

SPENCER LIBRARY
Spencer, New York

LIBRARY POLICIES

Policy Development

The board of trustees is responsible for establishing written policies to govern and guide all aspects of library operation.

The method of policy development is as follows: The policy committee will submit to the board policy recommendations for adoption.

I. Hours/ Days of Operation

1-01-1 The Spencer Library will be open a minimum of 25 hours each week.

1-01-2 The library director, with the approval of the board of trustees will determine days and daily hours of operation. Regularly scheduled hours of operation will be established to best meet the needs of library users and will be evaluated on a **regular** basis.

1-01-3 The library will close on holidays established by the board of trustees and at other times deemed necessary by the library director with the approval of the board of trustees. Except in cases of emergencies, notice of closings will be posted in the library and on the website one week in advance.

1-01-4 A calendar of holidays will be adopted at the Library Board November meeting prior to the library's annual meeting and presented at the annual meeting.

Approved by Board of Trustees.....rev. 3/22

Date




I. Confidentiality Policy :

I-02-5 The confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation.

I-02-6 Library records include:

- *Patron registration**
- *Circulation records**
- *Overdue and reserve records**
- *Participation in library sponsored programs**
- *Record of library visits**
- *Database search records**
- *Internet and electronic resources search records**
- *Reference interview and transactions**
- *Interlibrary loan records**
- *Any data that contains information that links a specific patron to specific materials or services used**



I-02-7 Library records shall not be disclosed except that such records may be disclosed for the proper operation of the library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

I-02-8 Except during the actual period of transaction (circulation, maintenance of record on unpaid fines, reservation of materials), the library does not maintain a record of transactions.

I-02-9 By separate action, the Spencer Library has endorsed the recommendations of the American Library Association's "Policy on Confidentiality of Library Records" and the New York State Library Association's "Statement on Intellectual Freedom".

Approved by the Board of Trustees

4-22-02

Date



II Personnel Policies

II-01-1 Personnel and Employment Practices

The Spencer Library supports and adheres to all laws and policies dealing with equal employment opportunity, the Civil Rights Acts, the Americans with Disabilities Act, fair employment practices and other federal, state, and local legislation concerned with employment and hiring practices. Additional policies pertaining to library personnel practices have been implemented and are included in this policy manual.

II-01-2 Employee Recruitment, Hiring, Development, Benefits, Evaluation, and Termination

All regulations and recommendations related to personnel are further described in the library's personnel manual.

II-01-3 Use of Volunteers

The Spencer Library welcomes and encourages members of the community to volunteer time and talents to enrich and expand library services. Volunteers are expected to conform to all policies of the Spencer Library and the guidelines established by the library director.

Volunteers are selected and retained for as long as the library needs their services. Volunteers may be used for special events, projects, and activities or on a regular basis to assist staff. Services provided by volunteers will not be used in place of hiring full- or part- time staff.

Volunteers may apply for paid positions under the same conditions as other outside applicants. In accordance with labor laws, paid staff may not volunteer their services to the library except with written permission from the library director.

II-01-4 Community service and /or court- ordered individuals may be used at the discretion of the library director.

Approved by Board of Trustees

6/25/01
Date

SPENCER LIBRARY

Personnel Manual

f Salary and Hours

A. Pay periods and Checks

- All salaries are paid monthly.

B. Method

- Official time cards shall serve as the record of hours worked by each employee and shall serve as the basis for issuing paychecks. It is the responsibility of each employee to keep an accurate daily record of his/her time. A time card shall be signed, attesting to its accuracy. Hours in excess of the agreed upon work schedule shall be approved by the Board of Trustees in advance.

C. Deductions

- Automatic deductions from gross earnings will include Social Security taxes, Medicare, and any other required taxes.

D. Work Week

- The director must ensure staff coverage during open library hours. It is up to her/his discretion as to how this occurs. The director may work a maximum of 25 hours per week. The assistant librarian may work a maximum of 15 1/2 hours per week.
- Major changes in the director's schedule or other circumstances may not be made without approval of the Library Board. Requests for such shall be made in writing to the Library Board. Requests for changes in the work schedule of other staff shall be made in writing to the director.

E. Board Meetings

- The director shall be paid for attending Board meetings and all required committee meetings.

F. Other Meetings

- The director and/or assistant librarian will be paid to attend Finger Lakes Library System staff meetings. Requests to attend any other library conference or related workshops must be submitted to the Board for approval before registering for the conference.

II. Leave Policy

A. Holidays

- There are no paid holidays. When a legal holiday falls on a day when the library is normally open, the next open day will be the one in the regular schedule.

B. Vacation Leave

- The director and assistant librarian will receive two weeks of paid vacation after one year of service and three weeks after five years of service. One week is equivalent to the number of days usually worked in a week. Vacation time may not be carried over from calendar year to calendar year.

C. Leave of Absence

- Leaves of absence without pay may be granted to library employees for maternity, adoption, illness, travel, or graduate or certification training. All leaves are considered on a case-by-case basis and must be approved by the director. The library board must approve a leave for the director.

III Selection and Evaluation

A. Appointment

- The Library Board shall select, appoint, and when necessary for valid reasons, dismiss the Director of the Library.

- The Board shall establish all other positions and all wage and benefit levels for all library staff.
- The person appointed as director shall be charged with the sole administration of the Library.

B. Job Description

- Job descriptions for the director and assistant librarian are included in this manual.

C. Performance Evaluation

- The personnel committee shall conduct annual appraisals of the director's performance in October, at which time personal and management goals can be discussed and negotiated. This evaluation will be based on the job description and is designed to provide a method of communication between the employee and the Board. Job satisfaction, performance, duties and related activities should be discussed. The employee and board committee will each receive and sign a written copy of the evaluation.
- The director shall conduct an annual appraisal of the assistant librarian's performance in October. This evaluation will be based on the job description. Job satisfaction, performance, duties and related activities should be discussed.

IV Termination of Employment

A. Disciplinary Policy

- An employee of the Library may be dismissed for any action or behavior that causes the Library's image or operation to be diminished. This includes but is not limited to: incompetence, misconduct, inattention to assigned duties, or unapproved absences from work.
- The Board will maintain records of all disciplinary processes.
- The Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instance of significant misconduct.

B. Resignation and Retirement

- An employee wishing to resign or retire from employment must notify the Director or the Library Board as soon as practicable. The Library requests a minimum notice of two weeks. For the Library Director, a notice of at least one month is preferred.
- The employee must submit a formal, written resignation statement giving the exact date the employment is to be terminated. Between the time of notice and the time when employment ends a final performance appraisal will be conducted.
- If the employee is entitled to benefits (such as earned, unused vacation) a lump sum payment will be made to the employee.

Approved by the Board of Trustees

6-29-02

Date

Job Description

Library Director

The person appointed as library director shall be charged with the administration of the library. The director shall be responsible to the library board in matters pertaining to and concerning the library; be present at monthly board meetings; and prepare and present such reports and meeting documents as requested.

The director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections.

Job Description

Assistant Librarian

The person appointed as assistant librarian shall be charged with the administration of the library in the absence of the director. The assistant librarian shall be responsible to the director in matters pertaining to and concerning the library.

Objectives for Director

The Spencer Library Director will work to meet the following objectives:

Select both print and non-print media that will enrich and support the varied interests, abilities, and maturity levels of the patrons served.

Provide instruction and guidance in the use of the materials and technology in the library to the extent that the librarian and volunteers can properly do according to time available and their knowledge/skill limitations.

Provide a variety of resources for leisure reading and self-directed study.

Create an atmosphere and provide materials which encourage patrons to study and to read.

Make available new and varied materials and technology which are useful and interesting to all patrons.

Recruit volunteer staff to assist with the objectives of the Library.

Approved by the Board of Directors

September 23, 2002

Essential functions

1. Plans the acquisition, organization, maintenance, utilization, and retention of materials and equipment in the Library.
2. Maintains a working knowledge of, builds, and arranges specialized information resources, and works with users in obtaining required information from the Library and/or other libraries.
3. Carries out the policies of the library as adopted by the Board and recommends needed policies for board action.
4. Controls circulation of materials including overdue and missing books.
5. Administers and performs duties associated with periodicals, books, and web access to databases.
6. Assists patrons on the computers, finding a book, or conducting research.
7. Provides periodic status reports to the Board.
8. Recommends employment of all personnel and volunteers and supervises their work.

Approved by Board of Directors

3-24-03

Tasks to be performed by Director:

1. Prepare regular reports detailing current progress and future needs of the Library.
2. Maintain an active program of public relations, including promotion of general public awareness of the Library and its specific services.
3. Prepare an annual budget with the Board.
4. Select and order all books and other library materials.
5. Attend all Board meetings.
6. Prepare the annual report to the state.
7. Attend county librarians' meetings and four Finger Lakes Library System meetings or more with Board approval.
8. Perform circulation function including renewals, reserves, interlibrary loan requests, payment of fines, and forgiveness of erroneous fine.
9. Review donated materials and sort for Library use and/or book sale.
10. Serve on Board committees as needed.

Revised 11/03

III. Collection Development Policy:

III-03-01 The purpose of this Collection Development Policy is twofold: first, to guide staff in the selection of materials, including what subject areas and material types to consider buying; and second, to inform the public about the principles upon which selections are made.

III-03-02 Objectives:

- A. The purpose of the Spencer Library is to provide all individuals in the community with carefully selected books and other materials in a variety of formats in the pursuit of education, information, research, pleasure, and the creative use of leisure time.**
- B. The Spencer Library encourages reading and serves the needs of the Spencer community by providing free access to a diversity of ideas and information through a variety of library materials, services, and experiences.**
- C. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.**
- D. The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Board of Trustees and are integral parts of the policy.**
- E. The materials selection/collection development policy will be reviewed and /or revised on a regular basis.**

III-03-03 Responsibility for Selection:

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Spencer Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

III-03-04 Criteria for Selection:

A. The main points considered in the selection of materials are:

- (1) Individual merit of each item**
- (2) Popular appeal/demand**
- (3) Suitability of material for the clientele**
- (4) Existing library holdings**
- (5) Budget**

B. Reviews are a major source of information about new materials.

Examples of source(s) of reviews are "*Booklist*" and the "*New York Times Book Review*".

III-03-05 The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand.

Consideration is, therefore, given to requests from library patrons. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

III-03-06 Interlibrary Loan:

The Spencer Library cannot purchase every item of value or all materials which may be requested by patrons. It will extend its resources through membership in, and cooperation with, the Finger Lakes Library System and other libraries.

Approved by the Board of Trustees

3-24-03

Date

III-03-07 Disposal of Withdrawn Materials

- A. Discarding of library materials is necessary to maintain a vital, useful, well-kept collection. The purpose of weeding is to reevaluate the collection in conjunction with the selection of new and replacement materials. A planned and continuous weeding program is essential in order to keep material viable and useful.**
- B. Decisions will be based on professional practices, such as those described in the CREW Method manual.**
- C. Any material taking up space that could otherwise be more profitably used for other materials is subject to reevaluation and discard. This includes older nonfiction that no longer contains current information and once- popular fiction no longer in demand. Among those attributes considered will be physical condition, number of copies available, use, adequate coverage in the field, and availability of similar material.**
- D. Criteria for Weeding: selection of materials for discarding is based on the following criteria:**
- (1) Materials worn out through use**
 - (2) Materials no longer timely**
 - (3) Materials no longer considered accurate, factual, or are obsolete**
 - (4) Materials which have had little recent use and are of questionable value**
 - (5) Multiple copies of a title no longer in demand**
- E. While the library attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection will also apply to replacements. The need for replacement is based on:**
- (1) The number of duplicate copies**
 - (2) Adequate coverage of the subject in the collection**
 - (3) Demand for the specific title or subject area**
 - (4) Availability of material**

Approved by the Board of Trustees

9/22/03

Date

IV Lending Rules, Procedures, Fines & Internet Policy

IV-11-01 Patron Use of Library Supplies:

The Spencer Library supplies scratch paper. Office Supplies purchased with library budget funds are for use by the library staff in completion of their work.

Approved by the Board of Trustees

June 21, 2001

Revision approved _____

IV-11-02 Video Policy:

The Spencer Library has a collection of DVD and videocassettes available to loan. They may be borrowed by registered patrons for home use. The borrower assumes full financial responsibility for damages, loss or theft of the tapes and for violation of any copy right regulations. The Spencer Library assumes no responsibility for damage to equipment used with a videocassette or DVD borrowed from the Library.

Approved by the Board of Trustees

April 22, 2002

Revision approved _____

IV-02-03 Patron Internet Access:


Spencer Library provides access to a broad range of information resources, including those available on the internet. The Library has a policy of open access to all parts of its collection, including access to the internet, and usage is not restricted by age (supervision is the responsibility of parents, guardians, or caregivers). Also, use is not prioritized by information need (everyone's information need is important to him or her), and is not restricted by residency.

IV-02-04

The Library seeks to protect the First Amendment rights of its customers and their individual right to privacy. However, internet users must be sensitive to the fact that workstations are in public areas and, therefore, images on the screen are subject to view by a wide audience. The Library affirms and upholds the right of each individual to have access to constitutionally protected materials on the internet.

IV-02-05

The Library does not monitor and has no control over the information accessed through the internet and assumes responsibility only for information provided on its home page. The



Library cannot guarantee the validity or accuracy of information found on the internet since some of it may be dated, incomplete, misleading, or offensive to some individuals.

IV-02-06

The workstations owned and operated by the Library will be used for educational, informational, and recreational purposes only; they may not be used for unauthorized, illegal, or unethical purposes.

Examples of unacceptable uses include, but are not limited to the following:

Harassment of others or violation of their privacy;


Libeling, slandering, or maliciously offending other users;

Violation of copyright laws or software licensing agreements;

Obstruction of other people's work by overuse of system resources;

Attempting to crash, degrade performance of, or gain unauthorized access to the Library's other computer systems and networks;

Damaging equipment, software, or data belonging to the Library or other users.



Violations may result in restrictions on Library use. Illegal users of computers may also be subject to prosecution by local, state, or federal authorities.

IV-02-07

Parents/guardians have the sole right and responsibility to decide what is appropriate for their child to view or read as with all library materials, programs, and services. Children who use the internet unsupervised may be exposed to inappropriate or disturbing information and images. Parents/guardians are responsible for the supervision of the child's internet activity. The Spencer Library does not act *in loco parentis*.

IV-02-08

Commercial filters are used in this Library. While they may not be foolproof or tamperproof, they are intended to restrict access by minors to objectionable sites. Filters will be turned off for adult library patrons.

Revision approved

March 22, 2004



IV-11-09 General Computer Use:

- Thumb drives may not be brought into the Library and used on Library equipment;
- Users may not download or save anything to the hard drive or any Library workstation or to a network drive;
- Material may be printed from a Library workstation at a reasonable cost. Payment should be made at the Circulation Desk.

IV-02-10 No personal software or equipment may be used on a Spencer Library workstation or network.

IV-02-11 Deleted September 26, 2011

Approved by the Board of Trustees May 29, 2003

IV-05-12 Interlibrary Loan

Spencer Library provides interlibrary loan through the Finger Lakes Library System. This permits the library to borrow materials for its patrons from other libraries and is available to all patrons in good standing.

Materials not owned by Spencer Library, or that are otherwise unavailable, may be requested for loan through interlibrary loan. Certain materials may be requested but are often difficult to obtain, since owning libraries may put restrictions on new, popular, or rare items.

Patrons with Spencer Library cards in good standing may place "holds" or requests for materials through their home computers following instructions on the Spencer Library website, *spencermylibrary.org*, or calling and requesting a hold or in person at the library.

Spencer Library does not charge for interlibrary loan service. The patron is responsible for charges for damaged or lost materials. Costs for lost items may also include processing costs and are the responsibility of the patron.

Approved by the Board of Trustees

IV-05-13 Fees for Service

The Spencer Library has as its mission the provision of free and open access to information in varied formats. All services are paid

for by local taxpayers, supplemented by funds from donations and trusts. It is expected that the library budget will fully fund all services and materials.

There are limits to what can be provided with budgeted funds. Therefore, a fee will be charged for some services, e.g. (1) printouts of library databases (2) sending and receiving fax messages (3) copier use, and (4) small fees for certain library-related programs.

Fees will be reviewed periodically.

Approved by the Board of Trustees October 24, 2005

IV-08-14 Borrowing Regulations

Public libraries in New York are funded by state and local tax revenue. Therefore, any New York resident is eligible to have a borrower's card with proof of name and current address. There is no charge to have a borrower's card. A borrower's card is presented each time a user wishes to borrow library materials. Items accepted for identification include, but are not limited to, a New York driver's license or identification card, passport, bank book, or cancelled mail received at the applicant's address.

The signature of a parent/guardian/custodial caregiver is required on the application/permission letter for any child who applies for a borrower's card and who has not attained the age of eighteen (18). By signing the application or permission letter, the parent, guardian, or custodial caregiver agrees to assume financial responsibility for all materials charged on the minor's card.

Persons living outside New York, but who work in New York, may obtain a borrower's card by using their employment address as well as their permanent residence address.

Persons living temporarily in New York may obtain a borrower's card by using their New York address and their permanent residence address.

Persons living and working outside New York are not eligible for a borrower's card.

Approved by the Board of Trustees September 23, 2008

IV-08-15 Lost Items

A "lost" item must either be found and returned to the Library in good condition or paid for according to the established procedure. Upon payment for a "lost" item, a receipt will be issued. If within three months of the date of payment, the item is returned in good condition, along with the receipt, the price of the item shall be refunded. At the discretion of the Director, the Library will accept a replacement copy for a lost or damaged item providing it is a duplicate of the lost item.

Fees for any late charges associated with a lost item remain the responsibility of the borrower and will not be waived.

This policy does not apply to items belonging to other libraries and borrowed through the inter-library loan procedure.

Approved by the Board of Trustees October 27, 2008

IV-11-16 Nook Color Policy Deleted 4/22

Approved by the Board of Trustees _____

IV-11-17 Fines

A fee in an amount set by the Board of Directors will be assessed for items returned after the due date. When late fees or other charges accumulate in excess of \$5.00, the patron's privileges will be suspended at the discretion of the Director or Assistant Director.

Approved by the Board of Trustees _____

IV-11-18 Wireless Internet Access Policy

The Spencer Library offers free wireless internet access to library users who have wireless-enabled devices. The library provides unrestricted access to the internet and does not monitor or control content. The provisions set forth in the Library's internet policy are applicable to wireless network access.

Library users are responsible for knowing how to configure their equipment and how to access wireless networks. Library staff cannot configure, diagnose, or modify a library patron's equipment and will not install or modify hardware or software. Patrons may connect their wireless devices to any available electrical power outlet, provided the cords do not create a hazard. Patrons may not unplug library equipment, move furniture, or block exits or aisles.

Communication through the wireless network should not be considered secure. Library users are responsible for selecting and installing security protection and current virus definitions on their wireless devices. The Library is not responsible for damage to hardware or software, transmission of computer viruses, loss of data or email, or any harm resulting from the use of an unsecured server. The Library is not responsible for damage to or theft of personal devices.

The wireless network can accommodate interactive searches on the web. It cannot accommodate the downloading of large document files. Library users will be asked to terminate any activity that adversely impacts the networks performance. When using wireless-enabled devices to listen to music, dialog, sound effects, etc. library users must use earphones to make the sound inaudible to others. If sound is heard despite the earphones, the library user must lower the sound level or turn the equipment off.

Printing access is not available via the Wi-Fi network. If the library user desires to print, the file can be saved to a flash/thumb drive or emailed to themselves and printed from a public computer for a nominal fee per page.

Any attempt to circumvent library procedures or any unauthorized attempt to access or manipulate library equipment will result in permanent disconnection from the library's Wi-Fi network.

Approved by Board of Trustees

October 24, 2011

LIBRARY RULES FOR USE OF WIRELESS INTERNET

Wireless users must agree to abide by the Internet Policy and Wireless Internet Access Policy adopted by the Spencer Library.

You should have a laptop with a charged battery and standard wireless network interface card.

You are responsible for selecting and installing security protection and current virus definitions on your wireless device.

The Library is not responsible for damage to hardware or software, transmission of computer viruses, loss of data or email, or any harm resulting from the use of an unsecured server. The Library is not responsible for damage to, or theft of, unattended personal devices.

The wireless network can accommodate interactive searches on the web. It cannot accommodate downloading of large document files. You will be asked to terminate any activity that adversely impacts the network's performance.

You must use earphones when listening to music, dialog, sound effects, etc. so that the sound is inaudible to others. If sound is heard despite the earphones, you must lower the sound level or turn the equipment off.

If you wish to print, you can either save your file to a flash drive or email it to yourself and print from one of the public computers.

Any attempt to circumvent library procedures or any unauthorized attempt to access or manipulate library equipment will result in permanent disconnection from the library's WiFi network.

V. Use of Meeting Areas, Exhibits and Display Spaces

V-01-1 Use of Meeting Areas:

The library's meeting areas may be used for library related functions with the prior approval of the library director or board president.

V-01-2 Use of Exhibits and Display Cases:

Display space is available in the library's exhibit case for educational, artistic, and cultural materials that promote interest in the use of books, library materials, and information, or that share information about local art and cultural groups. Preference will be given to exhibits that are timely and of general interest. Displays that focus on a public issue must include information about major aspects of differing points of view. Displays that are solely commercial in focus are not appropriate.

V-01-3 Displays will be changed periodically.

V-01-4 Groups or individuals desiring to use the exhibit case should submit a written request to the library director. The library director may reject any exhibit or display that does not fit with the mission of the library.

V-01-5 The library will take reasonable care to ensure the safety and security of items displayed, however the library has no insurance to cover exhibit items and assumes no responsibility in the event of loss, theft, or damage. Exhibitors are encouraged to insure items of value and will be required to sign a form that releases the library from responsibility for loss, damage or destruction.

V-01-6 Items may be removed from the exhibit case as scheduled by the library director. The library director may request a staff member remove and pack the items when the owner/collector is unavailable or unable to do so.

Approved by Board of Trustees

5-21-01

Date

V-01-7 Distribution of Free materials:

Display space is available for community organizations to disseminate information. Items that publicize community organizations and local events further the role of the library as the central source for civic, cultural, educational, and recreational information.

A) All items for posting or distribution must be presented to the library director for approval; library staff will date and place items on the bulletin board or in the information rack.

Distribution or posting of items by the library does not indicate endorsement of the issues, events, or services promoted by those materials. Items left or posted without approval will be removed and discarded. Library staff will remove items that have expired.

B) Bulletin boards may not be used for personal or commercial advertisements.

C) Items that may be distributed include flyers, brochures, leaflets, newspapers, and pamphlets that provide information about non-profit civic, educational, cultural, or recreational organizations and events. Items may be distributed for as long as they are valid. Unbiased literature related to political campaigns may be displayed for thirty days preceding an election.

Approved by Board of Trustees

6-25-01
Date

VI-11-01 READ DOWN YOUR FINES

In furtherance of the Library's mission to promote reading and to support the development of children and youth, children through age 16 may enroll in a "Read Down Your Fines" program so that for each half-hour of documented reading in the library (to themselves or others) children shall have \$1 in outstanding fines and fees reduced.

VI-11-02 LIBRARY PROGRAMS

The Library offers programs for citizens of all ages. Programs may be developed and presented by library staff or may be co-sponsored by the library and other community organizations. Pre-school storytime programs will be presented by library staff on a regular schedule throughout the year. Other programs for children and young adults will be planned, staff time and budget permitting, during school holidays and summer vacations.

Programs for adults may be scheduled throughout the year as interest warrants. Speakers from community groups and businesses may be invited to present programs on topics of general interest or of a timely nature. No funds are available to pay speakers or performers. Presenters may not directly solicit business before, during, or following a program, although cards and brochures may be left on the display table for attendees to pick up. No fees may be charged to attend any library sponsored or co-sponsored program.

Library programs are generally open to anyone wishing to attend. If space restrictions or program requirements limit the number of people who may attend, preference will be given to residents of Spencer. Persons attending library sponsored or co-sponsored programs are expected to adhere to the library's policies on patron conduct.

Approved by Board of Directors

Nov 28, 2011

PROPOSED POLICIES
6/26/06 MEETING

VII-06-07 UNATTENDED CHILDREN

The Spencer Library is a public facility that offers services to a wide range of citizens, and children are especially welcome. The library has the responsibility to provide an environment that is safe and comfortable for every patron who is appropriately using its services and facilities. Children and young people are expected to adhere to the same standards of patron conduct expected of adults. Parents, guardians, or assigned chaperones are responsible for the behavior of their children while in the library.

Children under the age of seven (7) should never be left unsupervised in any area of the library. If a parent cannot be located, staff will call the proper authorities to report an abandoned child.

Older children who are disruptive will be asked to leave the library (see policy on "Library Behavior"). If the child cannot safely leave the library to return home on his or her own, staff will permit the child to call a parent. If no parent can be contacted, library staff will either allow the child to remain at the library under close supervision until a parent can be contacted or contact the proper authorities, depending upon the severity of the situation.

Children who have not been picked up at closing time will be given the opportunity to call a parent. Children who have not been picked up within fifteen minutes after closing will be left in the care of proper authorities. Under no circumstances will staff transport children in a vehicle or accompany them home.

Approved by the Board of Trustees

_____ Date

VII. Patron Behavior

VII -02-01 It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the library and from the use of the library facilities.

VII-02-02 Young Children

Spencer Library encourages visits by young children and it is our desire to make each Library visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the Library.

VII-02-03 Disruptive Children

Children of all ages are encouraged to use the Library for homework, recreational reading, and program attendance. The library staff realizes that the Library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the Library. If the child continues to be disruptive, he/she will be asked to leave the Library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

VII-02-04 Enforcement of this policy will consist of the library staff giving the patron violating this policy a verbal warning. If the patron continues to violate this policy, they will be asked to leave. Library staff will contact law enforcement officials for those who are unwilling to leave or do not leave within a reasonable amount of time after being instructed to do so by the staff.

VII-02-05 The following conduct is prohibited:

A) Engaging in disorderly conduct, fighting or challenging to fight, using offensive words or gestures.

B) Disturbing other patrons or staff, e.g., disruptive behavior such as any loud, unreasonable and/or bothersome noises ; staring at another person; following another person in or around the building.

C) Possessing, distributing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs.

D) Sexual misconduct such as exposure, offensive touching or sexual harassment of other patrons or staff.

E) Damaging, destroying, or stealing any Library property or a patron's or employee's property; this includes intentional damage to library computers and /or system files.

F) Bringing animals or pets into the Library, except guide dogs for the blind, hearing or physically impaired.

G) Distributing or posting printed materials/literature that have not been approved by the Library; selling and/ or soliciting.

H) Eating or drinking; smoking or using tobacco products.

VII-02-06 Patrons damaging the library facility or its contents will be held responsible for necessary replacement or repair.

Approved by the Board of Trustees

9/23/02
Date

VIII GIFTS

- VIII-01-1 The Spencer Library welcomes gifts of new and used books, audio recordings and CDs, videos, and similar materials. Items will be added to the collection in accordance with the selection policy of the library. Once donated, items become the property of the Spencer Library, and may be given to other libraries and non-profit agencies, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift.
- VIII-01-2 The library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.
- VIII-01-3 The library reserves the right to decide when a gift must be withdrawn.
- VIII-02-4 Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Monetary gifts will be utilized at the discretion of the Library Board of Trustees or its designee.
- VIII-02-5 The library makes every effort to honor the wishes of donors. Gifts on which a donor places restrictions or special conditions will be accepted only if those restrictions or conditions are accepted by the Library Board of Trustees or its designee.
- VIII-02-6 Books, videos, and other materials purchased with bequests and memorial or honorary contributions will be identified with special donor plates whenever possible. Notification of memorial or honorary contributions will be sent to the family or person being recognized and a record of the materials purchased maintained at the library.
- VIII-01-7 Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, etc. will be determined by the library board based on their suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.

Approved by the Board of Trustees

4-22-02
Date revised

IX. PUBLIC RELATIONS

IX-02-1 Discounts on Staff and Board Purchases

Library staff and board members may order books and other library materials for personal use at the library vendor's discount, if applicable. Discounts cannot be guaranteed. Books, once ordered, may not be returned unless received in damaged condition. Payment must be made within ten (10) days after the item is received at the library. This privilege is limited to library staff and board members and may be discontinued at any time at the discretion of the board of trustees.

Approved by the Board of Trustees

6-24-02
Date

IX-11-02 PHOTO RELEASE

The Library staff may take photographs or videos of participants, individually or in groups, attending or taking part in Library programs or activities. These photographs or videos may appear in future Library publications, on our website, or in other Library publicity.

Attendees and/or participants must consent to having their photograph taken or such videos shown and used for such purposes.

If a Library patron does not wish himself/herself or his/her child photographed or video taped, the patron must notify the Library staff to that effect.

Library patrons and visitors to the Library may not take photographs or videos of the other patrons or staff without the permission of the person(s) being photographed or video-recorded.

Library staff may terminate any photo or recording session that appears to compromise public safety, security, and/or patron privacy, and/or that does not meet the standards of our other policies.

Approved by Board of Directors

Rev.10/15/18