Greene County
Public Library

Public Policy Manual

Revised June, 2026

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Section 1 - Administrative Policies

1A. Hours of Operation

Libraries of the Greene County Public Library system are open to the public during the hours listed below. Exceptions may be made in emergencies. If other extraordinary conditions arise which necessitate the closing of any library agency, only the Library Director or a person to whom the director delegates this responsibility may make this decision. The following hours go into effect March 2015:

Beavercreek Community Library
3618 Dayton-Xenia Road, 937-352-4001 Monday
- Thursday from 10 a.m. to 8 p.m.
Friday from 10 a.m. to 6 p.m.
Saturday from 10 a.m. to 5 p.m.
Sunday, 1-5 p.m. (September – May)

Cedarville Community Library 20 South
Miller Street, 937-352-4006 Monday -
Thursday from 10 a.m. to 8 p.m.
Friday from 10 a.m. to 6 p.m.
Saturday from 10 a.m. to 5 p.m.

Fairborn Community Library
1 East Main Street, 937-878-9383
Jamestown Community Library
86 Seaman Drive, 352-4005
Monday - Thursday from 10 a.m. to 8 p.m.
Friday from 10 a.m. to 6 p.m.
Saturday from 10 a.m. to 5 p.m.
Sunday, 1-5 p.m. (September – May)

Winters-Bellbrook Community Library 57
West Franklin Street, 937-352-4004
Monday - Thursday from 10 a.m. to 8 p.m.
Friday from 10 a.m. to 6 p.m.
Saturday from 10 a.m. to 5 p.m.
Sunday, 1-5 p.m. (September – May)

Xenia Community Library
76 East Market Street, 937-352-4000 Monday
- Thursday from 10 a.m. to 8 p.m.
Friday from 10 a.m. to 6 p.m.
Saturday from 10 a.m. to 5 p.m.
Sunday, 1-5 p.m. (September – May)

Yellow Springs Community Library 415
Xenia Avenue, 937-352-4003 Monday -
Thursday from 10 a.m. to 8 p.m.
Friday from 10 a.m. to 6 p.m.
Saturday from 10 a.m. to 5 p.m.
Sunday, 1-5 p.m. (September – May)

1B. Holidays

All Greene County libraries are closed in all departments on the following holidays:

New Year's Day	Martin Luther King Day
Easter Sunday	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Eve
Christmas Day	

When any of the above holidays falls on a Sunday (except Easter Sunday), the library is closed on the following Monday.

All Greene County community libraries will close at 5:30 p.m. on New Year's Eve and on the Wednesday before Thanksgiving

1C. Closing Policy

In order to avoid frustration and confusion at the time of closing, staff will make every effort to alert patrons at least twice during the final fifteen (15) minutes before closing to conduct any activities necessary to permit them to leave the building at the designated closing time. Refusal to leave the building at closing will be treated as trespass and the proper authorities will be contacted. All patrons being assisted at public service desks at the time of closing will be served.

1D. Person In Charge [Revised 02/8/2012]

Listed below are the general guidelines for administration and each library. The head librarian may deviate from these general guidelines when appropriate.

Administration

- Director
- Deputy Director
- Fiscal Officer
- System coordinator with the most experience

Xenia, Beavercreek, and Fairborn Community Libraries

- Head librarian
- Department head or manager with the most experience
- Librarian II with the most experience
- Library I with the most experience
- Clerk with the most experience

Cedarville, Jamestown, Winters-Bellbrook and Yellow Springs Community Libraries

- Head librarian
- Librarian II with the most experience
- Library I with the most experience
- Clerk with the most experience

1E. Display and Distribution of Non-Library Materials

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

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

Organizations with materials to display should present them at the service desk. The head librarian at each location or his or her designate determines if and how literature in compliance with this policy is displayed. Factors such as size, quantity, timeliness of the materials and space availability are considered. Priority may be given to materials from the library and its supporting organizations and to events and organizations that are of local interest. The library makes no attempt to solicit materials for the display area or to balance the collection. Display or distribution of materials does not imply endorsement by the library.

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

Election literature that is informational in nature may be displayed or distributed in libraries where sufficient space exists. If space for display is not available, such literature will be kept accessible in a file.

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

Concerns or complaints about this policy, its implementation or materials displayed should be directed to the head librarian. If dissatisfied by the head librarian's decision, the patron may take further action by completing the "Request for Reconsideration of the Display and Distribution of Non-Library Materials" form available online and at all library locations. (See Appendix B.)

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

1F. Exhibits and Displays

The Greene County Public Library develops displays and exhibits on a regular basis. This is done to promote use of the collection and to highlight its diversity; to bring attention to special or under-used aspects of the collection; to make it easy to find information on topics of current issue; to celebrate special occasions. Such displays will, where applicable, reflect a variety of viewpoints and cultures. Permission for the public (groups or

individuals) to use the library's display space may be given for educational, artistic and cultural materials. Permission may also be given to groups to use community libraries to serve as collection sites for civic endeavors.

Display requests will be considered in the order in which they are received and the following factors will be examined:

- relevance to community needs
- suitability of physical presentation
- suitability of the subject matter
- quality of the presentation
- space requirements timeliness

The following categories of exhibit material are specifically excluded:

- Commercial exhibits
- Partisan political exhibits
- Exhibits advocating a position on ballot issues, except for library issues

Exhibits and displays not sponsored or created by the library may remain for sixty (60) days, or less. This is to keep displays current, of interest to the public, and fresh.

Groups may reserve exhibit space up to one year in advance. Groups or individuals may not reserve the same space for more than one thirty (30) day period at a time. This is to give all interested groups and individuals a chance to use the space.

The Greene County Public Library assumes no insurance liability for materials on display.

The library may request a sample of the work to be shown before granting permission to display.

Materials must be picked up the first working day after the end of an exhibit. If not claimed within two weeks (or if other arrangements have not yet been made), the material becomes the property of the Greene County Public Library and may be discarded.

The library reserves the right to approve the content and arrangement of all exhibits.

The library reserves the right to limit the size, number of items, the schedule of any display and the frequency with which an individual, or group may have a display or exhibit.

Exhibits cannot in any way disrupt the normal routine of the library. Each head librarian has the right to decide, consistent with intellectual freedom guidelines, if an exhibit (or a portion of one, such as an audio or audio/visual presentation) is disruptive.

Exhibits and displays will not include the prices of any objects.

The following statement will be posted as part of all non-library sponsored exhibits:
Exhibits are offered as a community service and do not carry the endorsement of the Greene County Public Library.

1G. Petitions and Solicitation

Petitions may not be displayed nor signatures collected on library grounds, including but not limited to library buildings, sidewalks, lawns, and parking lots.

Solicitation is any form of requesting money, support, or participation for products, groups, organizations, or causes which are unrelated to the library. Solicitation of patrons and/or employees is prohibited on library grounds, including but not limited to library buildings, sidewalks, lawns, and parking lots, regardless of the nature or content of the solicitation. [Revised 09/14/2022]

1H. Meeting Rooms in the Library [Revised 02/11/2009]

Meeting rooms are available for reservation at the Xenia, Fairborn, Beavercreek, Cedarville and Yellow Springs community libraries.

All community meetings held in the Library meeting rooms must be open to the public.

Community groups whose purposes are non-profit, civic, cultural, or educational are encouraged to use the various library meeting rooms for group meetings when the rooms are not being used for their primary purpose: Library related activities.

Meeting rooms may not be used for social activities; private parties; commercial purposes/endeavors or gatherings that advertise a product or service; or political campaign meetings.

The Library does not endorse the views expressed by any group or individual using its meeting rooms.

The Library does endorse the right of those individuals or groups to express their views so long as they abide by the policies and rules governing the use of library meeting rooms.

a) Reserving a Meeting Room

The person reserving a meeting room must be at least 18 years of age. A reservation for a group of people who are under age 18 must be made by a supervising adult.

Reservations for meeting room use are made in person or by phone at the library where the meeting will be held.
Rooms must be reserved in advance of use.

Rooms cannot be reserved for days or times when the Library is closed, except as noted in §1I(b) below.

A group may have no more than two meetings scheduled at any GCPL facility at a time. Groups may wish to occasionally reserve facilities for programs in a series. This may be possible with the approval of the head librarian.

b) Library Programs

Library programs will take precedence over all other scheduled meeting room events. If there is a conflict between a library program and a meeting room reservation, the Library reserves the right to cancel the reservation at any time. While the Library reserves the right to change or cancel meeting room reservations when necessary, the Library will endeavor to avoid such conflict.

Library programs may be scheduled when the Library is closed to the general public. Library programs include those produced by the Library, the Greene County Public Library Foundation, or a Friends of the Library group.

Presenters at Library-sponsored programs are permitted to sell merchandise related to the subject or activity of their program. This permission is granted either to reduce the cost of the program to the Library or to raise funds for the Library Friends groups or Greene County Public Library Foundation. Sales are to be handled by the presenter, a representative of the Friends or Foundation, or a local vendor.

c) Responsibility of Organizational Representatives

An official representative of the organization must sign an agreement to (1) limit the number of people occupying the requested meeting room to the number posted by the Fire Marshall, and (2) accept full responsibility for any infraction of the regulations and any damage to Library property incurred during or in connection with the proposed meeting. Responsibility is nontransferable. A new form must be signed in order to change the assignment of responsibility.

d) Meeting Room Rules

The use of the meeting room by a non-Library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities.

Announcements or publicity must include an address or telephone other than the Library as contact for information.

Groups should allow time to arrange the room to meet their needs.

Groups are responsible for notifying the Library of cancellation of a meeting, in addition to notifying group members and/or the audience.

An adult leader shall be present at all times and responsible for the supervision of any groups of children, who are under the age of 18, using the meeting room.

Meetings/programs shall not disturb persons using the Library's public areas.

Smoking is prohibited in the meeting rooms. Alcoholic beverages are not permitted in the meeting rooms, except a part of Library-sponsored educational or fundraising programs approved by the Director. (Revised 05/11/2016)

Non-Library groups may not charge admission fees or make commercial solicitations on library premises; however, groups may charge a reasonable fee to recover the cost of materials, handouts, craft-making supplies, refreshments, etc.

Groups are responsible for leaving the meeting room in good order. Failure to abide by the rules may be justification for restricting the group's future use of a room.

Parking is limited at all sites. Daytime attendees in Xenia must use off-street or metered parking. Attendees are encouraged to carpool if possible.

Childcare for children of adults attending meetings in Library meeting rooms is the responsibility of those adults. The Library is not responsible for children in the facilities during meetings.

The Library assumes no responsibility for hats, coats, or other personal belongings of persons attending meetings.

Groups using the meeting rooms must leave when the Library closes.

The Library will attempt to reach the contact person for the group if a Library closes for an emergency.

e) Termination

The Library reserves the right to terminate any group meeting, if the Director of the Library, or his designee, determines that the group meeting constitutes a nuisance or that the meeting disrupts Library services.

The term "nuisance," as used above, is defined as creating a condition that jeopardizes the health or safety of Library patrons and/or staff, or that creates an unreasonable risk of harm to patrons and staff, or that interferes with or annoys other patrons in the enjoyment of using the Library services.

The term "disrupting Library services," as used above, includes, but is not limited to the following:

i.) disrupting access to Library services

ii.) requiring an inordinate amount of staff involvement or resources

iii.) disturbing core Library functions: accessing information, collection, programming, staff services, providing a public place of quiet contemplation

iv.) violating any laws of the State of Ohio or any policies of this Library

The purpose of this termination clause is to preserve the right of patrons to use the public library without being subject to annoying, dangerous, or criminal behavior.

f) Occupancy

By order of the Fire Marshall, occupancy is limited as follows (Updated 5/14/25):

Xenia Community Library – 1st Floor Meeting Room	Xenia Community Library – 2nd Floor Meeting Room	Fairborn Community Library Meeting Room	Beavercreek Community Library Meeting Room	Yellow Springs Community Library Meeting Room	Cedarville Community Library Meeting Room
188 w/Chairs **87** w/table and chairs	**100** w/chairs **47** w/table and chairs	**75** Standing	**29** w/ table and chair **49** Standing	**49** w/Chairs	**76** standing **54** w/ chairs **25** w/ tables and chairs

g) Room Set-Up

Tables and chairs are available for the group to set up.

h) Audio-Visual Equipment

Each location has some audio-visual equipment (e.g. TV, VCR, overhead projector, screen, etc.), which must be requested at the time of scheduling. Groups must supply their own equipment operator.

1I. Library Programs, Publicity and the Media

Library programs are planned according to the needs and interests of each community library. Some programs may require pre-registration. The community information officer shall coordinate programs, services and special events requiring publicity. The director is the official library spokesperson at the request of the Library Board of Trustees. The community information officer serves as the media liaison for the Board and Administration whenever official media statements are required pertaining to library policies and procedures or positions on system-wide issues.

1J. Public Participation at Library Board Meetings

Meetings of the Board of Library Trustees are held at 2 p.m. on the second Wednesday of the month. The Board does not meet in August. Meetings are held in the Board Room, located in the administrative offices on the second floor of the Xenia Community Library, unless stated otherwise.

It is the intent of the Board that persons wishing to address comments or ask questions shall be afforded reasonable and fair opportunity to do so. Members of the public wishing to address the Board may do so at any regularly scheduled meeting during the agenda time reserved for communications. In order for the Board to fulfill its obligation to complete the scheduled agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation is permitted at each meeting. For those wishing to speak, an oral or written communication to the library director stating a concern or topic at least a week before the meeting is strongly encouraged.

All visitors are required to sign in before the call to order and to indicate if they wish to speak. Those visitors who have indicated a desire to speak will be recognized in the order in which they signed in. Speakers must identify any groups or organizations for which they will speak in an official capacity.

Each speaker is given three (3) minutes to share her/his views with the Board. If several persons wish to speak, each will be allotted three (3) minutes until the total public participation time of 30 minutes is used. No person may speak more than once per meeting.

It should not be expected that the board would take immediate or official action on any subject brought before it without having time for review or study of facts or matters presented.
If a resident wishes to share additional comments, she/he may schedule an appointment with the Library Director, who will then present a summary of that meeting to the Board of Trustees.

The Board President recognizes each registered speaker. The Trustees listen and do not interact with the speakers. The Board President introduces each speaker and keeps track of the time. The Board President may ask questions or ask for additional information from persons appearing before the Board.

1K. Donation of Materials and Equipment

(See also separate manual: Collection Development Policy)

The Greene County Public Library accepts donations of materials. As many used items are not appropriate for inclusion in the library's collection because of age, condition or duplication of materials already owned, the head librarians or their designee at each location will determine the acceptability of any donations for the Greene County Public Library.

The library reserves the right to refuse any donations.

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

Donations that are not added to the library collection are either given to the Friends group for sale at that location or sold by the Greene County Public Library in an ongoing or annual sale.

1L. Donation of Monies or Funds

Monetary gifts may be donated to the Greene County Public Library or to a local Friends group.

Money donated to the library for gift books or memorials will be deposited in a legally established special revenue fund or the General Fund. Items purchased become the property of the library and may be disposed of accordingly. Gifts of this type will be acknowledged by letter from the head librarian at the location receiving the gift or memorial.

Annually, in December, the Library Board acknowledges the receipt of all monetary donations to the Greene County Public Library.

The Greene County Public Library Foundation serves as a conduit to receive taxdeductible gifts of cash and non-cash property that can be used to further the mission of the library.

1M. Volunteers

A person who would like to volunteer at a community library must complete a volunteer application. If volunteer opportunities exist, the head librarian or his or her designate will review the application, interview appropriate candidates, assign tasks, establish a schedule, train and supervise the volunteer. Where possible, the library will assist the local courts and other social service agencies to provide community services and /or library work experience for individuals.

1N. Disposal of Materials and Equipment

Withdrawn library materials are either given to the Friends group to sell or sold by the Greene County Public Library in an ongoing or annual sale. Items at library or Friends sales are sold "as is." No refunds are given. Monies collected by the Friends groups are managed and dispersed by the group. Monies collected at sale locations where there is no Friends group will be deposited with Greene County Public Library Foundation.

The library director is authorized by the Board of Trustees to sell or discard any outdated library materials or equipment, or may give discarded library materials or equipment to an organization or governmental unit. The receiving organization or governmental unit's mission must be in line with the mission of the library. Preference is given to qualifying agencies serving Greene County residents.

1O. Telephones and Paging in the Library

Patrons may not use staff telephones, except in an emergency or at the discretion of the staff. Patrons will not be paged, unless there is an emergency.

1P. Tours and Special Programs

a) Requests for Tours

Requests for library tours should be made in advance. Every effort will be made to assign a staff member appropriate to the age or interest of the group requesting the tour. Some tours may need to be scheduled around the availability of various staff. The library reserves the right to determine an acceptable size for a group. Staff assistance may be limited. Any tour group is welcome to stay longer to work independently.

b) Special Group Attendance at Library Programs

Library sponsored programs are designed for members of the public. Organizations that would like to send groups of five or more should make arrangements in advance.

c) Children's Programs

Children should meet designated age requirements. The library reserves the right to turn away unregistered patrons at those programs for which pre-registration is required.

d) School Visits and Off-Site Programs

Visits to schools in Greene County by library staff will be scheduled as time and staff schedules permit. Visits to schools are subject to change based upon scheduling and staff needs at each library. Visits and programs for institutions will be scheduled as time and staff schedules permit.

Section 2 - Special Services and Special Collections

2A. Photocopiers

The library provides photocopiers at each location. The charge is $.15 per copy.

2B. Study Room(s)

Study Rooms are available at the Beavercreek, Fairborn and Xenia libraries. Groups or individuals using a study room must sign up for use of the room. Sign-ups can be made for up to two hours but may be extended for an additional hour at a time if there are no groups or individuals requesting use. A patron may have no more than two reservations at a time. Reservations can be made no more than 2 weeks in advance. Typical use of a study room is for group study, tutoring or committee work. Activities in a study room should not create a disturbance or interfere with the conduct of library business.

2C. Exam Proctoring

Proctoring is available at the Beavercreek, Fairborn and Xenia libraries for students in accredited degree or certificate granting programs. Conditions for proctoring must be within the library's service limitations. The student must make an appointment with the designated proctor and reserve the meeting or study room.

2D. Notary Public

The Greene County Public Library does not provide a notary official at its service locations. Patrons are directed to appropriate sources to secure the services of a notary.

2E. Voter Registration

Citizens may register to vote at all Greene County Public Libraries. New registrations and name and address changes may be completed at any time and will be forwarded to the Greene County Board of Elections; however, registrants must check with the Election Board to confirm their eligibility to vote. The Election Board, and not the library, handles absentee voter ballot applications.

2F. Golden Buckeye Registration

People who are at least 60 years old or disabled can register for Golden Buckeye cards at all Greene County Public libraries. Staff members must verify proof of age or disability. Completed forms are faxed to the State of Ohio and materials are returned to applicant. If fax is not available, applicant is instructed to mail verified application. No copies are retained at the library.

2G. Service Limitations

The library does not provide any office services, equipment or supplies such as fax, telephone, photocopying, and computers, except as available in regular patron areas. Pay phones are available near each location. The library does not have staff available for loading, unloading or the carrying of group's materials.

2H. Special Collections for Teachers

Patrons eligible for a Teacher/Educator's card may request a collection of materials on a particular topic or subject area by completing a Classroom Collection Form. The individual borrowing the materials is personally responsible for return of the items as well as any fines, damages or replacement costs that may be incurred. (Updated 9/9/15)

2I. Outreach Services

Home delivery is a program designed to assist Greene County residents who are unable to utilize the library safely due to age, illness or physical limitations. This includes individuals who reside in their own homes, an assisted living facility or nursing home. In an effort to provide Outreach services to a targeted population, we seek to recognize the individuality of each patron and the uniqueness of his or her needs. Patrons may request items online and have them delivered or items will be selected for the individuals, taking their taste in materials into consideration.

When there is someone in the home able to come to the library for the patron, they are encouraged to do so. This service is reserved for those without family assistance.

Outreach Services also serves Senior Living Facilities by: bringing library material to the Activity Coordinator for their use with residents, by delivering items to individuals living in the facilities, by bringing a mini-library on a monthly basis and by leading book discussions as time allows.

To ensure the safety for our staff, we request that any pets be contained away from the delivery area, either behind a closed door or in a cage. When this is not possible, the pickup and delivery of library items will be made outside the front door of the house.

a) Eligibility for Home Delivery

Eligible Home Delivery Patrons must reside in Greene County and meet one of the following criteria:

- Be unable to safely come to the library due to age, illness or physical disability. (Please note: A doctor's certification may be required.) Deliveries may include materials for the minor children of home delivery patrons.

- Live in a nursing/rehabilitation facility or an assisted living facility.

- Be a full-time caretaker of a person who is unable to utilize the library safely due to age, illness or physical limitations. Deliveries are made only in Greene County. If an

individual is a full time caretaker or is receiving full time care in Greene County, either may receive our services.

Note: If the patron currently has a library card, the account must be in good standing. Patrons who owe $5 or more in fines and fees are ineligible until they are below the fine threshold.

b) Borrowing Policies

An Outreach Services Staff member will deliver and pick up library items on a regular monthly schedule. Patrons are expected to be available when delivery is made or to make prior arrangements with the library staff.

Items will be loaned to home delivery patrons and facilities for 6 weeks, in order to allow for delivery and pickup on a monthly basis.

Home delivery patrons may renew items one time if there are no requests on the library materials.

The number of items delivered may be limited because of staff workload or availability of the types of items desired.

Home delivery patrons are fine free, but are required to pay charges for lost or damaged items.

No other person is eligible to use your personal library card. The privileges of 6 week borrowing time and being fine free only apply to the home delivery patron.

c) Materials Available

All circulating material is available to the Home Delivery Patron.

d) Other Services Provided

We are a sub-lender for the Talking Book Program, sponsored by the National Library for the Blind and Physically Handicapped.

We are a sub-lender for the WORDS Radio Program sponsored by Goodwill/Easter Seals.

Withdrawn books are donated to the Greene County Jail and to other facilities.

2J. Makerspace

- Tools and equipment in the Makerspace are available on a first-come, first serve basis with priority given to any previously scheduled library use. All Makerspace Users must have a liability waiver on file prior to using the Makerspace.

- The User (or, if a minor, their parent or guardian) is responsible to pay any GCPL charges or fees for all loss or damage to GCPL property or clean-up expense. GCPL is not responsible for any damage to, or loss or theft of, the user's property.

- All materials to be used in the Makerspace must be approved by staff prior to use with Makerspace equipment. Only those materials approved may be used.
- GCPL supplies 3D printer filament for a fee to users. Other consumable materials may be available for purchase. Fees for consumable materials are charged to cover the Library's cost.

- Anything created in the Makerspace must comply with GCPL policies and all applicable federal, state, or local legal requirements. GCPL reserves the right to refuse or halt any projects that are not compliant with GCPL policy or applicable federal, state, or local legal requirements.

- Projects are subject to the approval of Makerspace staff prior to equipment use. GCPL staff reserves the right to end a user's Makerspace session at any time.

- Users are responsible for ensuring stations are cleaned with all items, including tools, accessories and the like, are in their original locations when finished.

- GCPL shall accept no liability whatsoever if a project is destroyed, does not fabricate correctly, or does not work.

- The User agrees that GCPL is not responsible for any manufacturing defects or the quality or workmanship of any of the tools, materials or equipment supplied by GCPL, or for the quality or condition of a User's project.

- Users agree not to use the Makerspace to send, receive or create materials or data that are illegal, offensive, abusive, indecent, obscene, threatening or in breach of human or civil rights, copyright, confidence, privacy, or any other legal rights. Users agree not to use the Makerspace to fabricate or alter weapons of any kind.

- The User shall indemnify GCPL against any third party claims or legal proceedings that are brought against GCPL that arise from the User's use of the Makerspace.

- Use of the Makerspace by any individual constitutes acceptance of this policy and the Makerspace Use Agreement and Release of Liability, regardless of whether she or he has signed the Makerspace Use Agreement and Release of Liability.

- Parents or guardians of minors are solely responsible for the supervision of the minor's use of the Makerspace. A minor's use of the Makerspace constitutes acceptance of the Makerspace Use Agreement and Release of Liability by the minor's parents.

2K. Makerspace Appointment Policy

The Makerspace has equipment reservations available at Spark Place at the Xenia Community Library.
Appointments are preferred but walk-in use is permitted providing equipment and staff are available.

a) Reserving Equipment

- Makerspace appointments should be made in person or via telephone by the individual wishing to use the equipment.
- Appointments are only available when the library is open and within our predetermined reservation time slots
- Appointments are made on a first come first served basis.
- Appointments may be booked within the next four weeks. No appointments are to be booked more than four weeks in advance.
- Appointments are for two hours at a time. Additional time may be granted at staff discretion.
- A user may have no more than eight hours of appointment time per machine per week.
- Walk-in use does not count toward this limit.
- There is a 15 minute grace period after which the appointment will be cancelled.

b) Library Programs

Library programs will take precedence over all other scheduled appointments. If there is a conflict between a library program and an equipment reservation, the library reserves the right to cancel the appointment at any time. While the library reserves the right to change or cancel reservations when necessary, the library will endeavor to avoid such conflict.

c) Group Reservations

- Groups (defined by the makerspace as more than four people that are not all immediate family) wishing to use the makerspace should reserve space by filling out the group visit request form on the library webpage.
- Groups must have at least one adult present at all times.
- Group visit requests should be placed a minimum of two weeks prior to the desired reservation date.

d) Responsibility of Users

- Users are responsible for calling as early as possible to inform us of any necessary cancellations.
- Two or more missed appointments without prior notification to the makerspace within a four week period may result in restrictions in booking future appointments.

- Users are responsible for ensuring their jobs will finish and applicable machine cleanup completed by the end of their designated appointment time. Staff may terminate any jobs that run into the next appointment. User will be responsible for material cost regardless of completion of job.
- The makerspace will attempt to reach the patron if the library closes for an emergency or if the reserved equipment is out of order and unlikely to be repaired prior to the start of the appointment.

e) Termination

The library reserves the right to terminate any appointment, and/or place restrictions on future appointment bookings in accordance with library policy.

2L. Maker Kits

The Greene County Public Library loans maker kits that focus on STEAM (Science, Technology, Engineering, Art, and Mathematics) themes and are designed for use under careful adult supervision with age appropriate audiences.

a) Eligible Borrowers

 Maker Kits are available for current patrons who have a library card with a verified address (patrons with a 10 item checkout limit or higher).

b) Borrowing Guidelines

- Maker kits are available at the public service desk and may be borrowed for 21 days.
- Maker kits require a library card in hand and must be made to the individual card holder only. Maker kits may not be loaned to other individuals. The Library may limit quantities due to size of collection.
- Patrons borrowing maker kits are responsible for the box contents the entire time they are loaned out.
- Maker kits will have an inventory of Tools/Machinery (must be returned) and Supplies/Consumables (may be used and/or kept by borrower).

c) Return Procedures

- Maker kits must be returned to library employees at the service desk (do not use library book drops to return maker kits).
- Staff will check the Maker kits for any damage or missing contents. If damage or loss has occurred, charges will be assessed accordingly.

d) Fines and Liability

- The borrower assumes all responsibility for the box and contents.
- The Library assumes no liability for use of the maker kit while loaned out to a patron.
- The overdue fine for a maker kit is $5.00 per day ($30 max).
- Charges for lost or damaged accessories (tools/machinery) will be assessed.

- Replacement costs for maker kits vary, with some valued at $200 or more.

2M. Circulating Mobile HotSpots

The Greene County Public Library circulates mobile hotspots for use by Greene County Public Library patrons.

a) Eligible Borrowers

- Circulating mobile hotspots are available for current Greene County Public Library patrons at least 18 years of age who have a non-delinquent library card with a limit 10 status or higher. Visitors or guests without a valid Greene County Public Library card are not eligible.

b) Borrowing Guidelines

- The loan period is 21 days. Express hotspots circulate for 2 days.
- Only one circulating mobile hotspot is loaned out per household. Circulating mobile hotspots may be reserved on a patron's valid library card.
- Circulating mobile hotspots may be renewed up to 10 times. Express hotspots may not be renewed.
- Overdue circulating mobile hotspots may be deactivated within 24 hours after due date.

c) Return Procedures

- The staff will check the circulating mobile hotspot for any damage. If damage has occurred, charges will be assessed accordingly.

d) Fines and Liability

- Patrons are responsible for all costs associated with damage, loss, or theft of the circulating mobile hotspot.
- If the hotspot is not returned in good working condition, with all included parts and in the original packaging, the patron will be charged a $50 replacement fee.
- Damaged devices or parts will be charged at full replacement cost.
- An overdue charge of $1 per day ($10 max) up to the full replacement cost of $50 will be charged for a hotspot that is not returned. Overdue charges for Express hotspots is $5 per day ($30 max) up to replacement of $50.

e) Additional Guidelines

- Patrons may not change system settings.
- The Library or Service Provider is not responsible for any files, data, or personal information accessed, transmitted, lost or damaged while accessing the internet via the hotspot.

f) Conditions and Terms of Use for Mobile Hotspots

- Patron use of the hotspot is subject to the Service Provider's Acceptable Use Policy, Privacy Policy, and Terms of Use, and the Greene County Public

Library's Internet Use policy. It is the patron's responsibility to read and abide by these policies.

2N. Streaming Devices

The Greene County Public Library circulates streaming devices for patrons to gain access to free streaming channels at home.

a) Eligible Borrowers

- Streaming devices are available for current Greene County Public Library patrons at least 18 years of age who have a non-delinquent library card with a limit 10 status or higher. Visitors or guests without a valid Greene County Public Library card are not eligible.

b) Borrowing Guidelines

- The loan period is 21 days.
- Only one streaming device is loaned out per household.
- Streaming devices may be reserved on a patron's valid library card.
- Failure to return the streaming device and accessories within 6 weeks after the original due date will result in a charge to the cardholder's account of $60.
- Borrower will receive a streaming device in a case with:
    i. Streaming device
    ii. Remote
    iii. An HDMI cable
    iv. A power adaptor v. Instruction sheet

c) Return Procedures

- Streaming devices may be returned at the servie desk or in the bookdrop.
- Staff will check for all components and any damage. If damage has occurred, charges will be assessed accordingly.
- Failure to return any of the components will result in a charge to the cardholder's account for the replacement cost of the material(s). Full replacement cost is $60.

d) Fines and Liability

- Patrons are responsible for all costs associated with damage, loss, or theft of the streaming device.
- If the streaming device not returned in good working condition, with all included parts and in the original packaging, the patron will be charged a $60 replacement fee.
- Damaged devices or parts will be charged at full replacement cost.

- An overdue charge of $1 per day ($10 max) up to the full replacement cost of $60 will be charged for a streaming device that is not returned.

e) Additional Guidelines

- Borrowers may not download or delete any titles, accounts, or content from the streaming device
- The Greene County Public Library streaming devices are pre-associated with select accounts and content, in accordance with the Library's collection policies.
- The Library is not responsible for any costs incurred while borrowers use the equipment. The Library does not provide batteries for the remote.
- The Library is not responsible for clearing stored data from a streaming device after it is returned, and is not responsible for personal information left on the device.
- A borrower should have these technical requirements at home to use a streaming device:
    - Wi-fi
    - A TV with an HDMI port

Section 3 - Reference and Information Services

3A. Requests for Materials

a) Requests for Materials Owned by the Greene County Public Library

When material is out on loan, a request may be placed on it.

- Established cardholders may place up to 75 items on reserve. Teacher/Educator cardholders may place up to 150 items on reserve. [approved 03/10/2010; updated 10/08/2014]
- When the material becomes available for a patron, that patron is notified by phone, email or mail.
- Material reserved through the request system is held for pickup for 7 days following telephone or email notification or for 7 days following the printing of a mailed notice.
- When a patron phones to request an item on the shelf within a library, the item is held until the close of business three days later.
- If an urgently needed item is available at another location, the local staff member may call the owning library and request that the item be held for the patron. It will be held until the close of business three days later.
- To arrange for earliest possible delivery of an item from another Greene County Public Library, staff may place a request on the item, and then call the owning library to request that the item be located, discharged and placed in the delivery.
- There is no charge for requests on Greene County Public Library owned material. Requested periodical articles or reference materials not available at the local library but available at another Greene County Public Library are photocopied and sent by fax or through the delivery system at no charge to the patron. (See Fax Policy)

b) Requests for Purchase of Materials Not Owned by the Greene County Public Library

Patrons may request that the Greene County Public Library purchase titles not owned by the library system. These requests are encouraged and the materials are given careful consideration for addition to the collection.

c) Resource Sharing

- Patrons with a library card in good standing can request titles through SearchOhio that are not available for checkout from GCPL at the time of the request, regardless of whether GCPL owns the requested title. Patrons with a library card in good standing can request titles through WorldCat/OCLC for times that are not owned by the library nor available through SearchOhio. Patrons with a library card in good standing can check out materials using their Greene County Public Library Card at participating OhioLINK libraries as a visiting patron. These materials follow the circulation policies of the owning library and should be returned to the owning library.

c 1) WorldCat / OCLC

- A patron can have maximum of 30 OCLC items with the status of requested, checked out, or in transit at one time. (effective 11/12/14)
- Items that may be requested include print and AV materials.
- The Greene County Public Library absorbs OCLC fees and mailing costs of up to $10.50 per item. The requesting patron must pay any additional costs. Patrons are notified of charges in advance and may choose to cancel the request rather than pay.
- OCLC print items can be renewed one time. Non-print items secured via OCLC cannot be renewed.
- The overdue fine on OCLC items is $.50 per day per item, with a $5 maximum per item [approved 07/11/2007; effective 08/01/2007]
- The charge for lost or non-returned items is $20 per item in addition to any replacement charges levied by the lending library.

c 2) SearchOhio

- A patron can have a maximum of 50 SearchOhio items with the status of requested, checked out, or in transit at one time. (effective 11/12/14) Print and AV materials may be requested.
- Loan period is 21 days for books and audio materials.
- Loan period is 7 days for videos and DVDs.
- All materials can be renewed three times if not reserved by another patron.
- Overdue fines on SearchOhio items are consistent with Greene County Public Library fines on materials. See section 4O. for per day and maximum amounts.

c 3) OhioLINK

- A patron can have a maximum of 25 OhioLINK items (including SearchOhio items) with the status of requested, checked out, or in transit at one time. (effective 11/12/14)
- Print and AV materials may be requested.
- Loan period is 21 days for books and can be renewed three (3) times.
- Loan period is 7 days for media materials (audiobooks, DVDs, CDs). Media materials can be renewed three (3) times.
- Overdue fines on OhioLINK items are consistent with Greene County Public Library fines on materials. See section 4O. for per day and maximum amounts.
- A charge of $125 per item will be assessed for any item damaged or not returned.
- OhioLINK policies, fines, and charges are determined by the OhioLINK consortium and cannot be waived or negotiated.

[approved 10/13/10; updated 10/9/13; 9/10/14; 6/14/23; 3/11/26}

3B. General Reference Service Procedures and Guidelines

Reference materials do not circulate.

Library staff use authoritative sources to respond to all patron questions. If a question cannot be answered after consulting relevant sources in a local library, staff may consult a librarian at another branch. In some instances, patrons may be referred to other agencies that can completely answer their questions.

During busy periods, preference is given to the patron in the library over the patron on the telephone.

The number of patrons waiting for help restricts the time available to assist any one patron.

With the exception of the Greene County Room, the Greene County Public Library does not provide research service. If a question requires compiling information from several sources, reference staff help patrons locate and use the appropriate materials but do not do the actual research or prepare individualized bibliographies.

If the response to a telephone inquiry would require more than three minutes to read, the patron is encouraged to come in to see the material. If an immediate answer is not found for a telephone query, the patron is called later after a more thorough search. The patron may be encouraged to visit the library to complete the research.

3C. Information Requests Requiring Special Approaches

a) Appraisals
Staff do not make appraisals. Staff show the printed sources the library owns and suggests that the patron contact dealers or other experts. Staff point out that printed price information may be region-dependent or out-of-date and that the value of an object depends on its condition.

b) City Directory and Criss-Cross Information
Staff give out information from city and criss-cross directories upon request, either in person or over the telephone. For phone queries, only two "nearbys" are given. The library's patron database is never used as a source for this information.

c) Consumer Information
Staff give out evaluations of products as listed in books, periodicals and computer databases. Staff do not give personal interpretations or recommendations. Staff explain the complexity of the rating process and encourages patrons to examine the complete information themselves.

d) Contests
Staff encourage patrons to do their own searching, but answer simple factual questions. Staff make the answers to known contest questions available to all staff if they are likely to be asked again.

e) Genealogy and Local History
Staff refer all genealogical and local history questions to the Greene County Room. Staff may phone the Greene County Room in advance to make sure that the requested information is available there.

f) Homework
Homework assignment questions are treated the same as all other information queries. Homework assignments are legitimate information needs; staff treat them with the same priority and care as any other question. Staff encourage students to learn to use library resources and explain the process of locating the answer if possible. Teachers are encouraged to alert the library to upcoming assignments and to assign library work that has a reasonable chance of success. If the library does not have the information needed to complete an assignment, staff fill out a "Teacher Notification Form" and give it to the student.

g) Income Taxes
The library staff do not select forms for patrons and do not offer tax advice or interpretations of instructions. Staff may however help patrons to locate forms and publications.

h) Legal Information
Staff provide legal definitions and specific citations from the codes, but do not interpret passages. Staff caution the patron on the complexity of the law, the possibility that other pertinent laws may exist, and the limitations of library materials. Staff may refer the patron to the Greene County Law Library for information not obtainable from the Greene County Public Library. For complex questions (more than a simple definition or citation of a code), staff request that the patron come to the library. Staff do not recommend specific attorneys, but may suggest the patron contact an attorney or the local bar association for further assistance.

i) Medical Questions
Staff will assist patrons in finding information about diseases or medical conditions, tests and treatments in print and in electronic databases. Staff do not interpret the information found in medical books or databases. Staff does not make diagnoses, give advice or make recommendations. Staff may refer patrons to the local medical society, to area hospitals, to the organizations listed in the United Way Community Service Directory and to the United Way telephone information and referral service. Staff do not recommend specific health care professionals.

j) Reader's Advisory
Staff help patrons select materials when they request assistance. Although this is a judgmental activity, a staff member's advice is based on a thorough and up-to-date knowledge of the library's collection.

k) Research Requests
If the information needed to answer a question is very lengthy or must be compiled from several sources, staff help the patron to locate appropriate materials, show him/her how to use them and check periodically to make sure the patron is progressing well. When a research request is phoned in, staff encourage the patron to come to the library in person if the appropriate materials are in the library's collection. Staff may recommend database searches and Resource Sharing and make referrals to other libraries and organizations when their collection would better meet the patron's needs.

l) Translations
Staff looks up words and simple phrases in dictionaries. Staff refer patrons needing longer translations to university language departments or to the Dayton Council on World Affairs translation service.

3D. Greene County Room Services

Genealogy and local history research is to be done by patrons, with limited assistance from the staff as time and other patron needs permit.

Local history and/or genealogical research requested by letter will be conducted. Most materials can be photocopied; however, fragile materials cannot be photocopied. A charge of $.25 per page for photocopying is billed to the corresponding patron.

At patron request, articles from Greene County newspapers are photocopied and sent at no charge to the Greene County Public Library building most convenient for the patron.

Greene County Room materials do not circulate. Materials do not leave the Greene County Room for use in other locations within the building.

Greene County Room materials of an archival nature may be viewed only with the assistance of a staff member.

Duplication of manuscripts and photographs for the use in a publication or other media requires permission of the Greene County Room archivist.

3E. Fax Policy

The Greene County Public Library provides outgoing fax transmissions only. The Library can provide a cover sheet to be filled out by the patron. The patron is responsible for finding and verifying the correct fax number. Charges are a flat $1.00 per page for local, toll-free, and long-distance numbers, up to a maximum of $5.00. Payment is due before service is provided. The Library assumes no responsibility for documents left on the premises.

The Library is unable to receive faxes except for information being provided by another Greene County Public Library. Patrons receive fax copies at no charge if the needed information is not available in their local library. There is a limit of 8 pages per patron request of materials from one branch to another, exclusive of the fax transmission sheet. The library staff reserves the right to make exceptions regarding maximum number of pages faxed. [updated 2/13/13, 5/14/25]

3F. Scanning Service

The Library offers a free scanning service. Scanned items may be saved to a patron's personal storage device. For locations where operation of the scanner is restricted to staff members only, this service will be provided as work schedules permit. [Approved 1/8/14].

Section 4 - Library Cards and Patrons Records

4A. Library Cards

a) Acquiring a Library Card

- The Greene County Public Library permits all Ohio residents or Ohio income or property tax payers, regardless of age, the privilege of obtaining a library card.
- At the time of registration, the patron is asked to provide her/his name, address, telephone number and birth date. Adult applicants must provide a photo ID with current address or a photo ID and separate proof of current address (piece of metered mail such as a bill or bank statement) before being assigned a card. The patron may borrow no more than 10 items from the collection for the first 60 days if borrower can produce a photo ID and proof of address. [approved 05/01/09]
- If proof of address is not available, the library card is mailed to verify address. The patron may borrow no more than two (2) items from the collection until the card is brought to the library and is verified. The patron is then at a limit of 10 items for the first 60 days. [approved 05/01/09]
- In the case of a minor child, the card is mailed to the parent or guardian of the minor child if the parent is not present or unable to provide a photo ID with a proof of address. The minor may borrow no more than two (2) items from the collection until the card is brought to the library and is verified. [approved 05/01/09] If the child is not present, a parent may register the child for a card. Mailing and limit 2 restrictions only apply if proof of address is not provided. [approved 10/12/11]
- A patron may register for a temporary library account online and receive limited library privileges immediately. The patron must visit a Community Library to receive a permanent library card. Temporary accounts are deleted after 30 days. [approved 07/12/2006]
- Library users are expected to present their library cards to check out materials, request materials, access their patron record or use the Internet. [approved 5/20/2005]
- An adult library patron may present photo identification in lieu of a library card to gain access to services for his or her account. [Approved 03/14/2007]
- Because minors do not usually have access to photo identification, Library staff will provide services to a minor for that patron's account, provided that the minor can verify his or her name, address, and birth date. [Approved 03/14/2007]
- Self-service opportunities in the Library do require the patron to use his or her library card. [Approved 03/14/2007]

b) Library Cards for Temporary Residents

Temporary residents must provide both permanent and temporary or school addresses. Temporary military residents or civilian workers will be issued a card with Military ID or Department of Defense (DOD) ID if proof of temporary address cannot be provided. Out-of-state students attending an institution of higher learning in Ohio must provide their permanent and their college addresses, as well as a student ID.

c) Non-Resident Card
Non-residents of Ohio are eligible for a card for an annual fee of $75.00 beginning March 1, 2026 and $100.00 beginning March 1, 2027. Non-resident cards expire after one year. Payment of annual fees are required prior to issuing new cards and renewing existing cards.
[Approved 06/10/2015; updated 02/11/2026]

d) Institutional Cards
Under the direction of the Outreach Services Department a library card in the name of a nursing home or facility will be issued to the activities director of the home or facility. The institution assumes the same responsibilities of an individual cardholder regarding fines or bills for overdue or lost items. Schools, corporations, governmental and social agencies are not eligible for an institutional card.

e) Teacher/Educator Card
A Teacher/Educator's card is available to verified educators, home schoolers**,** and education students who are eligible for a Greene County library card. This card is in addition to the teacher/educator's personal card. The card has a maximum borrowing and reserve limit of 150 items and allows the patron to borrow materials for six-weeks; one week materials are loaned for only one week. [Approved 10/12/2011; updated 10/08/2014]

To qualify for a Teacher/Educator's Card, the teacher must bring proof of employment in a school or; for home schoolers, a letter from the appropriate authority such as Greene County Educational Service Center, the Beavercreek Superintendent's office or the Fairborn Superintendent's office; for education students, a letter from a professor or college official; for other educators, a letter from the institution at which they teach.

A Teacher/Educator's Card expires annually. Only teachers, home schoolers, education students, or other educators who have a Greene County Public Library Educator's Card are eligible for 6-week loans and room collections provided by the librarians. [Approved 07/09/2008]

f) OhioLINK Visitors Card

Visitors from other OhioLINK institutions must present a valid identification card from their institution in order to borrow materials.

g) Responsibility of Card Holders
Patrons are responsible for all materials checked out on their library cards. If materials are lost, damaged, or returned late, patrons are responsible for paying fines or replacement fees. The parent or legal guardian of a minor patron is responsible for all materials checked out on the minor patron’s card. [Approved 03/14/2007]

h) Lost or Stolen Cards
The owner of a lost or stolen library card is responsible for all material checked out on that card up to the time it was reported lost or stolen. A replacement card costs one (1) dollar.

i) Renewal of Library Cards
Every twelve (12) months staff shall verify the patron's address, phone number, email address and other personal information to keep the card up to date. All fines and fees must be paid or arrangements made for payment before the card is renewed for another twelve (12) months. [approved 06/14/2006]

j) Damaged or Unreadable Cards
In the event that a patron's card becomes damaged or unreadable in the Greene County Public Library's automation system, the card will be replaced at no charge to the patron.

4B. Restriction of Library Privileges

A parent or legal guardian may bar his/her child under eighteen (18) from borrowing projected media (videos and DVDs) from the library. Parents may choose from the following options for their children:

1. Unlimited borrowing privileges: Minors may borrow any circulation item in the Library's collection.
2. Limited video/DVD privileges: Minors may borrow videos and/or DVDs only from the juvenile collection.
3. No video/DVD privileges: Minors may not borrow videos or DVDs.

4C. Denial of Library Privileges

A parent or legal guardian may bar his/her child up to age eighteen (18) from borrowing library materials by completing a form that will block the child from getting a library card.

4D. Personal Identification Numbers

Each registered patron is encouraged to have a PIN (Personal Identification Number). This number permits the patron, at any public computer in the library, from home or office computer with an Internet connection or via the Tele-Notice system to place requests or obtain information from their account. Patrons can obtain one on their own or have a staff member create one for them at a service desk.

4E. Library Patron E-mail Addresses

The Greene County Public Library Board of Trustees approves the occasional use of the patron's email for the purpose of sending news and information about the library, its services, programs, events, policies and Friends groups.

4F. Public Access to Library Records [approved 09/12/2007]

It is the policy of the Greene County Public Library that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of the Greene County Public Library to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

a) Public records

This office, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of the Greene County Public Library are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

It is the policy of the Greene County Public Library that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (See Section 4 for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.

b) Record requests

Each request for public records should be evaluated for a response using the following guidelines:

- A request for public records is made to the Library Director.
  Requests may be made:
    - By telephone (937) 352-4000 ext. 1200.
    - on-site in the Administration Office, Second Floor, Xenia Community Library. On-site review of public records is made in the presence of the Library Director or his/her designee during the business hours of 9:00 a.m. to 5:00 p.m., Monday through Friday (except holidays).
    - or by mail to Library Director, Greene County Public Library, PO Box 520, Xenia, OH 45385.
    - or by FAX to Library Director, Greene County Public Library, 937-372-4673.
    - or through the request form on the Greene County Public Library website, http://www.greenelibrary.info/forms/contact-director.php

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being

sought, the records custodian must contact the requester for clarification, and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records.

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is this office's general policy that this information is not to be requested, except to the extent necessary to permit the Library to comply with requests to mail or email documents to the requester.

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

Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows. If more copies are requested, an appointment should be made with the requester on when the copies or computer files can be picked up.

All requests for public records must either be satisfied (see Section 2.4) or be acknowledged in writing by the (public office) within three business days following the office's receipt of the request. If a request is deemed significantly beyond "routine," such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:

- An estimated number of business days it will take to satisfy the request.
- An estimated cost if copies are requested.
- Any items within the request that may be exempt from disclosure.

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

c) Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies.

- The charge for paper copies is 5 cents per page.

- The charge for downloaded computer files to a compact disc is $1 per disc.
- There is no charge for documents e-mailed.

Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies. Prepayment of copying and delivery costs is required.

d) E-mail

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business (see Section 1 Public Records) and to copy them to their business e-mail accounts and/or to the office's records custodian.

The records custodian is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

e) Failure to respond to a public records request

The Greene County Public Library recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, the Greene County Public Library's failure to comply with a request may result in a court ordering the Library to comply with the law and to pay the requester attorney's fees and damages.

f) Records Commission

The Records Commission is composed of the members and the clerk of the Greene County Public Library Board of Trustees. The Records Commission is responsible for reviewing applications for one-time disposal of obsolete records, and schedules of records retention and disposition submitted by any employee of the library. The Records Commission at any time may review any schedule it has previously approved and for good cause shown may revise that schedule. The Records Commission meets at least once every twelve (12) months. The annual meeting of the Records Commission is held in the month of April.

g) Confidentiality of Patrons

The Board of Trustees recognizes that library records and patron information are confidential. According to Ohio Revised Code 149.432 library records are defined as a record in any form that is maintained by the Library and that contains any of the following types of information:

- Information an individual is required to provide in order to be eligible to use Library services or borrow materials.
- Information that identifies an individual as having requested or obtained specific materials or materials on a specific subject.
- Information that is provided by an individual to assist a staff member to answer a specific question or provide information on a particular subject.
- Information that does not identify an individual and that is retained for studying or evaluating the use of the Library is not considered confidential and is not subject to this policy.

Under Ohio law, library records shall not be made available to any agency of federal, state, or local government, or to any spouse or other individual, except as pursuant to the following:

- For the records of minor children when requested by parents, guardians, or custodians.
- In accordance with a subpoena, search warrant, or other court order, or to a law enforcement officer who is investigating a matter involving public safety in exigent circumstances.
- At the written request or with the written consent of the individual who is the subject of the record or information.
- For library administrative purposes as defined by Ohio Revised Code 149.432

Sources of patron information may include but not be limited to:

- **Database Search Records**: These records refer to the searches of the library collection a patron may conduct on the Online Public Access Terminals (OPAC). Searches use the integrated library system by Innovative Interfaces. The log of all searches is cleared at the end of the business day.
- **Circulation Records**: Patron material is circulated via the Innovative Interfaces system. The circulation software tracks materials currently checked out, automatically erasing a user's borrowing record once the material is returned and checked out again.
- **Computer Use Records**: Greene County Public Library is equipped with computers supplied via a grant by the Bill and Melinda Gates Foundation. When a patron logs off of a Gates computer, the software erases all history of the patron's search activity.
- **WebSENSE Software Logs**: WebSENSE software is used to assure that access to pornography is blocked on Greene County Public Library computers. This software logs daily activity on all Greene County Public Library computers. WebSENSE logs are cleared at the end of each business day.

- **PCReservation Logs**: PCReservation software is used to assign computer access to patrons. Patron barcode information is retained in daily logs that are cleared at the end of each business day.
- **Resource Sharing Records**: Greene County Public Library accesses materials from other libraries through SearchOhio, OhioLINK, and OCLC Resource Sharing services. No Greene County Public Library paper records are kept after the materials are returned and the transaction is complete. Identifying patron information is purged from electronic records when the transaction is completed.
- **Reference Interviews**: A reference interview occurs when a patron needing information interacts with a staff member who questions or interviews the patron in order to narrow down the specific information needed. No paper record is kept during an in-person interview that includes patron information.
- **Telephone Reference Interviews**: If a patron name and number is taken by phone, and patron information is recorded, the paper record is destroyed as soon as the requested information is delivered.
- **E-Mail Reference Requests**: Information requests received by e-mail are printed so the librarian can work on the question. The e-mail message from the patron is deleted. The printed request is destroyed when the question is answered.
- **E-Mail Reference Responses**: The librarian answers the e-mail query by e-mail. The email answer cache is deleted when the transaction is satisfactorily completed.
- **Instant Messaging (IM) Transactions**: The Library does not keep a transcript of instant messaging sessions. [approved 06/14/2006]
- **Reading History**: Reading History is a feature offered in the My Account area of the Library catalog, and allows a patron, if he or she chooses, to create, maintain, or delete a list of items previously checked out by that patron. This option is patron-controlled and can only be turned-on by a patron who chooses to do so. Staff do not have direct or easy access to the patron's information; however it is *possible* to retrieve that data if the patron has turned on the Reading History option. [approved 07/12/2006]
- **E-Commerce**: Patrons may pay fines and fees online through the My Account feature of the library catalog. The Library contracts with a third part to manage this service and neither has access to, nor is responsible for, the credit card information of patrons who choose to use this service. [approved 08/09/2006]

h) Patron Privacy: Fundamental Principles

To assure patron privacy, library policies and procedures follow these recommendations:

- Avoid creating unnecessary records.
- Avoid retaining records that are not needed for efficient operation of the library.
- Be aware of library practices and procedures that place information in public view.
- All requests for information from library records or other documents that fall under the Public Records Policy shall be made to the Library Director or his/her designate.
- The Library Director is responsible for handling requests from law enforcement officers.
- The Library Director is the official contact for the Library with the Office of the County Prosecutor, the Library's legal counsel.

- In the absence of the Library Director, the Assistant Director, then the Clerk Treasurer, are official designates who may release information or contact legal counsel.

i) Releasing Patron Information [Approved 03/14/2007]

- Library staff will provide access to patron account information at a service desk to a patron who has the library card in hand for that account.
- Library staff will provide access to patron account information over the telephone to a caller who can provide both the library account number and the patron's birth date associated with that account.
- Because identification is difficult to verify over the telephone, Library staff will provide only limited access to patron account information to the caller who provides the patron's name, address, and birth date.
- Parents or legal guardians may obtain full access to a minor's library account at a service desk by following the procedure described in section 4G below.
- An Account Designate may have limited access to a patron account at a service desk upon presenting photo identification as described in sections 4H and 4I below.

4G. Parental Access to Children's Accounts

The Greene County Public Library recognizes the right of the parent or legal guardian of a minor child to have access to that child's library account information. The Library also wishes to secure that information in the interest of protecting that child. A parent or legal guardian may complete a Parental Access Form and present photo identification and then obtain complete access to the account of a minor child; thereafter, the parent or legal guardian may obtain access to that account at a service desk by presenting photo identification. (See Appendix C) [Approved 03/14/2007]

4H. Adult Account Designates

Library cardholders aged eighteen (18) or over, including patrons with Homebound status, may grant more than one (1) other person access to their account by completing an Adult Account Designate form. This form designates another person who can, upon presenting a photo identification, be given access to another patron's account to pick up requested materials or check the account for fines and overdues. (See Appendix C.) [Approved 09/10/2008]

4I. Minor's Account Designate

A parent or legal guardian may complete a Minor's Account Designate Form and give permission for another adult or adults to be a designate on the minor's library card. This form designates that another adult or adults can, upon presenting photo identification be given access to the minor child's account to pick up requested materials or check the account for fines and overdues. (See Appendix C.) [Approved 03/14/2007]

4J. Retention of Records

No permanent record is kept of a patron's borrowing history.

4K. Borrowing Periods

All materials EXCEPT videos, DVDs (Digital Video Disks), Express Books, Express DVDs and art prints circulate for three (3) weeks. Art prints circulate for six (6) weeks, while videos, DVDs, Express Books, telescopes, and video games circulate for one (1) week. Express DVDs circulate for two (2) days. [Revised 2/11/15]

- Materials circulated through the Outreach Department are loaned for 6 weeks.
- Classroom Collections and art prints can be borrowed for up to six (6) weeks and renewed ten (10 times) for three (3) weeks.
- Extended loans may be made in special circumstances, such as for home school collections, or when extra time is needed for vacations or due to illness.

4L. Renewal of Materials

Materials may be renewed up to ten (10) times after the initial checkout if there are no requests for that item. [revised 03/14/12] The only items that cannot be renewed are Express Books, Express DVDs, and circulating telescopes. All materials secured via Search Ohio can be renewed three times if not reserved by another patron. Books and media materials obtained via OhioLINK can be renewed three (3) times. Print items obtained via OCLC Worldcat can be renewed one time; non-print items obtained via OCLC Worldcat cannot be renewed. At some locations, holiday materials may not be renewed. [approved 07/11/2007, effective 08/01/2007, updated 2/11/15, updated 09/14/2022; 3/11/26)]

4M. Borrowing Limits

- A patron may borrow a maximum of 75 items at any time. [Approved 03/08/09; updated 10/08/2014]
- A teacher/educator card may borrow a maximum of 150 items at any time. [Approved 03/10/2010; updated 10/08/2014]
- A patron will be barred from checking out any more items if the total number of items overdue is twenty (20) or more, or if the fines and fees exceed $4.99.
- Circulation of high demand and seasonal items may be restricted by location.
- Only 2 toys and/or puzzles may be borrowed at a time. [Approved 06/11/08] Only 5 Express DVDs may be borrowed at a time. [Approved 9/13/17] Only 1 hotspot may be borrowed per household.
- Only 1 streaming device may be borrowed at a time.
- All new library cardholders (adults and children) with proof of current address may borrow up to ten (10) items at a time during their first two months as cardholders. After the two-month period, the cardholder will receive the same borrowing privileges as established cardholders. [Approved 05/01/09]
- A patron can have a maximum of 50 SearchOhio and 25 OhioLINK (including SearchOhio) items with the status of requested, checked out, or in transit.
- A patron can have a maximum of 30 WorldCat/OCLC items with the status of requested, checked out, or in transit. (effective 11/12/14)

4N. Claimed Returned Materials

When borrowers claim they have returned materials that appear on their record the library staff will check the shelf in case the item or items have been reshelved but not removed from the patron's record. If not located on the shelf, the item or items may be renewed so that the library and the patron can continue to search for the item or items. If extended efforts to locate the item or items prove unsuccessful, the item may be given the status "claims returned" and the borrower may be excused from fines and fees for those items at the discretion of the head librarian, supervisor or their designee.

4O. Overdue Fines

Fines are accrued on a daily basis regardless of library hours.

Juvenile and Young Adult print materials: no fines.

Toys and Puzzles: no fines [Approved 06/11/08]

Art Prints: 10¢ per day, per item, $10 maximum per item

Telescopes: $5 per day, $30 maximum

Hotspots and Streaming Devices: $1 per day, $10 maximum

Tabletop Games: 50¢ per day, per item, $5 maximum per item

Resource Sharing:
OCLC/Worldcat are 50¢ per day, per item, $5 maximum per item

All other materials: 10¢ per day, per item, $5 maximum per item

Patrons sixty (60) years of age and older, holders of Golden Buckeye Cards, active military and family (spouse and dependents), and patrons served by the Outreach Services Department are excused from paying fines. They are required to pay any charges for lost or damaged items. All patrons are required to pay any fines or damages for Resource Sharing materials, Express Books, and Express DVDs. [approved 07/11/2007, effective 08/01/2007; updated 02/11/15]

4P. Damaged or Lost Materials

Charges for lost or damaged materials:

- There is no charge for normal wear and tear or minor damage that doesn't affect an item's usefulness.

- Entire item or items owned by GCPL damaged beyond use: price from the item record, plus a $3 service charge.

- Lost or damaged Resource Sharing—OCLC/Worldcat items: $20 per item plus any replacement charges levied by lending library.
- Lost or damaged Resource Sharing—OhioLINK items: $125 per item.
- Lost booklets from CD, DVD or CD-ROM packages: $5.
- Lost or damaged bin for classroom collection or KEY kit: $5.
- Lost video case, CD case, or audio cassette case: $5.
- Lost map from travel book: $5.
- Lost tape or CD from a multi-part audiobook: Cost of the entire item, plus the $3 service charge.
- Lost tape or CD from a multi-part work: Cost of the entire item, plus the $3 service charge.

4Q. Refunds

When a patron returns an item, in acceptable condition, for which they have paid within the last 12 months, and have a receipt, the cost of the item is refunded. The library retains the $3 service charge. No overdue fines are charged.

4R. Overdue Materials and Notices

A patron is sent a notice by phone, e-mail or mail when an item is three (3) days overdue, and (1) day overdue for Express DVDs. A second overdue notice is sent when an item is (14) days overdue, if the item is loaned for (3) three weeks. If the item is loaned for (1) one week, a second overdue notice is sent when the item is (6) six days overdue. If the item is loaned for (2) days, a second overdue notice is sent when the item is (3) three days overdue. A patron is sent a bill for the cost of an overdue item when the item is (24) days overdue, if the item is loaned for (3) three weeks. A patron is sent a bill for the cost of an overdue item when the item is (10) ten days overdue, if the item is loaned for (1) one week, and (5) five days for (2) two day items. A patron account totaling more than $30 in materials and fines may be turned over to a collection agency to recover the materials. An additional fee of $10.00 will be added to the account of a patron sent to the collection agency. [approved 11/14/07; updated 2/11/15]

Section 5 - Policies Regarding Patron Behavior, Safety & Security

5A. Patron Behavior

The library reserves the right to cause to be ejected from the library and to refuse further admission to those individuals who may violate the rights of the library staff or library users, or who create disorder in the library in any of the following situations:

- When the actions of a person present an imminent danger to the life or safety of others in the library.
- When a person is observed attempting to steal library property or that of another library user, or to maliciously destroy library property.
- When a person willfully and purposefully disturbs the staff or other library users or whose behavior is in any way disruptive to the legitimate use of the library facilities by others.
- When a person's behavior is inappropriate to the use of the library building, equipment and materials for the purposes for which it is legally constituted.
- When a person has offensive body odor or poor hygiene or other excessive odors to such a degree that it creates a nuisance to others or disrupts library service. [approved 02/22/07]

In the event that a patron who has violated the library's Patron Behavior policy is ejected from the library and/or refused further admission to the library for a set time or permanently, the Director, Head Librarians, or their designates may at their discretion send written confirmation stating the period during which the patron may not enter any library facility. This letter may also include the reasons for the patron's barring and any conditions under which the patron will be re-admitted to the library. Notices regarding the barring of a minor patron from the library will be sent to the minor patron's parent or legal guardian. [approved 02/22/07]

5B. Inappropriate Behavior

Inappropriate behavior includes but is not limited to:
Loitering, sleeping, gambling, voyeurism (peeping Toms), molestation, using obscene language, solicitation, public intoxication, the use of tobacco products or e-cigarettes, or consuming food or beverages (in type or quantity) that are disruptive or damaging because of odor, waste or spills, or eating or drinking outside of designated areas. Persons who willfully violate these rules will be asked to leave the library, or when appropriate, be subject to arrest. [approved 04/13/11; updated 09/11/13; 12/11/24]

5C. Children and Disruptive Behavior

Persons visiting the library with a child or children who disturb or interfere with other library users or who are disruptive by loud talking, playing or running in the stacks, on the elevator or on stairs and/or mistreat library property will be asked to control the child or

children. If the person fails or refuses to control the child or children, or is unable to do so, the person will be asked to remove the child or children from the library.
Unsupervised children who are disruptive by loud talking, playing or running in the stacks, elevator or on stairs and/or mistreat library property or whose behavior interferes with other library users will be asked to leave the library.

5D. Dress and Attire

Patrons are required to wear shoes and a shirt at all times.

5E. Personal Transportation Items

For public safety, movement within the library by skateboard, roller blade or roller skates is not permitted. The only wheeled vehicles that can be used in the library are baby buggies, strollers, wheelchairs and other assistive devices for the disabled. Bicycles are to be parked outside of the library proper.

5F. Refusal to Leave the Library

Any patron refusing to leave the library after the hours set by the Greene County Board of Trustees for closing is considered in violation of Ohio Revised Code 2911.21 regarding trespass.

5G. Unattended Children

Responsibility for the care and safety of the children using the library rests with the parents/guardian or assigned caregiver, not with library staff. Under no circumstances does the library accept responsibility for a child while the parent or caregiver is out of the library. Young children (those too young to travel the streets alone) may not be left unattended in the library by parent/guardian or assigned caregiver. No stranded child shall be ejected from the library at closing time. The library staff will attempt to contact parent/guardian or assigned caregivers up to 15 minutes after closing. After that time, staff will call the police and ask them to assume responsibility for the unattended child.

5H. Possession of Weapons

Weapons are prohibited in the library. The library Ohio Revised Code 2923.1212 states "Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises." A weapon is defined as a handgun, rifle, knife and/or any other object whose purpose or use is to inflict physical harm to another individual.

5I. Personal Communication and Entertainment Devices

Items such as, but not limited to pagers, cellular phones, personal computers, portable listening devices and radios are to be kept at a volume which does not disturb other patrons or staff in the library. Cellular phone users will be directed to converse on them in the library entryways.

5J. Animals in the Library

Patrons may not bring animals, except for service or helper animals, into any GCPL facility. A service or helper animal must stay with its owner while in a GCPL facility. Service animals that are disruptive may be removed from any GCPL facility at GCPL's discretion. [approved 05/09/2007]

5K. Animals on Library Premises

Owners or caretakers of animals who bring animals on to GCPL's premises outside of the library buildings must ensure that the animals do not run at large on GCPL's premises.

Dogs, cats, and all other animals who may reasonably be leashed are to be kept on a leash not to exceed 6 feet in length at all times on GCPL premises outside of the library buildings.

An animal's owner or caretaker who brings an animal or animals onto GCPL premises outside of the library buildings and leaves an animal or animals outside of the library building must secure the animal or animals effectively to prevent the animal from disturbing or interfering with any person's access to GCPL premises or any person's quiet use and enjoyment of the library.

Animals secured inside of a vehicle on GCPL premises are deemed to comply with this section. [approved 02/14/2018]

5L. Smoke-free Grounds

Effective, March 1, 2018, smoking or vaping is prohibited throughout all GCPL indoor buildings and outdoor campus areas, including GCPL-owned vehicles. Smoking or vaping is not prohibited inside of non-GCPL owned closed vehicles parked at a GCPL facility. [approved 10/11/2017]

Section 6 - Internet and Computer Workstation Policies

6A. Conditions and Terms of Use

Users of the **public computers and tablets** are responsible for their own choices. Parents and guardians are responsible for the use of these resources by their own minor children. (AUP) (Acceptable Use Policy appears on the screen at the beginning of each session for the patron to acknowledge.) See also Appendix A.

Users shall not:

- misrepresent themselves as another person
- attempt to modify or gain access to files, passwords, or data belonging to others
- seek unauthorized access to any computer system
- damage or alter software components of any network or database
- upload information to a library computer's hard drive modify any library screens or programs (AUP)

The library reserves the right to charge for printing. (AUP)

Users may bring their own paper and envelopes or use library-supplied paper. The printing charge regardless of whose paper is used is 15 cents per page.

Users may bring their own storage devices and media for the purposes of uploading, downloading or storing data. Documents saved to the computers' hard drives are erased on a regular basis. The library is not responsible for damage to a patron's storage device, media, or computer, or for any loss of data, damage or liability that may occur from use of the library's computers.

Library staff assistance with technology is available as staff time permits.

The copyright law of the United States (Title 17 U.S. Code) governs the reproduction of copyrighted material. The user of the public computer is liable for any infringement. (AUP)

Misuse of the library's computers and/or the Internet may result in loss of library privileges. (AUP)

The Library accepts no responsibility for unauthorized access or modification of accounts or materials accessed through the Library's computers or networks.

a) Public Computers

The following uses of a public computer at the library are prohibited:

- illegal purposes
- displaying or disseminating graphics or materials which may reasonably be construed as obscene. (AUP)

The sending of any information, including name, address and credit card numbers, via the Internet is at the sole risk of the user. (AUP)

Use of a public computer is on a first-come, first-served basis.
Patrons wishing to recommend access to a site disallowed by the library's Internet management software may use the "Request for Addition of a Title/Source" form to request addition of the site. Likewise, patrons wishing to recommend that access to a site be denied may use the "Request for Reconsideration" form.

The library reserves the right to end a public computer session at any time. (AUP)

b) Wireless Internet Access
Free wireless Internet access is provided to patrons and guests**.** Patrons are responsible for configuring their own wireless equipment.

c) Early Literacy Stations
No library card is required.

Computers are available on a first-come, first-served basis.

Computers in the Youth Services area are intended for patrons under the age of 18.

6B. Circulating Laptop Computer and Tablet Policies

The Greene County Public Library circulates laptop computers and tablets for use by Greene County Public Library patrons within the library.

a) Eligible Borrowers

- Circulating Laptops and tablets are available for current Greene County Public Library patrons who have a non-delinquent library card with a limit 10 status or higher. Visitors or guests without a valid Greene County Public Library card are not eligible.

b) Borrowing Guidelines

- Circulating Laptops/tablets must be used in the library. They may not be taken out of the building.
- Circulating Laptops/tablets are available on a first-come first-served basis. No advanced reservations will be accepted.
- The loan period is 2 hours.
- Circulating Laptops/tablets may not be borrowed for other individuals.
- Only one circulating laptop/tablet is loaned out per person.
- Patrons borrowing laptops/tablets are responsible for them the entire time they are loaned out.

c) Return Procedures

- The circulating laptop/tablet must be returned to library staff at the public service desk.

- The staff will check the circulating laptop/tablet for any damage. If damage has occurred, charges will be assessed accordingly.
- All circulating laptops/tablets must be returned to the public service desk 15 minutes before the library closes. There are no overnight loans on laptops/tablets.

d) Fines and Liability

- Patrons are responsible for all costs associated with damage, loss, or theft of the circulating laptop/tablet.

e) Printing and Saving

- Patrons may save their data to their personal storage devices or to their personal web space. Data saved to the laptops' "C" drive, ~~it~~ will be deleted once the laptop is powered off.
- Patrons are encouraged to save their work frequently. Battery failure may result in lost work.
- Printing is available with the laptops at 15 cents per side of page. All print jobs are sent to a networked printer.

f) Additional Guidelines

- Patrons may not install their own software or change system settings.
- Greene County Public Library is not responsible for damage to personal storage devices or for the loss of any data.
- Greene County Public Library is not responsible for the cost or loss of any paid applications downloaded to tablets.

g) Conditions and Terms for Use for Laptops

Patrons must use circulating laptops/tablets in accordance with the terms and conditions of the Acceptable Use Policy. See also Appendix A.

6C. Online Conduct and Social Media

All of Greene County Public Library social media pages are designed to help encourage connection and conversation, while increasing awareness and access within Greene County. The focus will be on our catalog and resources, both digital and physical, as well as programming, events, and other news relevant within our communities.

While we encourage healthy and productive dialogue on social media, Greene County Public Library has the right and obligation to remove any posts or comments as well as block any users that do not adhere to the commenting guidelines below.

Under no circumstances does Greene County Public Library accept or tolerate cyberbullying and/or posts or comments that are discriminatory, illegal, racist, sexist,

abusive, profane, violent, or obscene. Additionally, spam, posts that contain falsehoods, are not related to the original post, or that libel, incite, threaten or make attacks on employees, guests or other individuals will be removed. We also do not permit messages selling products or promoting commercial or other ventures. Using the library's name to promote or endorse any product, cause or political party or candidate is not permitted.

Participation is at the discretion and risk of the individual, who is expected to take personal responsibility for the individual's social media identity, including (but not limited to) comments, username and any information provided. Please be aware that all content and posts are bound by that platform's terms of service.

The Greene County Public Library encourages user interaction on its social pages, but is not responsible for comments or wall postings made by visitors to the page. Additionally, the appearance of external links, as posted by fans of this page or other Facebook users, does not constitute endorsement on behalf of the Greene County Public Library. In most if not all cases, external links posted by fans will be removed.

Do not provide private or personal information (phone, email, addresses etc.) regarding yourself or others on this page. Any posts or comments containing personal information of this nature will be hidden.

Section 7 – Appendices

Appendix A - Technology Access Priorities Statement

By action of the Greene County Public Library Board of Trustees
October 9, 2002, revised 05/06/04; 01/12/05; 09/28/06; 09/10/14; 01/11/17

The Greene County Public Library is committed to providing its patrons with technology necessary to completely fulfill all patron expectations with respect to the primary mission and functions of the Greene County Public Library. In this regard our strongest priority is to support and maintain the Library webpage, the on-line catalog, and access to all other electronic reference databases and software available on its computers.

In fulfilling our primary mission, the Greene County Public Library also maintains and makes available Internet access which a patron may utilize to access other Internet sites not directly related to the Library's primary mission. While the Library and its staff are committed to making such access available, the Library cannot guarantee patron satisfaction in accessing these other sites with the same commitment and support provided to the delivery of our primary services.

Free wireless Internet access is provided to patrons and guests**.** Patrons are responsible for configuring their own wireless equipment.

A patron's experience with web sites may vary and may be beyond the control of the Greene County Public Library and its staff.

Greene County Public Library is in compliance with the Children's Internet Protection Act (CIPA). To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults age 17 or over upon proof of age or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Acceptable Use Policy

1. The following uses of the Internet and equipment at the library are prohibited: illegal purposes, and displaying graphics, which may be reasonably construed as obscene.

2. Users of the public computers and equipment are responsible for their own choices. Parents and guardians are responsible for the use of these resources by their own minor children.

3. Users of the public computers and equipment shall not: misrepresent themselves as another person; attempt to modify or gain access to files, passwords, or data belonging to others; seek unauthorized access to any computer system; damage or

alter software components of any network or database; upload information to a library computer's hard drive or equipment without authorization by staff; or modify any library screens or programs.

4. The sending of any information, including name, address, and credit card numbers, via the Internet is at the sole risk of the user. The Library accepts no responsibility for unauthorized access or modification of accounts or materials accessed through the Library's equipment or networks.

5. The library reserves the right to charge for printing or use of consumables.

6. Makerspace Users may bring their own consumable materials or use library-supplied materials. Makerspace User supplied materials are subject to the approval of staff. Library supplied materials may be supplied at a cost to the user.

7. Use of a public computer or equipment is on a first-come basis.

8. The copyright law of the United States (Title 17 U.S. Code) governs the reproduction of copyrighted material. The user of the public computer or tablet is liable for any infringement.

9. Users may bring their own storage devices and media for the purposes of uploading, downloading or storing data. Documents saved to the computers' hard drives are erased on a regular basis. The library is not responsible for damage to a patron's storage device or computer, or for any loss of data, damage, or liability that may occur from use of the library's equipment.

10. The library reserves the right to end a session at any time.

11. Library staff assistance with equipment and technology is available as staff time permits.

12. Misuse of the library's computers and/or equipment may result in loss of library privileges.

Appendix B - Request for Reconsideration of theDisplay a nd Distribution of Non-Library Materials

Concerns or complaints about the policy on Display and Distribution of Non-Library Materials, its implementation or materials displayed, are to be directed to the Head Librarian. If dissatisfied with the Head Librarian's decision, you may take further action by completing this form. A committee of head librarians will review your request and respond to you in writing after its next regularly scheduled meeting. You may appeal the committee's decision to the Directory and/or Board of Library Trustees. The title under reconsideration will remain on display throughout the process.

Because a brochure/newspaper/flyer is judged as a whole, please read the entire item before completing this form.

PLEASE PRINT

The material in question is: _____

_____

_____

(Please give as much information as possible: author/title/etc.)

I would like this material reconsidered because (Be specific. Use the back of this form if more space is needed):

_____

_____

_____

☐ I have read this brochure/newspaper/flyer.

☐ The action I request is _____

Additional comments: _____

_____

==========

Name _____

Address _____

City _____ State _____ Zip_____

Phone _____ Signature _____

Library Use ONLY

BV CV FB JM WT X YS Date: _____ Received By: _____

Appendix C - Designate Forms

Adult Account Designate

Complete the form below and return it to the library if you are age 18 and over and wish to give another adult access to your library account. This form entitles the designee to pick up items you may have on request, and check your account for fines and overdue materials. The designee must be over the age of 18.

PRINT CLEARLY

Your Name:_____ Today's Date: _____

Your Address: _____ Your Library Card Number: _____

Name of designate: _____

Signature of Cardholder: _____ Today's Date: _____

This card must be returned to the library in order for account access to be granted.
The library reserves the right to request appropriate identification prior to the release of account information.

12/07

Minor's Account Access Form

Complete the form below and return it to the library if you are the parent or legal guardian of a minor child and wish to give another adult access to your child's library account. This form entitles the designee to pick up items your child may have on request, and check your child's account for fines and overdue materials. There is a limit of two adult designates per library account.

PRINT CLEARLY

Your Child's Name: _____ Your Child's Library Card Number: _____

Your Child's Address: _____

Name of adult designate: _____

☐ I hereby grant permission for the above named adult to access my child's library account.

Signature of Parent or Legal Guardian: _____ Today's Date: _____

This card must be returned to the library in order for account access to be granted.
The library reserves the right to request appropriate identification prior to the release of account information.

3/07

Parental Access Form

Complete the form below if you are the parent or legal guardian of a child under the age of 18 and wish to have access to that child's library account information.

PRINT CLEARLY

Child's Name: _____ Child's Birth Date: _____ Today's Date: _____

Child's Address: _____ Child's Library Card Number: _____

Name of Parent(s)/Legal Guardian(s) who will have access to this account (limit 2): _____

_____

Signature of Parent/Legal Guardian: _____ Today's Date: _____

This form must be returned to the library in order for account access to be granted.
The library reserves the right to request appropriate identification prior to the release of account information.

12/07

Appendix D - Denial of Privileges Forms

Denial of Library Privileges

Please do not issue a Greene County Public Library card to the minor child named below. Please cancel any card she/he may already have.

Please print:

Child's name _____

Address _____

City _____ State _____ Zip_____

Parent's name: _____

Parent signature: _____ Date: _____

Restriction of Library Privileges

My minor child may have:

☐ Unlimited borrowing privileges: My child may borrow any item in the Library's collection.

☐ Limited video/DVD privileges: My child may borrow videos and/or DVDs only from the juvenile

☐ collection. No video/DVD privileges: My child may not borrow videos or DVDs.

Please print:

Child's name _____

Address _____

City _____ State _____ Zip_____

Parent's name: _____

Parent signature: _____ Date: _____

Appendix E – Agreement Forms

Makerspace Use Agreement and Release of Liability (the "Agreement")

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

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

Please note that this document includes a Release of Liability that releases GCPL and others related to it from liability for personal injuries and other losses resulting from the use of the Makerspace facilities and equipment. Please read carefully.

1. **Adult User Information** Name:

_____

Library Card # _____

Phone # _____

Email Address: _____

Emergency Contact Name and Telephone Number:

_____

2. **Minor User Information** Name:

_____

Birthdate: _____

Library Card # _____

Phone # _____

Email Address: _____

3. **Responsible Party Information** Name:

_____

Library Card # _____

Phone # _____

Email Address:

_____

Emergency Contact Name and Telephone Number:

_____

4. **Conditions of Use**. By signing below, the User or Responsible Party affirms and agrees that: (1) User is capable of participating in the Makerspace Activities (as defined below); (2) User has received and read the 3D Printing Safety/Regulations and Guidelines/Use Policy attached to this Agreement as Appendix "A"; (3) User shall comply with all GCPL policies and procedures, including all Makerspace policies, guidelines, and instructions; (4) User or Responsible Party shall be responsible to pay any GCPL charges or fees for use of Makerspace tools, equipment and materials, and for damage, loss or clean-up of GCPL property, which may be valued and billed to User's or Responsible Party's GCPL account or by other means, in GCPL's discretion; and (4) all insurance of the User or Responsible Party applicable to any injuries or claims arising out of the Makerspace Activities (defined below) shall be primary with any applicable GCPL insurance being secondary.

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

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

risks and other risks arising from the Makerspace Activities are referred to herein as the "Risks."

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

6. **Release of Liability and Indemnification of Claims of User.** In consideration for the privilege granted to the User to participate in the Makerspace Activities, and with full awareness and appreciation of the Risks involved, the undersigned User and/or Responsible Party, for and on behalf of the User and User's heirs, family and estate, executors, administrators, assigns, and personal representatives, hereby releases and agrees to indemnify and hold harmless

GCPL, its Board of Trustees, and all organizations related to GCPL and GCPL's and its related organizations' affiliates, directors, officers, trustees, employees, volunteers, contractors, agents, representatives and successors and assigns (the "Released Parties") of and from any and all claims, demands, liabilities, and causes of action that may arise from or could be made against or incurred by the Released Parties or any of them with respect to any and all property damage, economic loss, medical expense, personal care expense, disability, disease, personal injury or illness whether physical or mental in nature, and/or death, whether caused by negligence or otherwise, suffered by the User and arising from the User's participation in the Makerspace Activities, and the Risks, including all claims of the undersigned User and/or Responsible Party. This Release and Indemnification includes all damages, costs, expenses, attorneys' fees, and economic and other losses which may be sought in any such claims.

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

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

By my signature below, User acknowledges that having carefully read this Agreement including Exhibit "A" in its entirety and understood it, and User voluntarily agrees to all statements and provisions of this Agreement, including the Release of Liability and Indemnification of Sections 5 and 6. I am sufficiently

informed about the Makerspace Activities and Risks involved to decide whether to sign this Agreement. I attest that I am eighteen (18) years of age or older. User Signature

Signature: _____

Date: _____

Printed Name: _____

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

Responsible Party Signature: _____

Signature: _____

Date: _____

Printed Name: _____

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