

2023

**Walton & Tipton Twp. Public Library
WELCOME PACKET**



**Director & Board of Trustees of
Walton & Tipton Township
Public Library**

Date _____

MISSION STATEMENT

It is the intent of the Walton & Tipton Township Public Library to be accountable to our patrons by providing quality library service with fast, friendly, and accurate assistance by offering current technology, reference resources, and leisure material. We also strive to provide preservation of local history and genealogy for the enrichment, education, and entertainment of our diverse community.

MOTTO

A World of Wonder Awaits!

Keys to the past ... unlocking the present ... gateway to the future.

The Walton & Tipton Township Public Library welcomes you

Contact Information

(574) 626-2234

Kristi Hileman, Director
Beth Sullivan, Assistant Director/Interlibrary Loan Librarian
Kay Kunkle, Treasurer/Bookkeeper
Kathy Naphew, Children's Clerk
Kari Bennett, Young Adult/Teen Clerk
Cora Epperhart, Intern
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What you will find inside this packet:

- (1) Description of the Library's Layout
- (2) History of the Library
- (3) Services Offered
- (4) Programs Offered
- (5) Community Room Information
- (6) Internet Usage Policy and Children's Internet Protection Act (CIPA) Agreement
- (7) Unattended Child Policy
- (8) Libby/OverDrive Information
- (9) Patron Code of Conduct (*Appendix D*)

Your Library Number: _____

*(Your Libby/OverDrive Log-In/Username
is the same number as your Library Number)*

Your Libby/OverDrive Password: _____

(1) Description of the Library's Layout

Main (or Upper) Level:

Circulation Desk is straight up the stairway

The **Movies** (DVDs/Blu-Rays) is to the North and West side of the building

You'll find Children's movies as well as Adult Movies

The newer movies will be held behind the circulation desk for check-out (paper cards of the movie you wish to check-out must be brought to the circulation desk)

The **Young Adult / Teenage** section is to the North and East side of the building

The **Adult Fiction** section is to the South side of the building

The **Adult Non-fiction** section is to the South side of the building, all running along the outer walls

The **Director's office** and **Staff** area as well as the **Elevator** are located on this floor

Restrooms also are located on this floor to the South

Lower Level:

Children's Area is down the stairs and straight ahead

The **Community Room** is to the South side of the building

Restrooms are in the hallway between the Community Room and the Children's Area

The **Elevator** is across from the Children's Area on the West side

(2) History of the Library

We are a Carnegie Library, founded in 1915. The bookshelves along the walls, the bookshelves in the Adult Fiction area, and the two large tables – in both the Adult Fiction area and the Movies area – along with the table and chairs in the Children's Area are all original to the building.

The entrance facing Bishop Street on the north side was original to the building. The Children's Area is the original lower level.

In 2004, the library underwent an expansion with the new entrance, Community Room with a kitchenette, and bathrooms being added.

We continue to update and expand in order to meet community needs.

(3) Services Offered

Books and movie check-out

Libby/OverDrive.....Online book check-out

Public computers.....Sign the log-in sheet at the Circulation Desk; See below for requirements/acceptance of those requirements

Copies.....\$0.15 per page for black and white; \$0.30 per page for color

Laminating\$1.00 per page for small; \$4.00 per page for large

Fax.....\$1.00 per page

(4) Programs Offered

8:10 AM Monday and Thursday	Seniors Moves Exercise Group
11:15 AM Tuesday and Wednesday	Story Time (meets only during school months)
1 PM Tuesday	Book Club (4 th Tuesday of the month)
8 AM Wednesday	Coffee Group
1 PM Wednesday	Art Group
4 PM Wednesday.....	LEGO Club (meets only during school months)
1 PM Thursday.....	Any Craft Time (meets 2 nd Thursday of the month)

Special Programs Throughout the Year

- (1) Summer Reading Program – sign-up begins the end of May
 - (a) For Adults
 - (b) For Children
- (2) Fall Reading Program
 - (a) For Children

(5) Community Room Information

The Community Room may be rented for events, including birthday parties, anniversary parties, and other gatherings. Please call in advance to reserve the room and to make sure it is available for the date you need it.

You will need to fill out a reservation form and pay a \$20 fee.

(6) Internet Usage Policy and Children’s Internet Protection Act (CIPA) Agreement

The Walton Library provides free Internet access to everyone. All persons using the Internet must sign the log-in sheet that serves as an agreement to the *Internet Use Agreement, which is included in this Welcome Packet*. Users must comply with *The Rules of Conduct* and **Federal Guidelines of CIPA (Children Internet Protection Act) 2002**. An adult must accompany anyone under the age of 10. The Walton Library does not allow the following: Downloading on our computers due to viruses and copyright infringements. Computer usage may be limited to 30 minutes if demand is great. (*See Appendix A for Agreement and Guidelines*)

(7) Unattended Child Policy

Children are welcome in our library and we are concerned about their safety and welfare. All children under the age of 10 years old must be accompanied by an adult or caregiver. Parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children while they are in the library. If an unattended child is being disruptive, is habitually left unattended for long periods of time, or is deemed to be at risk of coming to harm (such a child left unattended at closing time), an effort will be made to locate the responsible parent, guardian or caregiver. If

necessary, appropriate law enforcement authorities will be notified to take custody of the child. (*See Appendix B for Agreement and Guidelines*)

(8) Libby/OverDrive Information

Libby/OverDrive is our online book check-out service. Everyone who is a patron of the library gets a free account. You may either go to our website at walton.lib.in.us or download the app to use this service.

To log-in to your account, please use your library number as your Username and the last four digits of your phone number on record at the library as your Password. If you have trouble logging on, please try adding enough zeroes to the beginning of your library number until you have six digits. Then, use your Password (last four digits of your phone number on record with the library) to find out if you are able to log-in. If you continue to have issues, please call the library at 574-626-2234 so that we may assist you. (*See Appendix C for Libby/OverDrive Instructions*)

(9) Patron Code of Conduct

Every patron has a duty to honor the Library-issued Patron Code of Conduct. Usage of the Library means treating everyone fairly, with respect, and in consideration of other patrons who also are using the Library. (*For specific requirements, please See Appendix D*)

Appendix A: Internet Policy and Agreement

As a patron of the Walton & Tipton Township Public Library or an Internet user of the library, I agree to the following terms and conditions for use of the Library Internet Station:

I attest to have some computer knowledge and understanding of the Internet and the appropriate care and use of hardware and software. I will also request assistance from the library staff if needed.

I understand that use of the Internet stations will be governed according to the Library's published Rules of Conduct. I have been informed that the Library's Computer and Internet Use Policy and Rules of Conduct are available for my reference.

I also understand that Walton & Tipton Township Public Library's computers are filtered and that the Library follows the Federal Guidelines of CIPA (Child Internet Protection Act), and that children under the age of 10 may use the Internet accompanied by an adult. I understand that failure to comply with these rules may result in revocation of my Internet privileges.

I agree to use the Walton & Tipton Township Public Library Internet Stations in a lawful, ethical and responsible manner, and to exercise reasonable care in the use of the library equipment and software.

I agree to notify library staff of any malfunction in the equipment or software that may occur while the station is in my care. I understand that any damage to the equipment caused by me or my children through improper care, roughness or vandalism will be my responsibility, and that I will bear the cost of any needed repairs and/or replacement.

I agree to follow the scheduling procedures as outlined in the Library's Computer and Internet Use Policy, and I understand the stations will be made available on a first-come/first-serve basis.

I understand that email accounts are not issued by the Library, but I may access an account already created.

I understand that downloading is not permitted at the Library due to copyright regulations.

Patrons using the Internet for purposes which do not comply with the Library's Acceptable Use Statement will immediately lose Internet access.

Appendix B: Unattended Child Policy

NOTICE TO PARENTS:

Would you leave your child alone in a shopping mall to play or read?

Please remember that the library, although a fun and entertaining place to be, is a busy public facility and all public places may present hazards for unsupervised children. All children under the age of ten (10) years old must be accompanied by a parent or caregiver.

Children are welcome in our library and we are concerned about their safety and welfare. However, parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children while the children are in the library.

If an unattended child is being disruptive, is habitually left unattended for long periods of time, or is deemed to be at risk of coming to harm (as in the case of a child being left unattended when the library is ready to close), an effort will be made to locate the responsible parent, guardian, or caregiver. If necessary, appropriate law enforcement authorities will be notified to take custody of the child.

We respect 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.

The Walton & Tipton Township Public Library is open:

Tuesday-Friday	9:00 a.m. – 6:30 p.m.; 9:00 a.m. – 6:00 p.m. (winter)
Saturday	10:00 a.m. – 2:00 p.m.; 10:00 a.m. – 2:00 p.m. (winter)
Closed Sunday and Monday	

Please call the library for other closings, such as holidays, and emergency closing due to weather.

Appendix C: Libby/OverDrive Instructions

Step 1

Download or open Libby on your device:

- iOS devices: [Apple App Store](#)
- Android devices: [Google Play](#)
- Amazon Fire tablets: [Amazon Appstore](#)
- Windows, Mac, and Chromebooks: [libbyapp.com](#)

Note: [libbyapp.com](#) works best in up-to-date versions of Chrome, Safari, Firefox, and Edge.

Step 2

In Libby, follow the prompts to find your library and sign in with a library card.

Step 3

Browse your library's catalog and borrow a title.

Your selection will vary based on your library, since each library chooses what titles and formats to offer in Libby.

Step 4



Borrowed titles appear on your **Shelf** and download to the app automatically when you're connected to Wi-Fi, so you can read them when you're offline.

On your **Shelf**, tap **loans** at the top of the screen. From there, you can:

- Tap **Read With...** to choose where you'd like to read the book (Kindle or Libby), then finish sending to Kindle (U.S. libraries only) or start reading in Libby.
- Tap **Open in Libby**, **Open Magazine**, or **Open Audiobook** to start reading or listening in the app.
- Tap **Manage Loan** to see options like **Renew** and **Return**.

Appendix D: Patron Code of Conduct

The Library is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds.

The following conduct is prohibited on Library property:

1. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statutes or ordinances.
2. Possessing a weapon, except as allowed by State law or Federal law.
3. Using Library materials, equipment, furniture, fixtures, or building in a manner inconsistent with customary use; or in a destructive, abusive, or potentially damaging manner.
4. Being under the influence of alcohol/illegal drugs, selling, using, distributing, or possessing alcohol/illegal drugs.
5. Committing offensive touching or engaging in sexual conduct, or obscene acts such as indecent exposure.
6. Engaging in conduct that disrupts or interferes with the normal operation of the Library, or disturbs library staff or patrons, including, but not limited to, conduct that involves the use of abusive or threatening language or gestures, conduct that creates unreasonable noise, or conduct that consists of loud or boisterous physical behavior.
7. Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, or lurking.
8. Using cellular phones and other electronic devices in a manner that disturbs others.
9. Soliciting, petitioning, distributing written materials, conducting surveys, or canvassing inside the Library building, or in a manner that unreasonably interferes with or impedes access to the Library.
10. Operating bicycles, roller skates, skateboards, or other similar equipment in or on Library premises.
11. Parking vehicles on Library premises for purposes other than Library use. Vehicles parked in violation of this rule may be towed at the owner's expense.
12. Smoking, chewing, or other tobacco use on Library grounds.
13. Entering the Library barefooted, or without a shirt, or attired so as to be disruptive to the Library environment, or with offensive body odor or personal hygiene.
14. Using restrooms for bathing, shampooing, or doing laundry.
15. Bringing pets or animals, into the Library, except for assistance animals, as allowed in order to comply with the provisions of the Americans with Disabilities Act or as allowed at a Library approved event.
16. Tethering animals near the front entrance of the Library.
17. Neglecting to provide proper supervision of children. (*See Policy on Unattended Children*)