

Library Policy
for
Wenonah Free Public Library

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I. Mission and Goal Statements

A. The mission of the Wenonah Free Public Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.

B. The general library goals of the Wenonah Free Public Library shall be:

1. To serve all residents of the community of Wenonah Borough.
2. To acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services as will address their needs to
 - a) become well informed,
 - b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
3. To acquire the means to provide the most frequently requested material locally and upon demand.
4. To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
5. To strive consistently to discover new methods and improvements for better service for the library's customers.
6. To review regularly these goals of the Wenonah Free Public Library and, if necessary, revise them in the light of new developments.

II. Who May Use the Library

A. The library will serve all residents of the community. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

B. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

C. Non-resident members of the LOGIN (Libraries of Gloucester/Salem Information Network) Consortium are subject to the same rights and responsibilities as Wenonah residents with the limitations described in section IX of library policy.

III. Patron Responsibilities and Conduct

The Wenonah Free Public Library seeks to provide its users with a safe and pleasant library experience in an atmosphere conducive to study, reading and appropriate use of materials and services. So that all persons may enjoy the benefits of the Library, individuals visiting or using the Library's facilities or services patrons must comply with the following guidelines for Library use.

To Ensure the Safety of All Users

The Librarian may restrict adult use of Children's areas in order to ensure the adequate protection of the Library facilities and of persons and property therein.

Shirts and shoes or other footwear are required.

Persons under the influence of alcohol or non-prescribed drugs are not allowed on Library property.

Smoking is not permitted inside Library facilities or within 10 feet of any door.

People, animals or property must not block aisles, doorways, stairways, elevators or ramps. Large objects such as carts, bicycles and luggage may not be brought into Library facilities. Personal property must be within sight of the owner.

Weapons of any kind are prohibited on Library property.

Animals, other than service animals assisting persons with disabilities or attending authorized library programs, are not permitted inside Library facilities or within 10 feet of any door.

Persons who remain at Library facilities after closing, and who need assistance to return home may be referred to the police in order to ensure their safety.

Young children:

The Wenonah Free Public Library encourages visits by young children and it is our desire to make this important 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.

Therefore, it is library policy that all children under age eight must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

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 after a second warning 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.

To Ensure Access to Library Services for All Users the Following are Prohibited

Roller skates, scooters, skateboards, bicycles, or other similar devices must not be used on Library property.

Sleeping or lying on the floor or furniture is prohibited.

Library entrance areas shall be used exclusively for entering and exiting the Library and as temporary waiting areas for Library users.

Possession/illegal use of or intent to sell drugs is prohibited.

Indecent exposure, including but not limited to having sex and/or exhibiting lewd and offensive nakedness is prohibited.

Eating or drinking, except in designated areas. Water bottles, covered beverage containers, and foodstuff must be kept out of sight.

Vandalizing or abusing Library materials, equipment, or facilities.

Soliciting money, donations or signatures.

Selling merchandise without prior permission from the Librarian.

Media or commercial photography or filming, without prior permission from the Librarian.

Unreasonable use of rest rooms, including laundering and bathing.

Blocking Library entrance areas or interfering with the free flow of pedestrian traffic in such areas.

Preventing others from claiming computer reservations or turns at Express computers either verbally or physically (i.e. sitting at the computer not logged in).

Manipulation of/bypassing library computer systems or databases to override established limits.

Refusing to leave a computer after being suspended from computers or continuing to create a disturbance while using Library equipment.

Fraudulent use of another's Library card and/or number for any purpose, including to reserve or use computers.

Refusing to leave building and/or library computer during emergency evacuation.

Refusing to leave the building after being suspended.

Entering or attempting to enter a Library building while suspended (i.e. trespassing).

Any activity that unreasonably interferes with Library user or staff comfort, safety, use or quiet and peaceful enjoyment of the Library, including but not limited to: Harassing or threatening Library users or staff.

Staring at, following, or photographing Library users or staff.

Strong, pervasive odors, including odors caused by perfume or cologne.

Making any loud or unreasonable noise or other disturbance, including disruptive use of personal communications or entertainment devices.

Persons who violate these Guidelines may receive a warning from the Library staff and/or an opportunity to cease the violation or leave the Library. Illegal activity, as well as any willful or repeated violations of these Guidelines or other posted Library regulations (e.g. computer use rules), may result in removal from the facility and/or suspension of Library privileges. In addition, where authorized by Federal, State or local law, violations of these Guidelines may also result in arrest. Library users who wish to request a reasonable modification of these Guidelines because of a disability or health problem may contact Library staff.

2C:20-15. Sign required

All library facilities shall post at their primary entrances and exits a conspicuous sign to read as follows: IN ORDER TO PREVENT THE THEFT OF BOOKS AND LIBRARY MATERIAL, STATE LAW AUTHORIZES THE DETENTION FOR A REASONABLE PERIOD OF ANY PERSON USING THESE FACILITIES WHO IS SUSPECTED OF COMMITTING A THEFT OF LIBRARY MATERIAL.

L. 1985, c. 373, s. 4, eff. Nov. 26, 1985.

IV. Services of the library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
6. Develop and provide services to patrons with special needs.
7. Maintain a balance in its services to various age groups.
8. Cooperate with, but not perform the functions of, school or other institutional libraries.
9. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
10. Regularly review library services being offered.
11. Use media and other public relations mechanisms to promote the full range of available library services.

The Wenonah Free Public Library encourages each library trustee to take advantage of training opportunities for trustees offered by the public library system or statewide agencies and organizations. Likewise, the Library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

VI. Volunteers

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Wenonah Free Public Library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves.

VII. Personnel Policy

A. Management Policy: The duly appointed library board shall have all management rights, authorities, and responsibilities as stated in *New Jersey Library Laws, p. 247, Attorney General's Opinion*.

1. The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
2. The board shall establish all other positions and all wage and benefit levels for all library staff.
3. The library board shall provide an effective orientation for new directors to assure that the director understands a) the policies and processes related to the daily operation of the library,
b) reporting and budgetary requirements that assure accountability and compliance with the law,
c) the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and
d) rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification
4. The library board shall conduct annual appraisals of the library director's performance, at which time personal and management goals can be discussed and negotiated.

B. Administrative Policy: The person appointed as library director shall be charged with the sole administration of the library.

1. The director shall be responsible to the library board in matters pertaining to and concerning the library; be present at board meetings and prepare and present such reports and meeting documents as requested.
2. The director shall maintain financial records in an efficient manner; present periodic reports to the library board and to the municipal governing body; prepare the draft of the annual budget to be presented to the library board, and assist trustees with presentation of the adopted request for appropriation to the municipal governing body.
3. The director shall hold regular meetings with staff and/or volunteers for training and interpreting board policy.
4. The director shall assign the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.
5. The director will recommend changes in or additions to library policies as needed.
6. The director will perform preparatory work to assist the board with regular library planning.

C. Salaries

A classification and salary schedule has been adopted by the library board. The plan is subject to regular revision so that it will remain equitable for both the library and the staff.

D. Holiday Policy

The board of trustees will adopt and publish the holiday hours annually.

E. Leave of Absence:

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

Requests for leave should be submitted in writing well in advance of the time when the leave is to begin. Written requests should indicate both a beginning and ending date for the leave.

In some instances it may be necessary to deny requests for leaves of absence. Leaves are a privilege and can be granted only if the best interests of the library can be maintained.

F. Meetings, Conventions, and Workshops:

The director, staff and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the library board according to the amount appropriated in budget for such. The director, staff and trustees are encouraged to attend and participate in continuing education activities.

G. Disciplinary Policy:

An employee of the Wenonah Free Public 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.

Normally termination would be a final step which would follow:

1. a substandard performance appraisal,
2. verbal and/or written warnings,
3. suspension, and/or
4. extended probation.

It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library.

The Library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies.

While notice of intent to terminate can be expected, the Wenonah Free Public Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

H. Resignation and Retirement Policy:

A library 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 that employment is to be terminated. Between the time of notice and the time when employment ends a final performance appraisal will be conducted.

I. Grievance Procedure:

It is the intent of the Wenonah Free Public Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedure below:

1. If possible, discuss the problem with the director. In the case of the director having a concern, this should be discussed with the board president.
2. If the director is part of the problem, or if the board president is part of the director's problem, the concern/grievance should be submitted in writing for the library board and be delivered to the director, who will deliver the statement to the board president. The board president will, in turn, present the concern, during closed session, to the full board at the next or a special board meeting.
3. The board's representative will respond to the employee within five (5) days of the board meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the board will address the issue over time.

J. Equal Opportunity Employment Policy:

It is the policy of the Wenonah Free Public Library to provide an equal employment opportunity for all qualified and qualifiable persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.

K. Drug-Free Workplace Policy:

In compliance with the *Drug-Free Workplace Act of 1988*, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Wenonah Free Public Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the library director or board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

L. Sexual Harassment Policy:

Harassment on the basis of sex is a violation of *Title VII* (federal law) and *Title X* (state law). Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Wenonah Free Public Library.

The Wenonah Free Public Library accepts and adheres to all definitions and procedures outlined in the law as regards sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including discharge.

VIII. Materials Selection/Collection Development Policy

A. Objectives

The purpose of the Wenonah Free Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

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.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Wenonah Free Public Library Board of Trustees and are integral parts of the policy

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. 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 Wenonah Free Public 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.

C. Criteria for Selection

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

a. individual merit of each item, b. popular appeal/demand, c. suitability of material

for the clientele, d. existing library holdings, e. budget.

2. Reviews are a major source of information about new materials. The primary source(s) of reviews is Publisher's Weekly.

3. 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 and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Wenonah Free Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

F. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

G. Potential Problems or Challenges

The Wenonah Free Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Wenonah Public Library Board of Trustees.

IX. Circulation Policy

A. Registration

All borrowers must be registered to borrow library materials. Patron identification is required. A driver's license or student ID is preferred; however, any other official ID or recent nonpersonal piece of mail may be acceptable.

Patron membership cards will be issued to residents over the age of 5. Applicants under 13 years of age must have a parent or guardian give their consent.

Replacement membership cards will be issued upon request at a cost of \$1.00 each.

Courtesy cards may be issued to non-resident educators, homeschoolers, and senior citizens.

B. Loan periods

1. Two weeks for books.
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
3. Interlibrary loans are due the date indicated by the lending library.
4. Borrowed items may be renewed twice if there is not a waiting list for the title.
5. Current issues of periodicals circulate for two weeks.
6. Non-current periodicals may be checked out for two weeks.
7. One week for cassettes, videocassettes, DVD's, and compact discs.
8. Two weeks for audio books.

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

There is no limit on the number of items a patron can borrow at one time, with the exception of items on reserve for another patron.

C. Reserves/Holds

Reserves may be placed by patrons either in person, via email, through the LOGIN-Libraries website, or over the phone. Patrons will be notified by telephone when the materials are available. New item requests will be allowed only for Wenonah patrons. There is no charge to the patron for placing a reserve or for interlibrary loan services.

D. Fines and charges

There are fines for overdue materials of .05 cents per open library day. The maximum fine accrued for any item is \$5.00.

E. Damaged materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower; a sample of the notice follows:

Dear _____

At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library account were returned to the library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:

----- \$-----

Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

Sincerely,

In the case of negligent defacing of an item, the patron may be fined for library staff labor to repair the item.

Borrowing privileges may be blocked when a patron has an excessive number of overdue items or has accrued fines that reach \$5.00.

F. Confidentiality

As pursuant with N.J.S.A. 18A:73-43.2.

Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances:

- a. The records are necessary for the proper operation of the library;
- b. Disclosure is requested by the user; or
- c. Disclosure is required pursuant to a subpoena issued by a court or court order.L.1985, c. 172, § 2.

The Wenonah Free Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

X. Reference Service Policy

The Wenonah Free Public Library:

will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;

will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone);

will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;

may refer library users to other agencies and libraries in pursuit of needed information;

may use not only the Library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

XI. Programming Policy

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as story times, films and activities on no-school days, summer library program for children, speakers for young adults, and book or author discussion groups for adults.

Participation in programs is not restricted to Wenonah residents unless maximum number of participants has been reached.

The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

XII. Public Relations Policy

A. Public relations goals of the Wenonah Free Public Library are:

to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public; to promote active participation in the varied services offered by the library to people of all ages.

B. The Board recognizes that public relations involves every person who has connection with the

Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

C. The director will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the director.

D. The board will establish a publications budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

XIII. Equipment Use Policy

A computer is available to patrons on a first-come, first-served basis. Instructions for operating hardware are displayed near the computer. There is no charge for use of the microcomputer; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 30 minutes. Library staff is available for general assistance in using the computer. However, staff is not expected to train patrons in the use of application programs.

Printers are available. Printing will cost \$.25 per page for any copies and must be paid for at the conclusion of the session.

A photocopy machine is available to patrons who wish to copy materials at the rate of \$.10 per page.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

XIV. Internet Use Policy

The Wenonah Free Public Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 18 years of age, along with a parent or guardian (, must sign the Internet Use Agreement.) All users must sign the log-in chart prior to beginning their session.

Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings:

The Internet is a decentralized, unmoderated global network; the Wenonah Free Public Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs

Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals

Internet use is offered in thirty (30) minute sessions on a first-come, first-served basis; each user is allowed one session-- if there is no patron waiting for the service at the end of a session, the user can have another session, but once having had the service for 30 minutes the user must abandon use of the Internet if another patron requests use of the service

Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes

Users will respect the rights and privacy of others by not accessing private files or use any of the library equipment to access material that is obscene, child pornography, or "harmful to Minors" (consistent with any applicable state or local law)

Users agree not to incur any costs for the library through their use of the Internet service

Users shall not create and/or distribute computer viruses over the Internet

Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters

User shall not make any loud or unreasonable noise, or other disturbance, including disruptive use of personal communications or entertainment devices.

XV. Meeting Policy

Room is available to individuals or organized groups in the Library service area. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

The area may be reserved no more than ninety days in advance.

It is understood that library programming will have first priority in area use.

There will be no charge for use of the meeting area.

No admission may be charged by the group.

Refreshments may be served and shall be provided by the group. No smoking is allowed.

The people using the area shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting area.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

XVI. Displays and Exhibits Policy

As an educational and cultural institution, the Wenonah Free Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Areas available to the public for displays and exhibits are the glass exhibit case and the general bulletin board. A release must be signed by the exhibitor before any artifact can be placed in the library. An example of the release available.

XVII. Public Notice Bulletin Board Policy

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly.

Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

XVIII. Disasters Policy

Fire

Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information. If you share a building with another agency and it occasionally initiates fire drills, library staff should respect those training exercises and respond as they would in the case of a real fire.

Health emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

Bomb threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.

Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

Snow storms

The Library will follow the recommendation and actions of the borough between 8:30 a.m. and 5:00 p.m., Monday through Friday. Closing during other days and hours will be at the discretion of the Library Director.

XIX. Revision of Library Policies

The preceding statements of Wenonah Free Public Library's policies shall be subject to review and needed revision at least every five years by the Library Board. Individual policies will be reviewed or added as needed.

FORM:

Wenonah Free Public Library

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name _____ Date _____

Address _____ Phone _____

City _____ State _____ ZIP _____

Resource on which you are commenting:

_____ Book

_____ Audio-visual Resource

_____ Magazine

_____ Content of Library Program

_____ Newspaper

_____ Other

What brought this resource to your attention?

To what do you object? Please be as specific as possible.

Have you read or listened or viewed the entire content? If not, what parts?

What do you feel the effect of the material might be?

For what age group would you recommend this material?

In its place, what material of equal or better quality would you recommend?

What do you want the library to do with this material?

Additional comments:

FORM:

Wenonah Free Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Wenonah Free Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Exhibition to be held in the library during _____ . (dates)

Description of materials loaned

Signature _____ Date _____

Address _____ Telephone _____

Form:

Wenonah Free Public Library

INTERNET USE AGREEMENT

I understand and will abide by the Wenonah Free Public Library's Internet Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and appropriate legal action may be taken.

User's Name: _____

User's Signature: _____

Date: _____

As the parent or guardian of this individual, I accept full responsibility for my child's use of the Wenonah Public Library's Internet service and agree to oversee my child's use of this service. I have read the attached Internet Use Policy, and I understand that the library's access to the Internet is intended and designed for educational and informational purposes. I will not hold the library responsible for materials or information acquired by my child through the use of the library's Internet service. I hereby give permission for my child to use the library's network for Internet access and certify that the information contained on this form is correct.

Parent's/Guardian's Name: _____

Parent's/Guardian's Signature: _____

Date: _____

Adopted 11/3/2005
Update 2013