooks

Adopted: March 28, 2016

Amended: January 25, 2021

Fee Schedule

Services

- Copies- \$.25 per 8.5x11 page
- Color Copies - \$.50 per 8.5x11 page
- Scanning- \$2.00 (up to 50 pages)
- Fax- \$.50 per page to receive, \$1.50 per page to send a fax
- Disc Cleaning- \$3.00 per disc
- Printing Fee for Drivers Education Book - \$15.00
- Genealogy Research \$25.00 per hour or portion of an hour
- Genealogy postage & supplies \$8.00 (standard for postage and supplies)

Fines

1. Books \$.25 per day
2. DVD \$.50 per day
3. Zero tolerance for all fines
4. Damage Fee is an additional \$3.00 processing fee
5. Video Games \$.50 per day

Replacement Card

- \$1.00 per card

Proctoring Exams

- \$50 per exam for three hours or less
- \$100 per exam over three hours

Materials

- Earbuds- \$2.00 per set
- Jump Drive- \$3.00 each
- Tote Bag- \$5.00 each
- T-shirts - \$20.00

Amended: October 26, 2020

Amended: February 24, 2025

CIRCULATION POLICIES

Library Card – Eligibility and Type

The Hopkinsville-Christian Co. Public Library issues a library card at no charge to any person who works, lives or owns property in Christian County. Residents or property owners must show proof of current residency (see below) or property ownership. Employees must provide letter from employer or recent pay stub. Library cards must be renewed every two years. Temporary Cards and Educator Cards have different provisions.

Registration

Required registration information, includes: name, address, telephone number, birth date and email address if applicable.

Consent from a parent or legal guardian assuming financial responsibility will be required for a minor (age 17 and under).

- A replacement card will be issued only if the existing record is not blocked due to fines.
- All fines and fees must be paid in full to obtain a new card.
- If an adult had a card as a minor and that record is still in the system because of unpaid fees, the individual is not responsible for the fees incurred as a child. The fines will be removed from the record, and an adult card can be issued.
- All applicants must be present when a library card is issued. In the case of a child's card, the parent may present a birth certificate, social security card, report card or other proof of child's existence in the absence of the child.

Library Cards for Children Aged 17 and Under

Children accompanied by a parent or legal guardian are eligible for a library card at birth. The parent or legal guardian is subject to all the same restrictions noted under Proof of Residency below and must have a valid library card in good standing. To get a library card for a child, the parent or legally responsible guardian must also have a library card in good standing. Patrons 17 and under may not check out DVDs or video games. The parent or legal guardian of the child is financially responsible for all materials checked out by that child.

Proof of Residency

Residency may be established with a valid driver's license, state identification card, or military ID and proof of residency (current vehicle registration, current rent receipt, recent [60 days] utility bill, current tax bill or current [60 days] imprinted statement, such as Mastercard or Visa, check, bank statement or insurance statement). In the absence of a driver's license, state ID, or military ID, two of the above may be used.

If proof of residency is unavailable, a welcome postcard will be sent. To pick up a permanent library card, the welcome card must be returned to the circulation desk at the library.

Amended: October 29, 2018

Temporary Card

A limited access card may be issued to customers who are in temporary housing (in residence for at least 3 months) or who are students at local community colleges such as HCC or Murray State. In either case this card must be renewed annually with proof of current student status or temporary residence.

A student must present photo ID and proof of current attendance at the college (bill or registration notice.) A temporary resident must show photo ID and a piece of mail with current address and name printed on it or provide a letter from the temporary residence (Sanctuary House, Veteran's Center, or Ark to Peace) stating that individual is a resident.

This card allows 5 books and one DVD to be checked out at a time.

Educator Card

Educator (teacher cards) will be issued as supplemental cards to personal library cards, not in place of individual library cards. It is required that an individual requesting an Educator Card have a library card in good standing before being allowed an educator's card. In addition, the teacher must show proof of their employment. Teacher cards must be renewed annually.

- Book limit of 30 rather than 20
- All other check out limits and rules apply, with the exception of media items, which must be checked out on individual cards
- Annual forgiveness program of up to \$25.00 in fines and fees
- Priority given to requests for subject bins from teachers with educator card

Outreach card

During remote outreach events the Hopkinsville-Christian Co. Public Library issues a library card at no charge to any person who wishes to obtain a library card at an offsite event but lacks the proper documentation to receive a regular card (i.e., adult). Card Holder will have access to all library privileges. Proof of residency must be presented within three months of being issued or the library privileges will expire. After proof of residency has been established, the user profile will be changed to reflect the appropriate card type

Adopted: 10/26/20

Student card

The Hopkinsville-Christian Co. Public Library issues a library card at no charge to any person who attends a school in Christian County. These cards are issued by HCCPL and provided to students by the Christian County Public School as part of an agreement between HCCPL and the school district and cannot be applied for in person at the library. Library cards must be renewed every year. This card allows 2 books to be checked out at a time and access to all electronic databases

Adopted: ???

Subject Bins

Teachers may request special “subject bins”. With at least two weeks’ notice to our Youth Services Librarian, a teacher may request items on a special subject to use in the classroom. With a limit of up to 30 books for those with Educator’s Card, bins will be with the appropriate age range in mind and may be picked up at the library upon notification that is ready. Normal due dates apply. Ability to fill bins is totally dependent on supply and demand. We will make every effort to provide a good variety of materials on the subject of choice. The earlier the request, the better. Request forms may be found on the HCCPL website and maybe faxed to 270-887-4264 or, director@hccpl.org. Media items cannot be included in subject bins.

Renewal

Library cards expire at the end of two years. A driver’s license, state ID or military ID is required at the time of library card renewal. Library cards will not be renewed if there is an outstanding bill on the account. The patrons must pay the account in full before renewing. A new card may be issued free of charge at renewal.

Amended: October 29, 2018

Lost, Damaged or Stolen Cards

There is a \$1.00 replacement fee for library cards. Proof of residency is required when replacing a card. Patrons are responsible for any items checked out on their library card before the card is reported lost to the library or reported stolen to the Police Department and a report filed. A copy of that report must be given to the library.

Circulation of Materials and Loan Periods

Presentation of Library Card: A valid library card must be presented when checking out materials. While this is a requirement, the library recognizes that there will be times when a patron does not have his or her library card available. Library employees will make one exception. A registered patron may check out materials without a library card upon

presentation of proof of identification that includes a photograph. The patron will be reminded that he/she must have his/her library card whenever he/she visits the library. If the patron believes he/she lost his/her card, he/she may purchase a replacement for \$1.00. Minors who do not have identification may check out materials without a library card if a parent/guardian with identification is present.

Patrons may authorize other family members to use their cards by signing an authorization form at the checkout desk.

Standard Loan Periods

Most items circulate for three weeks (21 days) and can be renewed once (unless there is a hold on the item). All DVDs circulate for one week (7 days) and cannot be renewed. All video games circulate for two week (14 days) and can be renewed once (unless there is a hold on the item).

Non-Circulating Materials

Reference materials, newspapers and the current issues of magazines do not circulate.

Kentucky Driver's Manuals

Since the state no longer publishes a print version of the driver's manual, the library has reproduced the manual and will sell a copy for the cost of copying (\$10.00) for those who wish to keep the manual. If the copy is returned to the library, the \$10 will be refunded.

Renewal of Materials

The renewal of library materials may be done in person or by telephoning the library during business hours. Renewals may also be done online from a public access computer in the library or from any computer that offers Internet access. Items that cannot be renewed are items with holds on them, DVDs, and magazines. An overdue item may be renewed, but any accrued fines are still payable. Interlibrary loan items are only renewable upon the approval of the lending library. As stated above, items can only be renewed once after the initial check-out.

Limits on Materials

To provide the best access possible to the Library's collection, it is necessary to place limits on materials. Patrons may borrow up to 20 books at one time, providing that not more than five are on the same subject or by the same author. DVD check outs are limited to 5 at one time. Audio books are limited to 5. Some seasonal and holiday books are limited to five per person. Video game check outs are limited to 2 at one time.

Reserve of Materials

As a special service to library patrons, a reserve may be placed on eligible library materials by telephone, in person, and via the online catalog. Reserves are filled on a first-come, first-served basis. Patrons are notified that a reserve is available by telephone message or emails. The items are held at the Circulation Desk for 7 days.

Overdue, Lost and Damaged Materials

Daily Fines: to encourage prompt return of materials, the library charges a per day overdue fine. The fine on most Hopkinsville-Christian Co. items including books, books-on-CD, music CDs, and magazines is 20 cents per day. The fine on DVDs, Video Games and realia is 50 cents per day. The daily overdue fine is not meant to be a punitive measure, but a means to make library materials available to as many users as possible in a timely fashion. It is the responsibility of the cardholder to return all materials on time and to report lost/stolen cards. The daily fine begins the day after the item is due. When an item has been overdue for six weeks, the system converts the status to lost and replacement cost and a processing fee are assessed.

Amended: October 29, 2018

Amended: January 25, 2021

Maximum Fine

The library has a zero tolerance on fines for all items that are not returned.

Bill for Replacement

It is the responsibility of the patron to return materials in good condition. If an item is lost or damaged, the patron must pay for the item plus a \$3.00 processing fee. Replacement cost is the original cost of the item. If a new copy can be purchased for less than the original cost, the supervisor may agree to lower the fines posted on the patron's record. Also, if a librarian on duty approves, the library may accept a new copy of the exact item in lieu of payment, but the processing fee will still be assessed.

Refund Policy on Lost Items

Refunds on lost items may be issued within 30 days of payment only. Check must be processed through the business office and may take up to 45 days to refund. Checks will be mailed to the address of the library card holder on whose account the item was marked lost. In the case of minors, the financially responsible adult listed on the juvenile account will be considered the library card holder. All refunds must be authorized by the Assistant Director or the Director.

Approved by Library Board – June 23, 2014

Amended: October 29, 2018

Video Games

- Games can only be checked out to adult cards.
- Checkouts will be for 2 weeks, with one renewal permitted.
- Limit two per card.
- Games cannot be borrowed for ILL.

Adopted: October 26, 2020

Additional Circulation

Damaged Materials

If an item is damaged to the extent that it can no longer circulate in the collection, the patron is responsible for the replacement cost of the item plus a \$3.00 processing fee. The customer should be contacted and told that the item was returned damaged and a note placed on his card.

Notices and Bills

As a means of retrieving materials and as a courtesy to the patron, the Hopkinsville-Christian Co. Public Library issues up to three overdue notices. For customers who have provided an e-mail address, the library will send a courtesy notice when the item is seven days overdue. When the item is 30 days overdue, both email customers and regular mail customers will receive a notice. At 60 days, email customers receive another notice and at 90 days all customers receive a bill notifying them of the replacement cost of all overdue materials plus a processing fee.

Claims Returned

When a patron claims that an item has been returned and completes and signs a Claims Returned form, a search will be done for the item and the item will be renewed one time. A note will be put in the patron's record indicating a claim returned was filed. It is expected that the patron will continue to search for the item as well. If the item is not located by the new due date, the item will be changed to lost and the patron will be responsible for the charges. If this is the first claims returned filed by the patron, the charge will be waived, and the item removed from the patron's file. A note indicating this will be placed in the customer's card.

Revocation of Borrowing Privileges

The library blocks patron records with fines, overdue items, lost or damaged materials, or for unacceptable behavior at the library. When a card is blocked, patrons may not check out materials or utilize the library computers. In order to remove the block, the patron must pay the fine (and return the materials). The card of a parent or guardian whose child's or ward's card is blocked by bills may also be blocked since the adult is financially responsible for this card. A parent or guardian may not use the card of his/her child or ward if his/her own card is blocked. The Director or Assist. Director is the responsible party for handling card blocks due to behavior.

Adopted by the Hopkinsville-Christian Co. Library Commission December 13, 2010

Fines and Fees

Overdue Materials

Books, Audio Books, Magazines .25 per day

DVDs .50 per day

Video Games .50 per day

Cost to replace an item which is lost or damaged is the original cost of the item plus a \$3.00 processing fee

Replacement Card 1.00

Fines and Fees Policy reviewed, revised and approved November 24, 2014

Additional procedure revisions drafted on December 9, 2014

Amended: October 29, 2018

Amended: January 25, 2021

EMPLOYEE MANUAL

Welcome

Welcome to the Hopkinsville-Christian County Public Library (HCCPL, henceforth referred to as the Library)! We hope that you are excited about your position with our team and we're glad to have you become a part of our staff. You will find working in the library to be a great experience. We offer an important service to our patrons and are an important part of the community.

The Library is supported by the City of Hopkinsville and the Christian County Fiscal Court; therefore, we have a responsibility to each taxpayer to provide the best possible service that we can. Our patrons appreciate and enjoy their Library and have come to expect a high level of service.

We expect a high level of service from every employee. Creating a friendly, helpful, resourceful environment for our patrons is at the very heart of our library's commitment to the community. We hope that you will become a successful, contributing member of that philosophy.

The compilation of policies that you have received will help familiarize you with the operations of the Library. All policies are reviewed regularly and approved by the Board of Trustees. After your supervisor reviews these policies with you, it will become your responsibility to keep your personnel policies up to date. It is important for you to use this time to ask any questions that you might have.

This employee manual will give you important information about working at the Library, as it explains the policies and benefits. The manual also explains what we expect of you and tells about many of our policies and procedures.

Since this manual cannot cover every situation or answer every question about policies and benefits sometimes we may need to make changes. The Library has the right to add new policies, change policies, or cancel policies at any time. If changes are made to the manual, we will tell you about those changes. The only policy which will not be changed or cancelled is our Employment-at-Will policy. This policy allows you or the Library to terminate your employment at any time for any reason. The Employment-at-Will policy is further described under the Nature of Employment section. This manual merely indicates those policies the Library will strive to follow. It is not intended to create a contract between you and the library and does not establish any contract rights or obligations.

Organization Description

- I. The Library provides equal opportunity access to information, books and multimedia materials, programs, and on-line resources to meet the needs of the community.
- II. The Library Trustees are appointed by the Christian County Judge-Executive and the Mayor of Hopkinsville. Other than appointing the Board, the Judge-Executive and the Mayor have no authority over the Library's operation or any responsibility for it. As the appointed governing authority, the Board of Trustees has ultimate fiscal responsibility for the Library and governs the policies which dictate its operation.

Employee Handbook Receipt and Acknowledgement Form

Employee Name: _____
(Please Print)

I acknowledge that I have been given a copy of the HCCPL Employee Handbook and understand that I am expected to read, understand, and adhere to its policies. I agree to familiarize myself with the material in the Handbook.

I understand that I am free to leave my employment at any time, for any reason or for no reason at all, with or without notice, and that the company has an identical right to end our employment relationship.

I understand that the Library may change, rescind, modify, or supplement all or part of any policies, practices, procedures, or benefits described in the Handbook from time to time, at its sole and absolute discretion, with or without prior notice to me, with exception of the employment at will rights discussed in this manual. When new policies are added, or existing policies or procedures are changed, I understand that the most recent written policies shall prevail and will govern any new actions taken.

SIGN: _____

DATE: _____

Orientation

The Library believes it is important for all new staff members to feel comfortable in their new working environment. The Library will attempt to help the employee to acclimate to the Library's operations and working conditions. As a part of this effort, all employees will receive an orientation conducted by both the employee's supervisor and by the Office Manager.

Supervisor Orientation

The employee's supervisor will initiate an Employee Orientation Checklist that ensures important items are discussed with the employee. The supervisor and the employee are required to sign this document. The checklist becomes a part of the employee's personnel file. New employees are expected to discuss any concerns with their supervisor and to ask frequent questions to ensure their understanding of expectations being placed upon them. The employee's supervisor will provide a tour of the facility, workspaces, staff lounge, and staff bulletin board.

The supervisor will explain guidelines and other procedures that govern the operation of the library.

Payroll Orientation

The Office Manager will finish the Employee Orientation Checklist for all new employees. The Business Manager will explain various forms and policies related to benefits and payroll.

Orientation Checklist

The supervisor will discuss the items on this list with each new employee:

Working hours/work breaks	Introductory period
Absence/tardiness	Quality of work
Constructive criticism	Quantity of work
Dress	Smoking
Duties	Supervisor
Eating and drinking in work areas	Telephone courtesy
Annual Evaluation	Visitors
Flexibility	Where to keep belongings
Kitchen	Working with others
Personal phone calls	

The Office Manager has discussed the following items with each new employee:

- Payroll deductions
- Sick policy/vacation policy
- Time cards/time clock
- HIPAA
- COBRA
- Sexual harassment policy
- Drug abuse policy
- Paydays
- Hours/work schedule

(New employee's signature)

(Date)

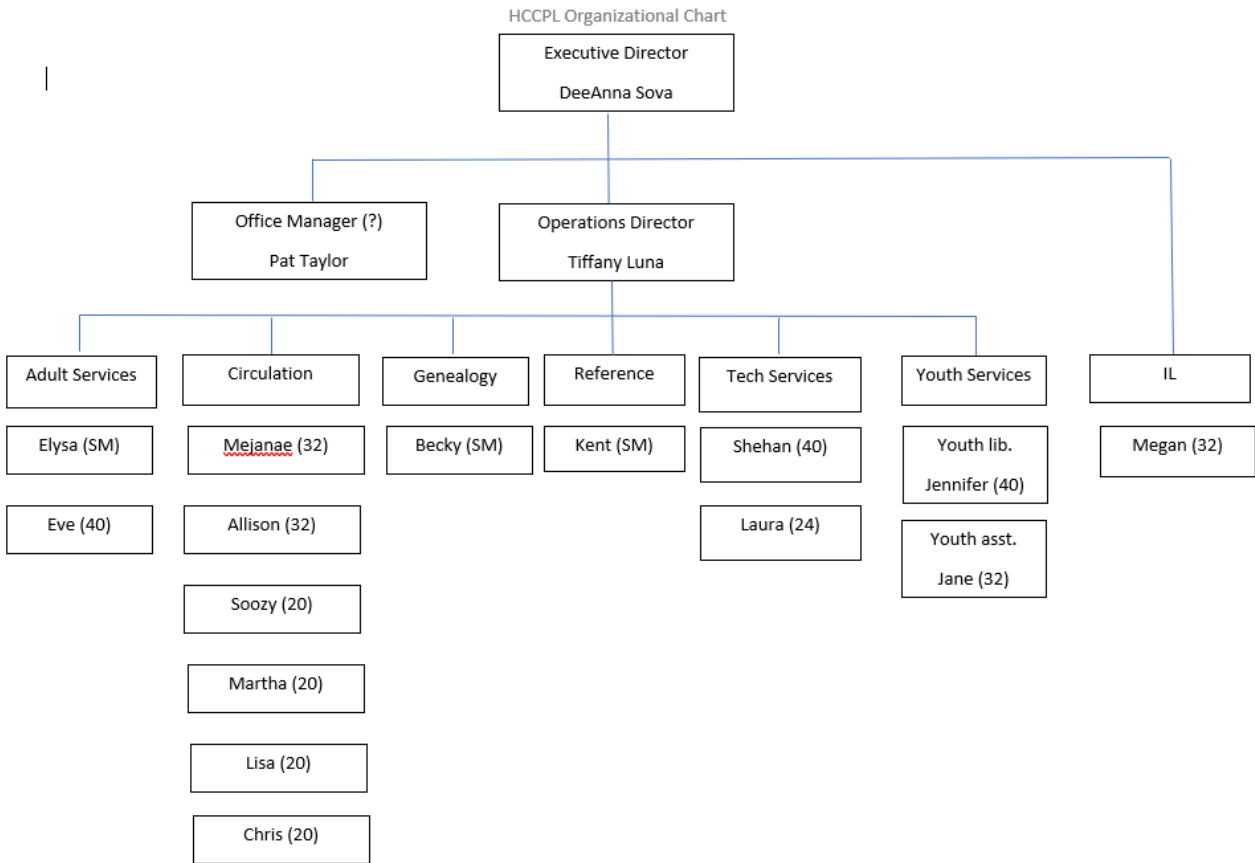
(Supervisor's signature)

(Date)

(Office Manager's signature)

(Date)

Organization Chart



Last edited: 12/7/2020

Amended: December 8, 2020

Recruitment and Hiring

Equal Opportunity

The Library is an equal opportunity employer. No person will be denied employment on the basis of race, color, age, sex, religion, national origin, or disability.

Americans with Disabilities Act

The Library is firmly committed to the Americans with Disabilities Act (codified in KRS 207 and KRS 344) and ensures equal employment opportunities to persons with disabilities. The Library prohibits discrimination based on disability in regard to all employment practices and privileges of employment. Consistent with this policy and applicable law, the Library will provide reasonable accommodation to qualified individuals with disabilities who are employees or job applicants, unless doing so will cause undue hardship on the Library's operations.

Applications and Resumes

Applications and resumes are accepted at all times. Applicants are encouraged to file for specific openings. Applications for posted positions will be retained for one (1) year. All other applications will be held for ninety (90) days.

Advertising

Openings will be advertised as necessary. Jobs will remain posted until the position is filled.

Eligibility

Immediate family members of present employees are not eligible for employment. Current members of the Board of Trustees and their immediate family members are not eligible for employment. Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, or immediate in-laws.

Interviewing

All applications on file will be reviewed for job openings and selections made for interviewing. Candidates will be selected and interviewed based on qualifications that are deemed appropriate for the position. References will be solicited and checked. A Personnel Action Form will be completed and sent, along with all other documentation (application, resume, etc.) to the Office Manager. Candidates who are interviewed but not selected will be notified of the Library's decision. Interview questions and corresponding written

responses from applicants for open positions will be sent to the Office Manager and filed for one (1) year.

Hiring

The Library Director will be interviewed and hired by the Library Board of Trustees. The Library Director, or their designee, will hire all other employees. After the Personnel Action Form has been approved, each new employee will be informed in writing of the exact time and nature of their appointment, including:

- Starting salary
- Starting date
- Anniversary date for evaluations
- Date that the introductory period will end
- Any other special arrangements made with the employee regarding employment

This Personnel Action form will be placed in the employee's personnel file along with all other documentation.

Background Checks

The Library will ask for a background check of all new employees. The form authorizing this check should be signed by the employee and returned to the Office Manager. Employment will be contingent on a satisfactory background check. Background checks will be placed in the employee's personnel file.

The Library may conduct background checks of any current employee at any time.

Substance Abuse Screening

All temporary, part-time or fulltime new hire employee's employment will be contingent on successfully passing a substance abuse screening before hiring personnel.

The Library reserves the right to conduct random drug/alcohol testing.

Initiating Payroll

During the orientation, the Office Manager will meet with the employee and provide them with the documentation required for payroll including:

- W-4 (Federal withholding authorization)
- K-4 (Kentucky withholding authorization)
- I-9 (Employment Eligibility Verification)
- other related Benefit authorization forms

These forms should be returned to the Office Manager within three (3) days.

At-will Employment

All employees are considered “at-will”. The employee or the Library may terminate their employment at any time.

Adopted: September 28, 2015

Classifications

The goal of the Library is to attract, motivate, and retain talent with a fair and equitable compensation policy based on necessary knowledge, skills, and abilities.

Employee Classification

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws.

Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are not exempt from the law's requirements concerning minimum wage and overtime. Overtime work is prohibited without specific supervisor authorization. (See Overtime.)

Exempt employees are generally managerial, professional, administrative, or technical staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold positions which meet the standards and criteria established under the FLSA by the Department of Labor.

Full-time employees work an average forty (40) hours per work week (Monday through Saturday). An eight (8) hour day is the normal working day with some flexibility in starting and ending times. Full-time employees are required to participate in the state retirement plan. Many types of leave and a full range of other benefits are extended to these employees.

Part-time employees work scheduled hours, typically less than 100 hours a month. Part-time employees working at this rate (less than 100 hours a month) are not eligible to participate in the state retirement program or other health benefits.

Part-time employees working more than 100 hours a month and less than 35 hours a week on average are eligible to participate in the state retirement program, but not other health benefits.

Total Compensation Package

An employee's total compensation package includes the employee's salary, employer paid Social Security/Medicare contributions, workers' compensation insurance, unemployment insurance, bereavement leave and holiday pay. For full-time employees, the Library offers health care benefits (including vision and dental), retirement benefits, vacation leave, and sick leave.

Adopted: September 28, 2015

Amended: September 26, 2016

Schedules, Breaks, and Attendance

Scheduling

Because maintaining a level of staffing sufficient to provide high quality service to patrons is important, all employees hired by the Library agree to work during any and all hours of operation. Schedule changes require prior authorization by the supervisor or Director.

Accommodation of Religious Beliefs

The Library respects the rights of its employees to practice and observe religious customs. It is the responsibility of the employee to inform the Library of any religious observations that may conflict with the Library's normal conduct of business. This stipulation includes conflicts with scheduling and other attendance issues. Such notification must be in writing and will become a part of the employee's personnel file. The Library will offer reasonable accommodation where possible. The needs of the Library remain paramount, however, and the employee's ability to meet those needs is a condition of employment.

Breaks

Employees are allowed one (1) fifteen (15) minute break for every four (4) consecutive hours worked. Breaks may not be used to extend meal periods, shorten work schedules, or to make up work time. Break periods do not accrue. Employees are not allowed to leave the premises during break periods without prior approval from management.

Meal Periods

Non-exempt employees who work more than four and one-half (4 ½) consecutive hours must take at least a thirty (30) minute unpaid meal period. Meal periods may be thirty (30) minutes or one (1) hour depending on the number of hours worked in a day.

Exempt employees are not required to take a meal period although they are strongly encouraged to do so. The work periods of exempt employees will be scheduled so that appropriate meal periods may be taken.

Attendance Policy

Objective

The purpose of this policy is to set forth Hopkinsville Christian County Public Library policy and procedures for handling hourly employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

Policy

Punctual and regular attendance is an essential responsibility of each employee at HCCPL. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies. The attendance policy is based on a fiscal year. All absences and tardiness issues reset at the beginning of the fiscal year.

Absence

“Absence” is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

Excused absence occurs when all the following conditions are met:

The employee provides to his or her supervisor sufficient notice of the absence.

The absence request is approved in advance by the employee’s supervisor.

Unexcused absence occurs when the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee’s scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

An unexcused absence follows the disciplinary policy.

Employees with three or more consecutive days of unexcused absences *because of illness or injury* must give HCCPL proof of physician’s care.

Tardiness – Tardiness is one-fourth an occurrence for the purpose of discipline under this policy. Tardiness is defined as 15 minutes or less after the scheduled work time.

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary. Employees are expected to be at their workstations based on their work assignments at their designated scheduled time.

Early Departures – Early Departure is one-fourth an occurrence for the purpose of discipline under this policy. Tardiness is defined as 15 minutes or less after the scheduled work time.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Job Abandonment

Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Annual Evaluation

Annual Performance Evaluations are an opportunity for coaching to occur and for discussion of concerns or issues. They are also an opportunity for supervisors to meet individually with their employees to provide appreciation for the employee's accomplishments and to discuss areas of improvement. These usually occur at the beginning of the new fiscal year. For introductory employees, the first evaluation occurs at the end of the 90-day evaluation period.

Disciplinary Action

We believe it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future. Although your employment is based on mutual consent and both you and the Library have the right to terminate employment at will, with or without cause or advance notice, the Library may use progressive discipline at its discretion.

Disciplinary action progresses through the following four steps: 1) verbal warning, 2) written warning, 3) 3-day suspension without pay, or 4) termination of employment. The severity of the problem and frequency will dictate the number of steps taken. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that we will generally take steps in the following order:

A first offense may call for a verbal warning; documentation (signed by the Director) that results from a verbal warning may be included in the employee's personnel file. Supervisors are not obligated to inform an employee when documentation is added to personnel files. Employees may or may not be asked to provide a signature of receipt for such documentation.

A second offense may be followed by a written warning; written warnings will be signed by the Director and the employee. The employee's signature does not imply agreement. Employees may choose to write a statement to be included with a written warning. The Library is under no obligation to respond. Such statements will be included in the employee's personnel file.

A third offense may lead to a three-day suspension without pay.

A fourth offense may then lead to termination of employment. Employees who are terminated will receive written notification of such action. If immediate termination is warranted, written notification may be delivered by postal mail. Any supervisor may immediately terminate an employee if the situation warrants. Employees who are terminated may be escorted from the building. A copy of the written notification should be given to the Director and one should be placed in the employee's personnel file.

Employees should review Employee Conduct and Work Rules policy in this manual. That policy lists examples of unacceptable conduct that might result in immediate suspension or termination of employment. However, some of the examples of unsatisfactory conduct listed may result in the progressive discipline process described above instead of immediate suspension or termination.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Library.

Adopted: September 28, 2015

Amended: September 23, 2019

Resignation Due to Non-attendance

When an employee fails to come to work, without notifying the Library, the Library will assume that the employee has resigned. If extenuating circumstances are later discovered and the position has not been filled, the employee may be allowed to return to work.

Adopted: September 28, 2015

Time Cards and Payroll

Timecards

Timecards are required for all non-exempt personnel and are legal documents. Each employee is responsible for completing their own timecard using the electric Time Clock in the employee break room.

For pay purposes only, arrival and departure times of any non-exempt employee will be recorded on the basis of 15-minute periods by the following methods:

Work Arrival

Arrival before the eighth minute prior to a scheduled start time will constitute 15 minutes of pay; arrival eight minutes or later, past the scheduled start time, within the 15-minute period, shall be considered 15 minutes late and therefore unpaid time.

Work Departure

An employee scheduled to work is expected to remain on the job until completion of the last hour of the scheduled work day.

An employee who performs job duties for the eight minutes or more following a scheduled departure time, shall be compensated for the 15-minute period.

Exempt staff will keep an exceptions log to record leave time used which must be signed by the Director.

Falsifying time cards could be cause for immediate dismissal.

Payroll

All members of the staff are paid by direct deposit or physical check every other week on the Wednesday following the end of the pay period. Pay statements are available through the Office Manager.

For each pay period, regular deductions are made for federal, state, and local income taxes, and Social Security/Medicare. When applicable, other deductions elected by the employee will be indicated, including health insurance, dental insurance, and other types of supplemental insurance. Full-time staff members are required to contribute to the retirement plan. All deductions will be shown on the employee's pay statement.

In all cases, the Library's own records will be considered the final authority in determining the amount of leave accrued by each employee. Strict attention to these balances is encouraged.

Questions about pay statements should be directed to the Office Manager.

Amended: March 28, 2016

Overtime

The Library strives to ensure that employees are generally able to complete their work tasks within the work week (Monday through Saturday). In case of emergency or unforeseen circumstances, a non-exempt employee may be requested to work over forty (40) hours in a work week. Any time scheduled over forty (40) hours must be pre-authorized by the Director.

Overtime is not earned due to an employee working over eight (8) hours in one (1) day. Overtime is accrued when an employee works over forty (40) hours in one (1) work week (Monday through Saturday).

Overtime will be paid at the rate of one and one-half (1½) times the regular rate of pay for any hours worked over forty (40) within one (1) work week (Monday through Saturday).

Each work week (Monday through Saturday) is considered separately in computing overtime and all other pay.

It is the responsibility of the non-exempt employee to inform his/her supervisor when it becomes apparent that overtime may be earned in any given work week. Appropriate adjustments to scheduling will be made at the discretion of the Director to reduce or eliminate the need for overtime hours.

Adopted: September 28, 2015

Amended: March 28, 2016

Certification

Library Certification

Some of the Library's personnel are certified by the Kentucky State Board for the Certification of Librarians. Levels of certification are determined by administration according to job requirements and responsibilities. Certification needs will be determined, and applications made within one (1) year of employment. The Library pays for application and renewal fees for certifications that are a requirement of employment. Full tuition for courses necessary for certification will be paid by the library.

This does not cover courses taken to acquire a B.S. in library science. Staff members who must attend continuing education workshops and conferences in order to receive certification will be reimbursed.

Temporary Certification

Employees in positions requiring certification may apply for temporary certification if they do not meet the qualifications set by the Kentucky State Board for the Certification of Librarians. Temporary certification is valid for five (5) years, allowing the employee time to work toward fulfillment of the qualifications needed to obtain the appropriate certification for their position.

Other Professional Certifications

The Library employs some personnel who hold certifications in fields that are not necessarily library-specific. Where such certifications are required, employees will be reimbursed and allowed paid time for continuing education as necessary.

Recertification

Employees are required to seek and receive recertification as required.

Adopted: September 28, 2015

Holidays

The Library is closed for the following holidays:

1. New Year's Day (January 1)
2. Martin Luther King (3rd Monday of each January)
3. Presidents' Day (3rd Monday of each February)
4. Memorial Day (last Monday in May)
5. Juneteenth National Independence Day (June 19th)
6. Independence Day (July 4)
7. Labor Day (first Monday in September)
8. Columbus Day (2nd Monday in October)
9. Veterans Day (November 11th)
10. Thanksgiving (fourth Thursday in November)
11. Day after Thanksgiving (fourth Friday in November)
12. Christmas Eve (December 24)
13. Christmas Day (December 25)
14. New Year's Eve (December 31)

Full-time and exempt staff members will be paid for the number of hours normally scheduled to work the day on which a closed holiday falls, not to exceed eight (8) hours.

If a scheduled holiday falls on a Sunday, the library will be closed the following Monday in observance of the holiday.

Adopted: September 28, 2015

Amended: February 26, 2024

Leave

Sick Leave

The Library provides paid sick leave benefits to **full-time** employees. Accrual of sick days starts immediately upon full-time employment and accrues at a rate of 4 hours per pay period. Unused sick leave may be accumulated to a maximum of 480 hours.

If a staff member has exhausted his/her sick leave, he/she must then use previously earned vacation time for the duration of the illness. In the event that he/she needs or wishes more time after vacation time has been used, please see the HCCPL Family Medical Leave Policy.

Sick leave may be used for:

- Illness of the staff member
- Illness in the immediate family which requires the presence of the staff member.
- Immediate family is defined as parents, siblings, spouse, children, or a person living in the same household as a member of the family
- Pregnancy, child birth and adoption
- An occasional visit to a doctor or dentist when this visit cannot be arranged outside working hours.

Sick leave may be utilized in units of not less than ½ hour. Periods of less than ½ hour will be counted as ½ hour.

When using sick leave, the staff member is required to notify, or have a member of the family notify the Director, Assistant Director or Business Manager as early as possible on the date of occurrence.

If you are absent for three or more consecutive days due to illness or injury, you must provide a physician's statement that states you are ill or injured and the dates covered. If there are restrictions upon your return to work, they must be documented by your physician. A physician's statement may be requested if abuse of the sick leave privilege is suspected.

Unused sick leave IS NOT convertible into cash, time off, or vacation. You will not be paid for unused sick leave benefits when your employment terminates.

The use of Sick Leave will be suspended without proper authorization by a doctor when an employee has given the Library notice of intent to resign or retire. The use of Sick Leave will also be suspended without proper authorization by a doctor when an employee has been notified of separation or termination.

Adopted: September 28, 2015

Updated: February 28, 2022

Vacation Leave

The Library offers vacation time pay to exempt and regular full-time employees.

Vacation time begins accruing immediately upon full-time employment in accordance with the following schedule:

- 1-2 years 5 days
- 3-7 years 10 days
- 8-14 years 15 days
- 15+ years 20 days

Employees hired prior to September 28, 2015 will receive the February 11, 2011 vacation accrual, but will have to adopt the rest of the September 28, 2015 vacation policy.

In the accrual schedule, employees hired after April 1 of any given year will be considered employees of the next fiscal year for vacation accrual.

Vacation time may be utilized in units of not less than ½ hour. Periods of less than ½ hour will be counted as ½ hour.

Except in emergency situations, requests for vacation must be made, in writing on the appropriate form, to the director two weeks in advance. At the discretion of the director, vacation time may be limited to one employee at a time and will be determined on a first-come, first-served basis. Therefore, all requests should be dated and submitted as soon as possible.

Upon the completion of 3 years of full-time employment, employees vacation anniversary date will become July 1st of the following year. All vacation carryover and additional vacation days will guidelines based on July 1st.

A maximum of 40 hours may be carried over from one year to the next. Employees are required to provide a two (2) week written notification of resignation in order to receive compensation for unused Vacation Leave. If an employee leaves before one year of employment, he or she will not be paid for unused vacation days.

Adopted: September 28, 2015

Amended: March 28, 2016

Amended: May 25, 2021

Vacation for Part-time Staff - 32-Hours Staff Vacation

32-hour staff will be eligible for 4 days' vacation after 1 year of continuous employment, at 32 hours/week. The 4 days' vacation may not be carried over to another year or paid out upon the termination of employment.

Adopted: October 28, 2019

Leave for Administrative Only

Twenty hours (two- and one-half days) will be awarded to Administration for each six-month period worked. The time will be awarded on January 1 for the previous period of July 1 through December 31 and July 1 for the previous period of January 1 through June 30. The 40 hours (five days) must be used within the 12-month calendar year and is not to accrue annually. This time is not subject to being paid out to an employee.

Administration is to schedule time off so that no more than one member of the management team is scheduled out on a week day the library is open.

When attending professional meetings, all efforts should be taken to ensure one member of administration or a shift manager is scheduled to cover all open hours while others are in attendance.

Adopted: September 28, 2015

Amended: March 28, 2016

Amended: August 22, 2016

Bereavement Leave

The Library is sympathetic to the needs of employees and the families of employees when there is loss of a loved one. The Library provides Bereavement Leave to allow employees to attend to the legal, financial, and emotional needs of their families in the event of such loss. Bereavement Leave is granted for no more than three (3) days. If additional time is necessary, the employee may elect to use Vacation or Sick Leave with the approval of the Director.

All staff members are eligible for paid leave upon the death of an immediate family member. Employees will be compensated for regularly scheduled work hours. Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, or immediate in-laws. Other relationships may also be approved on a case-by-case basis by the Library Director without setting precedent. Employees may be required to submit proof of their relationship to the deceased.

Employees taking Bereavement Leave will notify their supervisor as soon as possible of the funeral arrangements, anticipated length of leave, where the employee can be reached during the Leave, and other appropriate information. In no case will Bereavement Leave begin before the Director is notified.

Adopted: September 28, 2015

Family Medical Leave

Under the auspices of this act, the Library has no employees eligible for FMLA benefits, as there are fewer than 50 employees which are employed by the Library. Unless the threshold of 50 employees is reached, the Library will not provide FMLA benefits. If the Library employs 50 or more employees in the future, a more detailed policy will be developed.

The Library provides unpaid family leaves of absence to eligible employees who need to take time off from work duties to meet family obligations that are directly related to childbirth, adoption, or placement of a foster child. Family leave may also be requested to care for self, a child, spouse, or parent with a serious health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility. A serious health condition can also include continuing treatment by a health care provider.

Only full-time employees are eligible to request family leave.

Eligible employees may request family leave only after they have completed 365 calendar days of service. If you think you will need a family leave, give your request to the Director at least 30 days in advance of the date the leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

If you request family leave due to the serious health condition of self, child, spouse, or parent, you may be required to submit a health care provider's statement verifying the need for a family leave, the start and expected end dates, and the estimated time required.

An eligible employee may request up to a maximum of 12 weeks of family leave within any 12-month period. The 12-week maximum applies to any combination of both family leave and medical leave during any 12 month period. Before beginning an unpaid family leave, you must first use any available paid leave you may have, such as vacation or sick benefits.

Subject to the terms, conditions, and limitations of the applicable plans, the Library will provide health insurance benefits through the end of the first month in which the Family Leave began. After that time, if the employee wishes to continue group health insurance benefits, he/she will be responsible for payment of the premium.

Please give us at least two weeks advance notice before you plan to return. When you return from family leave, you will go back to the same job if it is still available. If that job is no longer available, we will place you in an equivalent job that you are qualified for.

If you do not come back to work promptly at the end of a family leave, we will assume that you have resigned.

Adopted: September 28, 2015

Updated: February 28, 2022

Jury Duty

The Library encourages employees to fulfill their civic responsibilities by serving on jury duty if a summons is received. Regular full-time employees will be granted paid leave for jury duty for the period they are required to serve.

Employees will be paid at the base rate of pay for the number of hours normally worked that day.

A jury duty summons should be shown to the Director as soon as possible, since this will help plan for the possible absence from work. Employees are expected to return to work when released from service. Court orders should be attached to the Library's Request for time off form.

Either the employee or the Library may ask the court for an excuse from jury duty if necessary. We may ask that the employee be relieved from going on jury duty if we think that the absence would cause serious operational problems for the Library

The Library will continue to provide health insurance benefits for the full period of jury duty leave, subject to the terms, conditions, and limitations of the applicable plans,

Vacation and sick leave benefits will continue to accrue during jury duty leave.

Adopted: September 28, 2015

Voting

Employees eligible to vote at national, state, county, school, or municipal elections shall, when their work schedule would not allow time for voting, be allowed to exercise this privilege with at least 24 hours prior notice to supervisor following Commonwealth of Kentucky guidelines. Supervisor may specify the time employee may be absent from work to vote or apply/execute absentee ballot. An employee who takes this time and then does not vote will be subject to disciplinary measures.

No deduction will be made from a full-time employee pay when acting as an election officer in order to attend to training or to serve as an election officer. Employees shall not be paid both regular pay (including community service pay) and income as an election officer. Part-time employees are granted flex scheduling for such purposes but will only be paid for hours they are scheduled to work.

Military Leave

The Library will comply with the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA) and applicable Kentucky laws pertaining to military leave.

Adopted: September 28, 2015

Military Leave of Absence

As the laws change, or as interpretations of the laws change, military leave benefits for Library employees may change accordingly. No attempt is made in this policy to cover all possible situations and circumstances that may arise when an employee is ordered to active duty. Therefore, as military leave situations arise, employees should consult with their supervisor and/or Business Manager for current and complete details regarding their military leave rights as a Library employee and should make sure the Business Manager is contacted regarding any continuation of benefits issues.

Adopted: September 28, 2015

Workers' Compensation

The Library provides a comprehensive workers' compensation insurance program to our employees. This program does not cost anything to the employee.

The workers' compensation program covers injuries or illnesses that might happen during the course of employment that require medical, surgical, or hospital treatment. Subject to legal requirements, workers' compensation insurance begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

It is very important to tell the Director, Assistant Director or Office Manager immediately about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting of the incident helps to make sure that you qualify for coverage as quickly as possible and allows us to investigate the matter promptly.

Workers' compensation covers only work-related injuries and illnesses. Neither the Library nor its insurance carrier will pay workers' compensation benefits for injuries that might happen if you voluntarily participate in an off-duty recreational, social, or athletic activity that the library might sponsor.

Worker's compensation insurance provides salary compensation to employees whom are injured while performing their work duties after the employee has missed seven consecutive, calendar days of work. The employee will use Sick Leave until worker's compensation benefits begin.

Adopted: September 28, 2015

Health/Dental Insurance

Health Insurance

The Library's health insurance plans (Anthem Blue Cross and Blue Shield of Kentucky and Delta Dental of Kentucky) offer medical and dental care benefits to regular full-time employees. Dependent Coverage is also available to employees at your own expense. The eligible employees can enroll in the health insurance plans subject to the terms and conditions of the agreement between the Library and its insurance carrier. Eligibility for health insurance begins upon employment. If you have questions about our health insurance plan, contact the Office Manager for more information.

Adopted: September 28, 2015

Employee Conduct

Employee Conduct and Work Rules

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees and the Library.

While it is impossible to list every action that is considered unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property, including library materials
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential personal information or confidential customer information
- Violation of personnel policies
- Abuse of Internet/computer use for personal business and/or email
- Unsatisfactory performance or conduct

Since your employment with the Library is voluntary and “at will,” you may terminate your employment at any time you want, with or without cause or advance notice. Likewise, the Library may terminate your employment at any time, with or without cause or advance notice.

Adopted: September 28, 2015

Personal Appearance

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your appearance has an impact on the morale of other Library staff and the public image of the Library. Your appearance should establish public confidence and respect for the library and convey a positive, professional image.

During business hours or whenever you represent the Library, you should be clean and well groomed. All employees except administration are required to wear logoed clothing along with the Library name tag. If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your job.

Your attire should match the role you are working in that day. For example, off site meetings and presentations may require different clothing options than one's uniform. In this case and at the director's discretion, an employee may wear business clothing and shoes (e.g. suit and heels/dress shoes) and their nametag. Employees fulfilling normal roles need to wear their appropriate uniform and shoes.

It is impossible to list all appropriate and inappropriate clothing. The standard guidelines are as follows:

- Part-time and Fulltime employees will wear HCCPL issued uniform shirts, unless otherwise instructed for special occasions.
- Clothing should not restrict movement or contain items such as fringe, cords, or other objects that might be hazardous in the library work environment.
- Clothing should fit properly so as not to expose underwear.
- Clothing must not expose the abdomen, chest or buttocks areas.
- Skirts must be just above the knee or longer.
- Footwear must be worn at all times. No flip flops or open sandals allowed.
- Offensive body odor (including excessive perfume) and poor personal hygiene are not acceptable.
- Visible tattoos and piercings must be limited in quantity to maintain a businesslike image and must not be offensive, obscene, political or suggestive in content.
- Employees may wear jeans, slacks or khaki's. Clothing should have no rips, holes or worn spots and should not be form fitting.
- No shorts.
- Leggings may only be worn with oversize tops that are a minimum of mid-thigh and not longer than 1" below the knee.

- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.

Adopted: September 28, 2016

Amended: August 22, 2016

Personal Social Networking and Online Accounts

Computer and Email Usage

All employees have the responsibility to use Library resources in a professional, ethical, and lawful manner. Access to the Internet and an email account are provided to employees to assist them with their job duties. Computer and telecommunications equipment belong to the Library. By using these resources, employees agree to these provisions. Use of the Library's resources for personal purposes should be kept to a minimum and should be done on the employee's personal time.

Employees may not use the Library's Internet or email resources for commercial purposes or personal advertisements. Solicitations, promotions, or the purposeful dissemination of destructive viruses is prohibited. Political material is likewise not to be dispersed using Library resources. Use of the Library's resources may not disrupt the Library's network or the network of other users.

Employees should exercise the same care in drafting email or communicating in any electronic format that they would for any other written communication. All messages, sent or retrieved on Library resources, remain the property of the Library and should be considered public information. Access to an employee's email account may be disabled and denied at the discretion of the Library. The Library is under no obligation to provide access to the data to the employee or to retain any data for the employee in the event that access is denied.

The Library has the right to monitor any and all aspects of its computer resources. Employees waive any right to privacy in anything they create, store, send, or receive while using the Library's resources. Employees may not attempt to read the communications of others, use the email accounts of other employees, or use the passwords of other employees for unauthorized purposes.

Many of the Library's computers, servers, and databases are protected by password access. Employees are responsible for keeping passwords confidential. Passwords should not be given to other staff or members of the public without a supervisor's authorization. Passwords will be changed by the Library as necessary. Employees should report any incident (or suspicion of such an incident) in which Library passwords may have been compromised immediately.

Violation of any of these guidelines may result in disciplinary action, including employment termination.

Cell Phone Usage

Employees are allowed to use cell phones for short personal calls, within reasonable limits, in the non-public areas of the library only. Public areas of the library include the front

entrance. Cell phone use is prohibited while working at the Circulation or the Reference desk.

Internet Usage

The Library may provide you with Internet access to help you do your job. This policy explains our guidelines for using the Internet. Internet usage is intended for job-related activities only.

All Internet data that is written, sent, or received through our computer systems is part of official Library records. We can be legally required to show that information to law enforcement or other parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and legal.

The equipment, services, and technology you use to access the Internet are the property of the Library. Therefore, we reserve the right to monitor how you use the Internet. We also reserve the right to find and read any data that you write, send, or receive through our online connections or is stored in our computer systems.

You may not write, send, read, or receive data through the Internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The Library does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for making sure that anyone who sends you material over the Internet has the appropriate distribution rights.

The sending or receiving of instant messages and the installation of IM applets is prohibited on any library computers except for authorized usages; this includes installation of any software on library equipment.

An employee using the Internet in a way that violates the law or the Library policies, will be subject to disciplinary action, up to and including termination of employment and may also be held personally liable for violating this policy. The following are some examples of prohibited activities that violate this Internet policy:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization

- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Downloading music
- Engaging in any other illegal activities

Social Networking and Online Accounts

This policy focuses on the use of social networking tools maintained by employees through which the employee could be seen as representing the Library in an official capacity. The policy also includes other online accounts that may be used by an employee for work-related purposes.

The rapidly changing environment of the Internet, the increasing engagement of Library staff in online environments, and the nature of the Library's own use of Internet-based tools dictates a broad interpretation and enforcement of this policy. In some circumstances, employees may be given permission to use a particular tool and then find that new or additional capabilities might become useful that exceed the original purpose. The Library encourages its staff to bring questions about personal or work-related online activity that may fall within this policy to the Director.

Definitions

“Social networking” includes (but is not limited to) blogging, wikis, instant messaging, online gaming, email distribution lists, sites designed for personal comment (such as news editorial sites), and sites designed for sharing personal information (such as Facebook). For the Library’s purposes, social networking includes any online activity which could be perceived as representing the Library as an institution regardless of whether the activity is part of a Library program, training event, or service.

“Online accounts” includes the use of online sites for the purpose of storage or exchange of work-related files (such as a sharing/storage site for digital photos) regardless of whether the use of the site was intended for public distribution. Online accounts include any personal accounts maintained by the employee that are used to store or access work-related information.

“Representation” of the Library includes an employee’s use of the Library’s name or his/her position/title with the Library as an indication that the Library’s approval and authority rests with the statements that s/he makes. All complaints and replies by staff should be reviewed by the Director.

Approval of Online Presences

The Director must approve any and all representation of the Library on the Internet. No library employee may set up a social networking account or any other online account of any kind that represents the Library without this approval. Representing the Library in any way, even with a personal account, is subject to the approval of the Director. Representing the Library such as by commenting on an online blog or an online news article must also be approved by the Library Director. Failure to receive approval before securing an online account of any kind, by representing the Library within a personal account, or by representing the Library using a comment feature within any online service will be considered a very serious offense and could result in termination of employment.

Personal Accounts

The Library assumes no responsibility for personal accounts that are maintained by its staff members. If a staff member uses a personal account to represent the Library with or without permission, the Library reserves the right to request and maintain access to the account at all times.

Exceptions

Participation on a professional (library or position related) blog or listserv does not require approval. The Library encourages its staff members to use and participate in these venues.

The views and opinions of staff members using these tools, however, should not be considered the opinion or endorsement of the Library.

Staff members may also use the Library's name as a designation of place of employment on personal social media accounts. The use of the Library's name as a designation of employment should not be considered as the opinion or endorsement of the Library. The Library encourages employees to use a generic statement of place of occupation, i.e. "Public Library", rather than using a specific designation of employment in order to avoid confusion on the issue of representation.

Reviewed: March 28, 2016

Employee Files

The Library maintains several different types of files for each employee's records. Employees may request a copy of any information in any file at any time. Such requests must be made in writing. An employee may add information to these files upon request.

Personnel Files

Supervisors are allowed access to personnel files for employees under their supervision. Personnel files contain many different types of information, including evaluations, correspondence, letters of praise/appreciation, and records of performance improvement actions along with rate of pay. The library also maintains records of training received, certifications, secondary school credits and other similar credentials. Employees are responsible for keeping accurate copies of their training and continuing education and for turning in the originals to the Director. These are added to their personnel files.

- Personnel files are retained for 60 years.

Medical Files

Information about insurance coverage or other medical claims is kept in a separate file for each employee. When an employee has dependents covered on their insurance, information about dependents may also be kept in the same file.

Dependents may also request information from this file when the dependent is a part of the employee's coverage. Information concerning COBRA will be kept in medical files. Any HIPAA agreements maintained by the Library will also be kept in these files. Only the Library Director and Office Manager will be given access to an employee's medical information. Supervisors will not be granted access to these files.

- Medical files are destroyed upon termination.

Payroll Files

Information about payroll may include Personnel Action form, W-4, K-4, enrollment in other Library benefits along with deductions to include before and after tax.

- Payroll files are destroyed upon termination.

Payroll Records

The Library maintains payroll records for all employees. Payroll records are not individualized for employees. Salary information for individual employees who work at the Library is public record and may be requested through the Freedom of Information Act. The

Library has no control over the use of this information and assumes no responsibility for the use of the information that is obtained. Employees will be informed when outside parties have requested salary information.

- Payroll Records are audited once a year and follow the retention policy.

Adopted: September 28, 2015

Staff Development

The Library, however, encourages professional growth for all employees through continuing education and training. The library will pay travel expenses for required developmental activities for certification. The library will pay an employee for time spent at appropriate educational conferences, professional meetings and training seminars as approved by the Director. While attendance at these meetings may be allowed on library time, no overtime will be counted. Conference registration fees, mileage, lodging, and food will be paid by the library for mandated developmental activities.

Requests are to be submitted to the Director as early as possible.

In reviewing requests to attend developmental activities, the following factors will be considered:

- Nature and purpose of the activity.
- Benefits to be derived by the Library and the employee.
- Level of responsibility, performance and length of library service.
- Estimated costs, availability of funds and number of employees requiring certification.
- Potential lost time from work.
- Ability to adequately staff services during the employees absence.

Employees may be asked to attend webinars provided by the Kentucky Department for Libraries and Archives, as well as other programs and conferences that provide Continuing Education Units (CEUs).

The Director will determine, based on budget restriction and staffing, which employees may attend conferences.

The Library will pay membership dues to the KLA and the PLA for the director.

Adopted: September 28, 2015

Employment Termination

Administration will schedule an exit interview when your employment is terminated. At an employee's exit interview, an administrative staff member will go over such topics as benefits, benefits conversion rights, repayment of any outstanding debt to the Library, and/or return of the Library-owned property.

Return of Property

The Library may loan items to help you do your job such as:

- Equipment
- Identification badges
- Keys
- Manuals
- Uniforms
- Written materials

Employees are responsible for protecting and controlling any property loaned.

We ask that professional librarians give 4 weeks written notice and all other employees must provide 2 weeks written notice before terminating your employment.

Employees access to email and workflows will be terminated upon employment termination.

Adopted: September 28, 2015

Emergency Closings

The Library acts to ensure the safety of its patrons and its employees during emergency situations such as inclement weather, loss of utilities, or other events that interfere with normal operations. All decisions to open late, remain closed, or close early will be made by the Library Director. Decisions will generally rely on actual observed conditions rather than predictions. Administration will call employees scheduled for work as soon as possible in the event of an emergency closing.

Employee Absences

Employees will be contacted by their supervisor in the event there is any change to regular operating hours. Unless contacted by a supervisor, all employees are expected to be on time for their regularly scheduled work period.

Staff who are unable to report to work due to weather related conditions should contact their immediate supervisor as soon as such a condition becomes apparent. Employees who are unable to report to work when the Library is open must use Vacation Leave, where applicable.

Compensation

If there is a deviation from the Library's regular operating hours due to emergency circumstances, employees will be compensated for their regular work hours at their regular rate of pay (without the use of Leave) for the time they were scheduled to work. Employees who are scheduled off or who are on previously arranged Vacation Leave or Sick Leave will not receive any extra compensation.

Adopted: September 28, 2015

Smoking

The Library has adopted the City of Hopkinsville's Ordinance 08-2012 prohibiting smoking within any workplace, building, or enclosed area that is open to the public. Smoking shall be prohibited within a reasonable distance from the outside entrance to any building to ensure that tobacco smoke does not enter the building through entrances, windows, ventilation systems or other means, or make contact with individuals entering or leaving the building.

Adopted: September 28, 2015

Business Travel Expenses

The Library will reimburse the travel expenses of staff and Board members while they are on approved, official Library business.

Per Diem for Travel

Employees who attend out of town conferences or other professional meetings are allowed a per diem for meals at rate the rate set by the GSA for the destination. Any charges exceeding the established per diem rate are the responsibility of the employee.

In some cases, individual meal expenses may be reimbursed to the employee for events that do not last for an entire day. The following rates will apply:

- Breakfast – \$16
- Lunch – \$24
- Dinner – \$24

Receipts are not required for these expenses. A written request for reimbursement accompanied by the reason for the travel should be sent to the Operations Director when seeking reimbursement.

Business Meeting Meals

The Library's staff do, on occasion, meet during meals or invite special guests (such as vendors, visiting performers/authors) for meals. The Library Director will approve all expenditures for business meeting meals in advance. Charges for alcoholic beverages will not be paid by the Library. Business meeting meals should be conducted at a reasonably priced venue, appropriate for the event, with care taken for the overall expense to the Library. Excessive expenses will become the responsibility of the employee. Receipts for all business meeting meal expenses are required.

Mileage Reimbursements

When travel is conducted using the employee's personal vehicle, mileage should be recorded and will be reimbursed by the Library. Mileage will be reimbursed at the rate approved for reimbursement by the Commonwealth of Kentucky as it is given on 1 July of each fiscal year. Please contact the Operations Director for the current rate. Requests for reimbursement for mileage are made to the Operations Director using the Travel Reimbursement Form.

Special Transportation

Airline fares will be paid for by the Library in advance. Cabs must be paid using the employee's own personal funds and will be reimbursed by the Library upon the employee's return. Employees should seek the most reasonable travel rates/methods that are available. Luxury or 1st class travel will not be reimbursed by the library.

Lodging

Hotel expenses will be paid at the time that the expense is incurred. Arrangements should be made in advance for payment. Reasonably priced accommodations should be sought. Expenses will only be paid for rooms and any necessary parking or internet access.

Requests for Reimbursement

All requests for reimbursements must be submitted on appropriate forms with appropriate supporting documentation. For special trips (such as conference attendance), reimbursement requests will be made upon the employee's return.

Safety

Traffic violations and citations are the responsibility of the driver at all times. Traffic violations on Library business could be cause for disciplinary action.

Adopted: September 28, 2015

Amended: February 26, 2024

Sexual and Other Unlawful Harassment

The Library is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual and other unlawful harassment. The Library will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic. The Library provides ongoing unlawful harassment training every year during staff development days to ensure employees the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment at work, report the incident immediately to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you should immediately contact the Director, Assistant Director or Business Manager. There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it unless it is done intentionally.

Charges with malicious intent could result in disciplinary action.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation but not about specific disciplinary actions.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Director, Assistant Director or Business Manager so it can be investigated in a timely and confidential manner. Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Adopted: September 28, 2015

Drug and Alcohol Use

It is the policy of Hopkinsville-Christian County Public Library to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. Hopkinsville-Christian County Public Library also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, the Hopkinsville-Christian County Public Library prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the Company's reputation in the community.

If this policy is violated, it may lead to disciplinary action, up to and including immediate termination of your employment. We may also require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Pre-employment: As required by the company for all prospective employees who receive a conditional offer of employment

For Cause: Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance.

Random: As authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Under the Drug-Free Workplace Act, if you perform work for a government contract or grant, you must notify the Library if you have a criminal conviction for drug-related activity that happened at work. You must make the report within five days of the conviction.

Adopted: September 28, 2015

Amended: March 25, 2019

Progressive Discipline

Annual Performance Evaluations are an opportunity for coaching to occur and for discussion of concerns or issues. They are also an opportunity for supervisors to meet individually with their employees to provide appreciation for the employee's accomplishments and to discuss areas of improvement. These usually occur at the beginning of the new fiscal year. For introductory employees, the first evaluation at the end of the 90-day evaluation period.

We believe it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future. Although your employment is based on mutual consent and both you and the Library have the right to terminate employment at will, with or without cause or advance notice, the Library may use progressive discipline at its discretion.

Disciplinary action progresses through the following four steps: 1) verbal warning, 2) written warning, 3) 3-day suspension without pay, or 4) termination of employment. The severity of the problem and frequency will dictate the number of steps taken. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that we will generally take steps in the following order:

1. A first offense may call for a verbal warning; documentation (signed by the Director) that results from a verbal warning may be included in the employee's personnel file. Supervisors are not obligated to inform an employee when documentation is added to personnel files. Employees may or may not be asked to provide a signature of receipt for such documentation.
2. A next offense may be followed by a written warning; written warnings will be signed by the Director and the employee. The employee's signature does not imply agreement. Employees may choose to write a statement to be included with a written warning. The Library is under no obligation to respond. Such statements will be included in the employee's personnel file.
3. Another offense may lead to a three day suspension without pay.
4. Another offense may then lead to termination of employment. Employees who are terminated will receive written notification of such action. If immediate termination is warranted, written notification may be delivered by postal mail. Any supervisor may immediately terminate an employee if the situation warrants. Employees who are terminated may be escorted from the building. A copy of the written notification should be given to the Director and one should be placed in the employee's personnel file.

In very serious situations, some employee problems may justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

You should also look at the Employee Conduct and Work Rules policy in this manual. That policy lists examples of unacceptable conduct that might result in immediate suspension or termination of employment. However, some of the examples of unsatisfactory conduct listed may result in the progressive discipline process described above instead of immediate suspension or termination.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Library.

Adopted: September 28, 2015

Problem Resolution

The Library strives to ensure that all employees are treated fairly. Except in exceptional circumstances, personnel problems and complaints should be resolved at the lowest possible level. The supervisor and the employee shall make every effort to resolve the problem. It is expected that the chain of command will be followed, working first with the direct supervisor, then the Director, and then the Board of Trustees if resolution is not reached. Staff will not be penalized, formally or informally, for making a complaint as long as it is done in a reasonable, business-like manner and not for the purposes of retaliation against another. There is no penalty for using this problem resolution procedure.

Letters of Grievance

To take a grievance to the Board that has not been resolved at a lower level, a letter must be written and signed and must include:

- The employee's written communication with the Director giving notice of the concern.
- The Director's written response to the concern within 10 business days.

Grievance letters will be addressed to the president of the Board of Trustees. A copy of any letter of grievance must be sent to the Library Director. The president of the Board will reply within thirty days. The grievance letter and the Board's reply will become a part of the employee's personnel file.

Grievance Hearings

Before a grievance hearing will be granted by the Board, the staff member must produce evidence that the staff member has attempted to resolve the matter within the Library's established organizational structure. All such attempts will be documented in writing and will include:

- Any written communication between the employee and his/her supervisor concerning the matter.
- The employee's written communication with the Director giving notice of the concern.
- The Director's written response to the concern.

The employee's written request for a hearing before the Board must:

- Clearly state the issue that will be discussed with the Board.
- Establish that no reasonable and satisfactory solution has been reached.
- Suggest a reasonable solution for the Board to consider.

If a grievance hearing is granted, the employee will appear before the Board of Trustees at the next regularly scheduled meeting. If the employee intends to provide witnesses, the names of such witnesses will be communicated to the president no later than three calendar days prior the meeting.

Grievance hearings will be limited to a maximum of thirty minutes unless further allowance of time is requested in writing three calendar days prior to the meeting. The hearing may be curtailed by the president at any time.

Grievance hearings concerning personnel matters may be held in open or closed session at the Board's discretion.

After the hearing, the president of the Board of Trustees will provide a written response to the employee within thirty days. Any decision or response by the Board is final.

Adopted: September 28, 2015