

# **Tipton County Public Library**

## **Public Services Policy**

### **Purpose**

The Tipton County Public Library (TCPL) provides a variety of services to the public, which are approved by the library's Board of Trustees.

The library's mission is to provide resources for lifelong learning, to enrich lives and build community, and to be a welcoming place for all Tipton County residents. Library staff strive to fulfill this mission when serving the community.

### **Primacy**

Unless explicitly referred to below, any separate policy describing a public service offered by the Tipton County Public Library is hereby rescinded at the time of the adoption of this and subsequent public service policies. If the service or its related policy is not mentioned in this document, it can be assumed that the library does not offer the service.

Any current or future service offered by the library should appear in this policy document, as approved by the Board of Trustees. Patrons with an idea for a public service the library should consider should speak with a staff member or contact the library director or a Board member.

### **Core Library Services**

TCPL offers core public library services authorized by Indiana Code 36-12, et seq., or Title 590, Article 6 of the Indiana Administrative Code, et seq., which include traditional library services, such as the following:

#### **Circulation of Materials**

TCPL offers a variety of materials for the public to borrow. See the library's Circulation and Library Card policy for details.

#### **Public Programming**

All programs sponsored by the library will be planned and supervised by employees holding an Indiana Librarian Certification from the Indiana Library and Historical Board. Any programs or classes not directly presented by library staff will be professionally planned, and the programs will be supervised by certified library staff members.

Library programs shall not serve as a venue for generating income for any group or individual, except as a library-sponsored fundraising event. Library programs presented by third parties may include a charge for program supplies.

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## **Tipton County Public Library Public Services Policy**

Programs held at the library, but not sponsored by the library, are not to be viewed as being endorsed by the library. Likewise, the policies, products, or beliefs of the individuals or groups using the library's meeting room are not to be viewed as being endorsed by the library.

### **Reference Services**

Assistance finding information and resources on a variety of topics of general interest is offered by staff who hold an Indiana Librarian Certification from the Indiana Library and Historical Board.

Additional services are authorized as follows by the Tipton County Public Library Board of Trustees.

### **Additional Library Services**

#### **Copying, Printing, and Faxing**

The library provides equipment for patron use in copying, printing, or faxing personal and business documents. Responsibility for complying with copyright laws rests with the patron. According to federal copyright law:

*The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.*

Materials that do not circulate outside the library may be copied by patrons as long as the copy falls within the fair use interpretation of the copyright laws. Library staff may assist in making copies of non-circulating materials, including reference and Indiana Room materials.

#### **Copies**

Library staff will provide assistance copying (i.e., scanning), printing, and faxing as needed.

There is no charge for scanning documents/photos and saving them to the cloud or other storage device such as a flash drive.

Adopted by the Board of Trustees, December 2023;  
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**Tipton County Public Library  
Public Services Policy**

Charges for printing are as follows:

Black & White up to 8.5 x 14	\$. 10 per page
Black & White 11 x 17	\$ .20 per page
Color printing and copying up to 8.5 x 14	\$ .25 per page
Double-sided pages count as 2 pages – B&W	\$ .10 per page (\$.20 total)
Color	\$ .25 per page (\$.50 total)

For copies of reference items or other non-circulating materials, the library will provide up to 10 pages of printed copies free of charge per day. This is total copies from one or several sources. Only one copy of each item will be made per copyright laws. If the patron requires more than 10 pages to be copied, normal copying or printing charges will apply.

Current library employees and board members receive a 50% discount on copying and printing costs for personal use.

***Faxes***

The library provides equipment for faxing to use for library business, interlibrary loan, and personal business. Current library employees and board members receive a 50% discount of faxing costs for personal use (rounded down to 12 cents for domestic faxes). Library business will take priority over personal business.

Charges for faxing are as follows:

SENDING	
Local and toll-free numbers	\$0.25 per page
In state	\$0.25 per page
Out of state	\$0.25 per page
Out of the United States	\$3.00 per page
RECEIVING	\$0.10 per page

***Displays***

The library will provide space for the display of information, artifacts, or other material in keeping with its mission, according to the following guidelines:

Adopted by the Board of Trustees, December 2023;  
revised May 2025

## **Tipton County Public Library Public Services Policy**

- Any individual or community organization may submit items, collections, and/or information to be displayed at the Library for the benefit of community members.
- The library may promote organizations the Board of Trustees chooses to sponsor, or other non-profit or government organizations.
- The library director or their appointed designee must approve all submissions, and library staff will be responsible for arranging the displays.
- Items for displays should support the Library's mission and must comply with Library policies.
- Displays may remain in the Library for up to four (4) weeks, but the removal of the displayed items may be requested by the submitting party at any time.
- The library reserves the right to limit the size and number of items on display or exhibit, the scheduling of any display, and the frequency with which an individual, group, or organization may have a display.
- The Library is not responsible for the damage or loss of any submitted items or information. All items placed on display or exhibited at the library are done so at the owner's risk.
- Displays and exhibits may not contain items for sale except for items displayed by the Friends of the Library.

### ***Public Bulletin Board and Information Racks***

The library may provide public bulletin boards or designated information racks for the distribution of free promotional and educational materials for non-profit groups and government agencies.

Use of the library's bulletin board or information racks should not be viewed as an endorsement by the library of the issues or events promoted by those materials.

Approval of all materials for the public bulletin board and/or information racks will be made by the library Director or their appointed designee.

### **Interlibrary Loan**

Tipton County Public Library provides Interlibrary Loan (ILL) service for materials that may not be available in this library in order to provide the broadest possible access to library materials for Tipton County residents.

- ILL is available to all library patrons with a current library card in good standing
- Patrons may have 15 active item requests at any one time
- Most loan periods are 2-4 weeks, the length of the loan is determined by the lending library and may vary

Adopted by the Board of Trustees, December 2023;  
revised May 2025

## **Tipton County Public Library**

### **Public Services Policy**

- Requests for ILL renewal must be made at least 3 days before the due date
- The overdue fine for ILL is \$.25 per item per day
- Materials not picked up by 3 days before the due date will be returned to the lending library. Any costs will be charged to the patron's library card

### **Makerspace**

Beginning in late 2023, the library will offer space for making things. From low-tech to high-tech, patrons will have opportunities to create items using materials and tools supplied by or borrowed from the library.

### ***3D Printing***

The library provides 3D printing services to the public. Check with library staff for current available printing volume and materials.

All library policies are in effect when using the 3D Printing service. The library reserves the right to refuse a request to print an object if, in its judgment, the item is:

- Inappropriate or in violation of any library policies
- In violation of copyright restrictions or other applicable laws.

Charges for 3D printing are based on the weight of the printed object, as measured by the library's scale. Materials costs are as follows:

<b>Filament</b>	<b>Cost</b>
Standard colors	\$2.00 / piece printed
Premium colors	\$5.00 / piece printed

### **Meeting Rooms**

Meeting rooms are offered for use by the public according to the library's Room Use Policy.

### **Notary Public**

Notary public services are offered by the library in accordance with IC 33-42 et seq. within the following guidelines:

- Tipton County Public Library will not charge a fee for notary services. Any money received from a patron using this service is considered a donation to the library.
- Signatures by the library notary will only be notarized when the maker of the signature appears

Adopted by the Board of Trustees, December 2023;  
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## **Tipton County Public Library**

### **Public Services Policy**

in person before the notary.

- Notary services may be provided in a public place outside of a library location dependent on the availability of library staff authorized to perform notarial acts.
- Persons seeking notary service should call the library prior to ensure that the notary is available. Notary service is not guaranteed to persons who do not call in advance to make an appointment.
- Valid government-issued photo identification is required of any person seeking notary service.
- The library notary shall correctly maintain a notary journal of all notary acts they perform.
- The library will not provide witnesses, and witnesses may not be solicited from staff or patrons using the library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.
- Documents in any language other than English will not be notarized at the library.
- In accordance with IC 33-42-9-5, notaries may refuse to provide service if the notarial officer is not satisfied that the individual executing the record is competent, or the individual's execution of the record is being done knowingly or voluntarily. A notarial officer may refuse to perform a notarial act unless the refusal is prohibited by law.
- Library notaries must not prepare documents, draft documents, or complete spaces with answers or information in forms. Library notaries may not advise a patron of the type of notarial act for their document or suggest or select the proper notarial certificate.
- Library notaries are not attorneys licensed to practice law in Indiana, and are not allowed to draft legal records, give advice on legal matters, including immigration, or charge a fee for those activities.

### **Outreach Services**

The library provides outreach services to the public, including home delivery to patrons with mobility issues. Library staff may also visit locations within the library district, such as schools, elder care facilities, or local support agencies in order to provide public programming or other library services to residents of the district. All outreach activities must align with the library's mission.

### **Technology**

The library provides a variety of computers, software, and other equipment for public use. Patrons who attempt to download and/or install their own software or programs onto library computers, do so at their own risk. Library computers are specifically set up to give all patrons a stable and consistent experience. Individual software or programs may not work on library computers. Wireless Internet access is provided free of charge to all library visitors. Use of library computers and networks are covered by the library's Internet Use policy.

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Library technology may change at any time without notice as the library tries to maintain the most current and useful technology as possible.

### ***Computer and Device Assistance***

In order to maintain personal privacy, staff may not assist patrons with credit applications, bank documents, legal documents, or other online transmittals of personal information. Patrons are responsible for completing online forms and applications that contain personal information.

Patrons may receive limited guidance from library staff, as staffing permits, to help with the following tasks:

- Obtaining an email address
- Adding attachments to emails, such as documents or photos
- Accessing downloadable material
- Using Microsoft Office programs

Patrons assume all responsibility for library staff assistance with personal laptops, handheld devices, or other personal electronic devices, but library staff will assist patrons with instructions on downloading library materials to their electronic reading or listening devices, if needed.

Tipton County Public Library assumes no responsibility for damages to a user's data, devices, drives, discs, or files arising from the use of the library's computer system or network.

## **Modifications to Public Services**

All services offered by Tipton County Public Library are determined by policies of the library board. The board may modify these services during a declared public emergency or disaster in order to provide for the safety of library staff and the public.

In general, during public emergencies or disasters declared by local, state, and/or federal authorities, Tipton County Public Library will follow protocols recommended by the appropriate officials or agencies and attempt to modify its public services within the guidelines put forth by those officials or agencies. Modified services may include: curbside pick-up service, materials retrieval by library staff, or some other modification to routine library services described in this policy.

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