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Brazil PUBLIC LIBRARY

Brazil Public Library Policies

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

Revised November 2025

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BRAZIL PUBLIC LIBRARY MISSION:

The Brazil Public Library is dedicated to enriching our community by providing access to diverse resources that support lifelong learning and inspire creativity. We aim to contribute to the cultural, intellectual, and social well-being of our community by offering inclusive, welcoming spaces where individuals of all ages can explore new ideas, develop skills, and connect with one another.

Updated December 2024

BRAZIL PUBLIC LIBRARY VISION:

Our vision is to inspire lifelong learning and strengthen our community through accessible resources, creative programs, and inclusive spaces.

Updated December 2024

BRAZIL PUBLIC LIBRARY CORE VALUES

Teamwork: We strive to work together in a spirit of cooperation to achieve

organizational excellence and quality service to all.
Quality Service: We strive to anticipate needs and exceed expectations in delivering service.
Integrity: We strive to act with honesty and fairness as we conduct library business with customers and each other; we believe in accountability and responsibility by accomplishing the goals of our library.
Communication: We believe in the open exchange of information as a critical process for creating a dynamic environment within Brazil Public Library and with our community.
Intellectual Freedom: We are committed to providing access to resources that inform, interest, and enlighten all people in our community.
Diversity: We believe in the concept of inclusion; we recognize the dignity of all people from all backgrounds and we value contributions and ideas from all members of our diverse community.
Future-Oriented: We strive to respond to emerging library practices and technologies and attempt to anticipate changes in our community's needs.

HISTORY

A TOWN ON THE NATIONAL ROAD

The Village of Brazil, Indiana, was founded in 1866, along the historic National Road. Soon after, rich coal and iron ore deposits drew miners and industry to the area. The town grew quickly, earning a reputation for toughness with its infamous row of saloons known as “Bloody Row.” Yet even in those rough early years, Brazil had a nucleus of citizens devoted to education, culture, and community building. Churches were organized, schools debated, and in time, a public library began to take shape.

EARLY EFFORTS TO BUILD A LIBRARY

In the 1870s, when libraries were still rare even in large cities, a group of determined women in Brazil dared to create one. In 1878, Mary B. Schultz donated sixteen books and Mary B. Richardson added fourteen more. To raise funds, strawberry festivals and ice cream socials were held. In 1879, a fundraiser at Turner’s Hall brought in $107 for new books, and the first Library Board was established. That same year, Agnes McCrea was appointed as the first librarian. For years, the books moved from office to office, but the effort

never faded. Many of the early supporters were miners and working families who gave what they could to support a library for the whole community.

THE CARNEGIE GRANT

By the early 1900s, the library had grown but still lacked a permanent home. In 1901, Florence Crawford traveled to New York to petition Andrew Carnegie for funding. Carnegie was abroad at the time, but on February 8, 1902, his secretary confirmed a pledge of $20,000, provided the city furnished a site and guaranteed at least $2,000 annually for maintenance. The Brazil City Council quickly accepted, and a site was purchased from Mrs. Carter for $2,400.

Construction began soon after, with the building designed in Bedford limestone. It is said to be the only Carnegie library in the nation marked with a carved inscription stating that it was donated by Andrew Carnegie.

DEDICATION IN 1904

The new library was formally dedicated on the evening of October 18, 1904. The program included music, prayers, speeches from civic leaders and the State Librarian, and a rousing conclusion with the singing of *America*. Newspapers urged the people of Brazil—especially the youth—to take pride in the gift and make full use of it.

GROWTH AND ADAPTATION

- 1989 – The library acquired a portion of the Maurer Wood Building to serve as an accessible annex, with support from Dr. Robert Maurer and the Clay Civic Memorial Foundation.
- 2005–2007 – A major renovation doubled the library's size. The project added a large meeting room (divisible into two), a warming kitchen, restrooms, offices, and a smaller meeting space on the ground floor. The upper level gained a computer lab, a large fiction room, and laptop space. A ground-level entrance and elevator were also installed, making the building fully accessible.
- 2005 – Brazil became a pilot member of Evergreen Indiana, joining a statewide library consortium.
- 2008 – The Maurer Wood Annex was demolished to provide expanded parking.

TODAY

From its earliest days—when a handful of donated books were circulated out of private offices, supported by miners' wages and strawberry socials—to the construction of a Carnegie building in 1904 and the renovations of the 21st century, the Brazil Public Library has been a story of resilience and community spirit. More than 120 years after its dedication, the library continues to serve as a cornerstone of learning and culture in Clay County, just as its founders hoped.

I. DESCRIPTION OF LIBRARY

The Brazil Public Library (BPL) serves the residents of Brazil City and Brazil Township. The Library is supported by tax levies in these two units.
Residents of other townships may be permitted to check out the Library materials by paying the Non-Resident fee.

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

II. DEFINITION OF PURPOSE

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

III. GENERAL POLICIES

LIBRARY HOURS

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

Monday – Thursday 10:00 A.M. – 8:00 P.M.
Friday and Saturday 10:00 A.M.– 5:00 P.M.
Sunday – Closed

PHYSICAL FACILITIES

The Public Library building should offer to the community a compelling invitation to enter, read, look, listen, and learn. The President of the Library Board shall appoint a committee that shall be responsible for the physical facilities of the Library. Their duties shall be to provide recommendations as to new facilities which may be required in order to serve the public.

1. The board should confer with the Library Director and/or a qualified Library consultant before any major remodeling or building program is initiated.
2. The Library should be easy to use.
3. The outside of the building should be well lighted and identified.
4. Books and reading areas should be visible and easy to reach by patrons upon entering the building.
5. Facilities are provided for return of Library materials during the hours when the Library is closed.
6. The Library structure should be efficient, flexible, and expandable.
7. Book areas, reading and reference areas, lending books, catalog and book stations should be located in proper functional relationship to each other and to the location for receiving, cataloging, and preparing of materials.
8. The up-to-date standards for physical comfort in public buildings should be maintained.
9. A sufficient, well distributed and non-glare type of lighting shall be used.
10. Sound should be controlled with acoustical treatment.
11. Heating and air conditioning equipment shall be kept modern and well maintained.
12. Toilet facilities shall be provided as long as privileges are respected by all patrons.
13. The Library building should provide space for the full range of Library services.
14. There should be a designated area for children, young adults, and adult materials.
15. Efficient and attractive shelving and exhibit space should be provided.
16. Facilities for the housing and maintenance of the non-book collection should preserve such materials from damage and deterioration, yet make them readily available to patrons.
17. A multi-purpose meeting room should be provided for the cultural, educational, and civic groups. Room reservations are required and are on a first come, first served basis. The patron reserving the room must have a valid Library card.
18. Space should be provided for back files of periodicals.
19. Space should be available for the storage of Library and janitorial equipment and supplies out of public view.

20. Bulletin boards are available for displaying items of interest. The Library will not accept the donation of materials for display or as handouts that promote discrimination on the basis of race, religion, sex, or creed.

PHOTOCOPYING SERVICE

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

FAX POLICY

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

NOTARY POLICY

The Brazil Public Library will provide notary services free of charge. The notary will review your documents to determine the notarization requirements and whether it can be completed at the Library. The notary public is prohibited from giving legal advice of any kind- including immigration, as well as helping prepare, complete or understand legal documents. Notary will require appropriate identification pursuant to Indiana law in order to certificate the notary services.
Updated November 2024

PUBLIC RELATIONS

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

AGE RESTRICTIONS

In accordance with Evergreen's Circulation Policy, adults may register a minor child for an account at an Evergreen Indiana Member Library. The adult that registers the child's Library card is responsible for all fees, fines and payment for lost or damaged materials charged on the minor's account. Children are allowed to have a Library card starting at age five.
Patrons must be at least ten to use the internet and devices at the Library independently, but can participate with the assistance of an adult at any age.

Patrons must be eighteen years old to check out equipment (hotspots, etc.) as defined by the Circulation Policy.
Children under the age of ten are not allowed to be at the Library unsupervised and this pertains to internet use as well. Children under the age of ten, are not allowed to use technology at the Library without supervision.

BEHAVIOR POLICY

Brazil Public Library offers a welcoming, safe facility with staff that provides outstanding customer service to everyone that visits. BPL has established behavior expectations to ensure equitable access to its facilities, materials, and services. Staff will enforce these behavior guidelines consistently and will not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other protected status under the law, in any of its activities or operations.
Staff will enforce all BPL policies, as well as local, State and Federal laws. Any staff member may contact law enforcement and emergency services when necessary. Library rules will be posted and when necessary staff may approach a customer to reiterate these behavior expectations and give them a copy of the policy. Any act that interferes with Library service or with someone else's use of the Library can and will be addressed by BPL staff.

STANDARDS OF BEHAVIOR:

1. BPL guests must follow the directions of Library staff at all times.
2. Abusive, threatening, or harassing behavior in any form toward other customers or staff will not be tolerated.
3. Unreasonable disturbances that disrupt others' use of the Library will be addressed. This includes disruptive use of computers, cell phones, and other electronic devices.
4. The safety of children and dependent adults is the responsibility of the parent or guardian. Children under the age of ten may not be left unattended anywhere in the Library. In the event that a child is left unattended and a parent/adult caregiver cannot be reached, BPL will contact law enforcement.
5. Only service animals, Carnegie (the BPL resident feline) or animals involved in Library programs are allowed in the Library. No unattended animals are allowed on BPL property.
6. BPL has designated specific areas for food and drink. Drinks and food are only allowed in the lower lobby, meeting rooms, kitchen and on the Library’s patio. All food waste and containers must be disposed of properly.

7. Accessibility may not be impacted by excessive belongings, furniture, or individuals that block doors, aisles, or entrances. Customers must attend to their personal belongings. BPL staff cannot monitor these items.
8. The possession of alcohol and illegal substances is not permitted. Apparent intoxication or impairment will result in being asked to leave BPL property.
9. Weapons *(except as permitted under Indiana Code 35-47-11.1*) will not be allowed on BPL property.
10. The BPL is 100% tobacco-free, both inside and out. The use of tobacco, tobacco products, vapes, and all other smoking-related products are strictly prohibited in Library buildings and within fifteen feet of Library entrances.
11. Sexual behavior of any kind is not permitted including excessive public displays of affection, exposure, or sexual harassment.
12. Gambling is not permitted.
13. Restroom facilities may not be used for any purpose other than that which is intended.
14. Clothing must cover both tops and bottoms. Shoes must be worn at all times.
15. Unsanitary personal conditions that constitute a nuisance to other persons may be addressed by BPL staff.
16. Sleeping in the Library or on Library property is not permitted.
17. Library customers may not violate copyright.
18. Soliciting, panhandling, surveying without permission of the Library Director are not allowed inside or outside of the Library. The only time that items may be sold at the BPL is during Library programming or when done by the Clay County Friends of the Library.
19. Defacement, damage or theft of Library materials and equipment will result in being charged for damages and removal from the Library. This is a crime and may be prosecuted.
20. No roller blades, scooters, or skateboards may be used on Library property.
21. Visitors may not enter staff areas unless accompanied by a Library staff member. Guests must leave promptly at closing or when staff directed by staff.

BANNING AND BAN APPEAL PROCEDURE

Brazil Public Library may suspend or expel guests from Library property who refuse to comply with the outlined standards of behavior. All customer violations that are severe or occur after the first verbal warning must be documented by staff in an Incident Report. Staff have ultimate discretion at the time of the incident to determine next steps, however the Library Director has the final decision when it comes to the duration of the ban. All staff are expected to enforce bans.

ADDRESSING CUSTOMER BEHAVIOR:

1. The first time a customer's conduct violates the standards of behavior, a verbal warning will be given. Failure to comply with staff direction may result in being expelled from the Library for the day or a longer suspension depending on the level of severity.
2. After the first warning, the customer must receive a copy of the behavior policy. Staff has discretion to ask the customer to leave for the day. Repeat behavior within two weeks of the first written Incident Report may also result in the customer being suspended for the day, even if it is the first incident on that day.
3. The third violation occurring within a month of the first incident report will result in a weeklong ban. Repeated incidents may result in longer suspension times depending on the severity.
4. The fourth violation occurring within two months of the first incident report will be a month-long suspension.
5. A year-long ban may occur after the fourth incident or if behavior is severe.

Month and year long bans may only be determined by the Library Director. When trespassing a customer for a month or longer, a certified letter will be sent to the individual notifying them of the suspension whenever possible. This letter shall indicate the reason for the ban, duration of the ban, date they can reenter the facility and the process for appealing the ban. Individuals may not use the Library during the time that they are banned and doing so will result in a longer suspension time. Police may be notified if the customer is trespassing..
The Director and/or Library Board members will meet with any customer that wishes to appeal their ban. BPL may reconsider the decision to ban an individual by shortening the ban or terminating it.
Updated November 2024

SAFE CHILD POLICY

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

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

UNATTENDED CHILDREN UNDER THE AGE OF TEN:

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

UNATTENDED CHILDREN AGES TEN AND OVER:

1. Children ages ten and over are responsible for obeying Library rules.
2. The Library in no way assumes responsibility for any child ten or older left unattended in the building
3. Parents/caregivers of child(ren) must have a responsible plan for picking up their child(ren) by closing time of the Library. Children must be made aware of the specific arrangements that have been made.
4. The procedure for dealing with unattended children nine or under (outlined above), letter A, may also be applied to: a. a child that has not been picked up within 15 minutes of closing b. a child that has become ill or frightened c. a child that is

vulnerable because of circumstances such as weather conditions, inadequate meal arrangements or long hours without contact with parent/caregiver d. a child that has become disruptive and has not responded to verbal warnings issued by Library staff. 5. Parents who continue to disregard Library policy regarding this matter may be reported to the appropriate social services agency and/or may lose all Library privileges. The Library staff respects the privacy of all Library patrons and will intervene only when, in the opinion of the Library staff, the safety and well-being of a child is threatened.

PEST POLICY

The Brazil Public Library is dedicated to providing a safe, clean and pest-free environment for patrons, staff and library materials. BPL has an extensive pest control protocol that includes containment procedures, identification of pests, treatment, documentation, and prevention. Staff have been trained to identify and treat materials that have insect activity, to ensure that the materials and spaces customers use are pest-free.

PATRON BORROWING PRIVILEGES

Patrons should cease borrowing physical materials if they are experiencing any pest infestation in their place of residence. The Library reserves the right to suspend a patron's borrowing privileges if one or more items are returned containing pests or pest debris. A letter will be sent to the patron notifying them of their suspension. All others at the residence will also have suspended accounts.
At the Library's sole discretion, patrons will be required to present proof that their residence has been successfully treated for and eradicated of pests by a licensed and accredited pest control company in order to restore borrowing privileges.
Examples of proof of eradication include but are not limited to receipts for treatment/inspection from a licensed pest control company or a written statement from the owner or property manager of a multi-family rental residence verifying treatment.

If the materials are in the possession of the patron when an infestation is found:

- Promptly return all checked out materials. Materials should be placed into a sealable plastic bag.
- Return the sealed materials directly to a staff member and inform the staff member of the problem.
- Patrons should not use book drops to return materials suspected or with evidence of pests.
- Do not self-treat Library materials that are suspected of containing pests. Patrons will be held responsible for any damages sustained to Library

materials during an attempted self-treatment. Successfully eradicating pests requires professional procedures and equipment.

Materials returned to the Library with detected presence of live or dead pests or pest debris may be discarded at the discretion of the Library. Customers may be charged a cleaning fee for returned items. Pest-damaged items which require discarding will result in charging patrons for the damaged item(s).
Updated November 2025

VOLUNTEER POLICY

Volunteers help the Brazil Public Library by assisting with programming, managing donations, general upkeep of the facility and much more. Unpaid volunteers are a valuable resource, however, they do require staff direction, training, and can not replace the essential work of paid staff. Many tasks at the Brazil Public Library require in depth training and do not lend themselves to the use of volunteers. Therefore, as a rule, volunteers provide assistance in jobs requiring minimal training and supervision. Volunteers are not placed in positions that have access to the personal information of employees or patrons. Volunteers will not have fiscal control over Library resources.

Under this policy, a Volunteer is defined as an individual that provides assistance to Brazil Public Library staff without compensation. Brazil Public Library will not provide health, workers' compensation, unemployment, disability or any other benefits for volunteers. Employees of the library may not volunteer for the library.

RECRUITMENT

All individuals interested in volunteering at the Brazil Public Library must complete a Volunteer Application. There are separate applications for teens and for those over the age of 18. Volunteer applications will remain on file for one year from the date of application and will need to be submitted annually. Prior to any scheduled shifts, volunteers will be asked to sign the volunteer behavior guidelines and meet with the designated Library Volunteer Coordinator.

The Brazil Public Library will require a criminal background check for all volunteers over the age of 18 before enrollment in the volunteer program for the safety of customers, staff and other volunteers. Individuals who are required to perform court appointed community service are not eligible to participate in the Brazil Public Library Volunteer Program. Background checks will be paid for by the volunteer themselves and must be run every year.

BPL may collaborate with volunteer programs administered by local agencies, educational institutes, service clubs, etc. to source volunteers.

TERMINATION

The volunteer, designated Library Volunteer Coordinator, and the Library Director, have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause. In the event that a volunteer is unable to adequately perform the duties assigned, and no other appropriate tasks are available, the volunteer may be removed from service.
Updated February 2024

SECURITY CAMERA POLICY

The Brazil Public Library strives to be a welcoming environment for all. Security cameras are used to ensure the safety and security of Library staff, customers and facilities. This policy adheres to Indiana state laws, including the Indiana Access to Public Records Act (IC 5-14-3) and privacy statutes, as well as federal laws where applicable. The purpose of this policy is to establish guidelines for the placement and use of the cameras, as well as the access and retrieval of recorded images.

SECURITY CAMERA PURPOSE & PLACEMENT GUIDELINES:

1. Security cameras will be used in public places to document events involving the safety and security of patrons, staff, and Library property.
2. Cameras will be placed in indoor and outdoor areas, but they will not be installed in areas where individuals have a reasonable expectation of privacy, such as restrooms, private offices, or staff rooms.
3. Footage capturing patron activities (e.g., reading materials, computer use) will not be used to identify or monitor individual behavior unless directly related to a reported incident of criminal activity or a violation of the Brazil Public Library's policies.
4. No audio will be recorded.
5. Notices are posted at the Library entrance and patio to inform the public and staff that cameras are in use.
6. Live viewing of data is used to assist with customer service in unstaffed public areas of the Library or in cases of suspected criminal activity. Live camera footage will not be available to the public for viewing at any time.
7. Cameras are not installed for the purpose of monitoring staff performance and will not be used for the purpose of routine staff performance evaluations.
8. Cameras are not continuously monitored and therefore the public and staff should take appropriate precautions for their safety and for the security of

their personal property. The Brazil Public Library is not responsible for loss of property or personal injury.

USE AND DISCLOSURE OF VIDEO RECORDS

The Brazil Public Library is subject to open record laws in Indiana. If a request for video footage is made, the requested materials will be reviewed to assess whether the video includes footage that is exempt from disclosure and may need to be redacted or withheld. The library complies with Indiana privacy laws and the American Library Association's Code of Ethics, prioritizing the confidentiality of patron information.

1. Video records and photos obtained through the video monitoring system will be released as necessary and in accordance with applicable laws, when pursuant to a subpoena, court order, or when otherwise required by law.
2. Digital records may be used to identify the person or persons responsible for Library policy violations, criminal activity, damage or destruction of Library property or actions disruptive to normal Library operations.
3. If footage incidentally captures identifiable patron activity unrelated to an incident, it will not be disclosed or used unless legally compelled.
4. Video images are stored digitally and retained for approximately 30 days. In the event of a suspected crime or incident, still shots or selected portions of the recorded data will be maintained until the incident is resolved.
5. Recordings shall not be used or disclosed other than as specifically authorized by this policy. Any misuse of footage or breaches policy must be reported to the Library Director immediately for investigation and corrective action.
6. Library staff may review recorded data in order to identify those responsible for suspected Library policy violations or criminal activity on Library property with the permission of the Library Director.
7. Images may be shared with Library staff to identify person(s) suspended from Library property. In situations involving banned patrons, stored still images may be shared with staff. Shared images may remain posted in restricted staff areas for the duration of the banning period.

DISCLAIMER OF RESPONSIBILITY:

Questions from the public about the Brazil Public Library's security cameras may be directed to the Library Director. The Library disclaims any liability for the use of video data in accordance with the terms of this policy given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

Updated April 2024

PUBLIC PERFORMANCE RIGHTS

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

IV. COLLECTION DEVELOPMENT POLICIES

COLLECTION DEVELOPMENT MISSION

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

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

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

RESPONSIBILITY FOR SELECTION

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

SELECTION CRITERIA

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

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

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

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

ARTIFICIAL INTELLIGENCE (AI) AND AI-GENERATED MATERIALS:

The Brazil Public Library recognizes and values the intellectual property and creative contributions of human authors, artists, and other creators. The Library will make reasonable efforts to prioritize human-created works and limit the acquisition of materials produced primarily or entirely through artificial intelligence (AI), including AI-generated audio narration.

Materials created with AI assistance may be included in the collection, provided they meet the Library's established selection criteria. AI-assisted works are those primarily created by humans who use AI tools to support editing, research, refinement, or other aspects of the creative process.

AI-generated materials inadvertently acquired will not be automatically removed from the collection. These materials will be evaluated according to the Library's established criteria for retention and withdrawal. When reliable information is available, AI-generated content may be identified in the catalog record.

All collection development decisions will remain guided by the Library's selection standards, community needs, intellectual freedom principles, and professional judgment.
October 2026

REQUESTS FOR RECONSIDERATION

Following the guidelines set forth by the American Library Association (ALA), individuals who are concerned about the appropriateness of Library resources may make informal complaints in public and to Library staff members. Brazil Public Library card holders may formally request the reconsideration of an item in the collection using the Request for Reconsideration form. Verbal requests are accepted, but they do not follow the same procedure as formal complaints.
The following steps provided by the ALA will be used when an individual feels that further action is necessary to address concerns about a Library resource. For the duration of this process, the material in question will remain in circulation in the Library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the Library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the Library director.
3. The director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
4. Within 15 business days, the director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
6. If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
7. The Board of Trustees reserves the right to limit the length of public comments.
8. The decision of the board is final.

WEEDING POLICY

Materials in poor condition, with outdated or inaccurate content, and with poor circulation statistics can weaken a Library's overall collection and should be removed routinely. To maintain a vital, current collection that meets the needs of the community, continuous review is necessary. Low-circulating and/or out-of-date items

are reviewed on a regular basis and withdrawn on an on-going basis by Library staff. The Brazil Public Library does not serve as an archive of historical materials, but as a Library for the public at large, so the collection must reflect this role. Some discretion will be made for materials in the genealogy and historical section of the Brazil Public Library's collection.
Items will be removed from the collection if they:

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

Withdrawn items are frequently transferred to the Book Shoppe. Items may also be recycled or otherwise discarded.
Updated October 2026

GIFT POLICY

The Brazil Public Library will accept gifts in the form of donated materials. Items donated will be added to the collection using the same selection criteria as for purchased materials, however additional consideration will be given to those items that hold significance to the Brazil or Clay County community, such as historical materials or books with local importance that would have a place in the genealogy section of the Brazil Public Library . Donations will be accepted with the explicit understanding that they may or may not be added to the collection. Items not suitable or needed for the collection will be given to the Clay County Friends of the Library for disposal or sale.
Monetary donations will also be accepted by the Brazil Public Library. When the Library receives a cash gift with the intent to purchase a memorial or tribute, the materials purchased will be based upon the interests of the deceased or the wishes of the donor with the approval of the Library Director.
The Brazil Public Library will not accept donations for display or inclusion in the collection that promote discrimination on the basis of race, religion, sex, or creed. The Brazil Public Library maintains the right to refuse donations at any time.

REQUEST POLICY

The Brazil Public Library is open to accepting requests for materials to be added to the collection. All residents have the opportunity to make suggestions; however, these items will be considered using the same selection criteria as other materials and are not automatically added to the collection.
Updated Collection Development Policy in full August 2024

V. TECHNOLOGY POLICIES

WIRELESS ACCESS

As part of the Brazil Public Library (BPL) system, wireless internet access is available at all library locations for use on personal devices as well as library-owned wireless equipment. The library also offers mobile hotspots for checkout to registered users who do not have broadband access at home. All rules, regulations, and principles outlined in this policy apply to the use of the wireless network and related services. BPL does not guarantee compatibility between its wireless network and customer-owned devices, nor does it guarantee the reliability or security of any network or internet connection. Information transmitted over public wireless networks may be subject to interception and should not be considered secure. Users are encouraged to maintain current antivirus software, personal firewalls, and other security protections to safeguard their devices.

The library assumes no responsibility for the security of customer devices, configurations, or data, and is not liable for any damage to hardware, software, or data that may result from use of the library's wireless network or mobile hotspot services.

Updated February 2026

COMPUTER USE POLICY

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

1. Users in the computer lab are expected to keep noise to a minimum.
2. Damaging, destructive misuse of computer equipment or software is considered an act of destructive behavior and replacement value may be used by the Brazil Public Library to determine the damage cost charged.
3. No food or drink is allowed in the computer lab.
4. Children under ten may not be unattended in the computer lab to be compliant with the Unattended Child Policy. Children must be at least ten to use the internet and devices at the Library independently. Children of any age can use technology at the Library with the assistance of their parents or guardian.
5. Cell phone usage is allowed, but please take phone calls outside or in one of the small study rooms on the first floor.
6. Bringing your headphones is recommended, but there are sanitizing wipes and covers available.
7. Patrons working on a group project using three or more computers need to make special arrangements to reserve a space with Library staff at least a

week in advance so that computer lab usage is not hindered for other customers.
8. Use of public computers is limited to two hours, but can be extended at the discretion of computer lab staff.
9. Patrons will be asked to exit sites that are not appropriate for viewing in a public Library and are against Library policy. If the patron is noncompliant, they may be asked to leave the public computer lab.
10. Patrons are unable to save anything to the public computers.
11. All printing must be completed before the computer lab closes.

Computer Lab Hours:
Monday through Thursday 10:00am-7:45pm
Friday and Saturday 10:00am-4:45pm
Updated June 2024

DISCLAIMER:

The Internet is a global electronic network and tool for life-long learning. In a free and democratic society, access to information is a fundamental right of citizenship. The Internet contains many valuable resources but there is no federal, state or local control of its users or content. The Internet and its available resources may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. The Library cannot censor access to materials nor protect users from offensive information. It is technically impossible to prevent access to all objectionable resources.

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

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

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

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

INTERNET SAFETY POLICY FOR MINORS

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

Brazil Public Library to protect against access to visual depictions that:

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

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

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

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

The BPL retains the right to determine- what is appropriate use of equipment for the purpose of enforcing this policy. Users may have their privileges revoked if they refuse to abide by the instructions or requests made by Library staff.

VI. CIRCULATION POLICIES

LIBRARY CARDS

Library Resident cards will be free of charge for those that are within the Brazil City and Brazil Township because their membership is paid for by their property taxes. For all other persons, the charge for a Non-Resident card shall be as follows:

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

Updated October 2024

MOBILE HOTSPOT POLICY

Brazil Public Library circulates Wi-Fi hotspots to allow access to the internet for educational, professional, and personal use for card holders. The following policy is designed to ensure fair access, responsible use, and proper management of Wi-Fi hotspot devices provided by the BPL.

ELIGIBILITY

- Hotspots are available to any Brazil Public Library card holders who are in good standing.
- Hotspots may not be checked out by reciprocal borrowers, PLAC card holders or anyone outside of Clay County.
- Patrons must be eighteen years old to check out equipment (hotspots, etc.) as defined by the Circulation Policy.
- Connectivity is subject to the mobile carrier's coverage area. BPL is not responsible for areas with weak or no signal.

LOAN PERIOD AND AVAILABILITY

- Hotspots check out for 7 days and service to these devices will be turned off after the due date.
- Hotspots accrue a $5.00 fine a day.
- Hotspots cannot be placed on hold or renewed.
- Only one hotspot may be borrowed per household at a time. The customer and anyone else at the same residence cannot check out another hotspot on the day one is returned.
- Another hotspot can be checked out 7 days after one is returned. This waiting period is in place to allow others access to these devices.

- Hotspots are on a first come, first served basis.

LOST AND DAMAGED DEVICES

There is no cost to borrow a hotspot, but borrowers are financially responsible for loss, theft, or damage to the device and its components. Borrowers are responsible for reporting any issues with the hotspot immediately upon return. Hotspots must be returned with all components (device, charger, case, cords, and outlet plug) in good condition.

- $200.00 for lost, stolen, or damaged device.
- $10.00 for missing cord, case or outlet plug.
- $5.00 a day fine for each day that the item is not returned.
- $10.00 processing fee if the item is lost, stolen, or damaged.

If a hotspot is lost, stolen, or damaged, the borrower must notify the library immediately. Failure to return a hotspot within 7 days of the due date may result in the account being charged the full replacement cost and a suspension of borrowing privileges until resolved.
Updated November 2025

VII. RESERVATION POLICIES

MEETING ROOM POLICY

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

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

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

cost of repairs or replacements may be charged to the individual that reserved the space.

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

property. Replacement value may be used by the Brazil Public Library to determine the damage cost charged.

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

FEE SCHEDULE

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

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

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

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

Updated June 2024

VIII. DISPLAYS, EXHIBITS, AND COMMUNITY POSTINGS POLICY

The Brazil Public Library provides space for displays and community postings to promote the free exchange of ideas, support intellectual freedom, and enhance community engagement.

This policy applies to all public and library-initiated displays and community postings. It applies to both physical displays within the Brazil Public Library and on their digital platforms. This policy covers bulletin boards, exhibit spaces, digital displays, and other designated areas for public use.

All displays, exhibits, and postings must comply with federal, state, and local laws, including those related to copyright, libel, and obscenity.

Permitting the use of library display and posting areas does not constitute an endorsement by the Brazil Public Library. A notice may be posted stating that content does not reflect the Library's viewpoint or endorsement.

COMMUNITY RESOURCES AND POSTINGS

Community postings are defined as notices, flyers, brochures and announcements regarding meetings, events and services. Brazil Public Library provides a designated area for such postings and reserves the right to limit the content, size, number of items, and the frequency with which the individual, group, or organization may utilize the community posting spaces. Postings will be removed after 30 days or when the event or information is no longer relevant, whichever comes first.

DISPLAYS AND EXHIBIT SPACES

Brazil Public Library designates spaces for library displays and exhibits. The library may offer spaces for community groups or individuals to create displays, exhibits, or postings. Provision of these spaces to the public is not required but, when provided, will be available on a first-come, first-served basis. Procedures for display and exhibit spaces are provided to partner organizations and an agreement must be signed before installation.

Spaces are open to organizations or individuals engaged in educational, cultural, intellectual, or charitable activities. Commercial use is prohibited. Content must comply with all applicable laws and Library policies. Materials on display should reflect the community's multitude of viewpoints and be appropriate for Library users of all ages.

COMMITMENT TO INTELLECTUAL FREEDOM

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

- Library Bill of Rights
- Freedom to Read
- Freedom to View
- Interpretations of the Library Bill of Rights

In accordance with the ALA's Library Bill of Rights, the library will provide exhibit spaces, displays, and bulletin boards on an equitable basis, regardless of the beliefs, affiliations, origin, age, background, or views of individuals or groups requesting their use.
Materials and content will not be excluded or removed due to the origin, background, or views of those contributing to their creation, nor due to partisan or doctrinal disapproval.
Displays and exhibits will strive to present a broad spectrum of viewpoints, including those that may be controversial, to foster an informed and engaged community. However, Library users of all ages should be considered when managing community postings and before the installation of a display.

RECONSIDERATION

Brazil Public Library welcomes community opinions regarding displays, exhibits, and community postings and these complaints will be handled in accordance with the Request for Reconsideration Policy. Customers who wish to address a concern about a display, exhibit, or community posting should fill out a Request for Reconsideration form.
Updated August 2025