

# Geauga County Public Library Operating Policy Manual

SECTION: INTRODUCTION  
NUMBER: 100  
EFFECTIVE DATE: APRIL 19, 2022

## **PURPOSE OF POLICIES**

The Public Services Policies of the Geauga County Public Library explain and regulate the manner in which the library directly interacts with library patrons and the community it serves. These policies describe the variety, extent, and limit of services and materials offered by the library, and ensure that patrons and staff alike may understand what those opportunities and limits are. Policies are approved by the Geauga County Public Library Board of Trustees and are reviewed and revised as necessary.

## **SERVICE PHILOSOPHY**

The Geauga County Public Library provides free, open, and equal access and service to all individuals and groups in the community. In the selection of library materials and the use of the library by the community, the Geauga County Public Library subscribes fully to the principles adopted by the American Library Association in *Libraries: An American Value*, and in *The Library Bill of Rights* and its subsequent interpretations.

## **SERVICE AREA AND GOVERNANCE**

The Geauga County Public Library (hereafter referred to as the library) is organized as a County District Library. Its legally defined service area is composed of the Cardinal Local School District, Chagrin Falls Exempted Village School District (only that portion in Geauga County), Chardon Local School District (excluding that portion in Lake County), Kenston Local School District, Painesville Local School District (only that portion in Geauga County), and West Geauga Local School District.

As a recipient of Public Library Fund monies from the State of Ohio, the library extends its services to the inhabitants of Geauga County and to other residents of the State of Ohio. The library is governed by a Board of Trustees (hereafter referred to as the board) which consists of seven members appointed by the County Commissioners or the Judge of the Court of Common Pleas for terms of seven years. The board's operating policies are described in its bylaws.

Approved April 19, 2022