

# **Wenonah Free Public Library Policy Document**

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## **I. Mission and Goal Statements**

- A.** The mission of Wenonah Free Public Library is to provide quality materials and services that fulfill educational, informational, cultural and recreational needs of the entire community in an atmosphere that is welcoming, respectful and businesslike.
- B.** The general goals of the Wenonah Free Public Library shall be:
  - 1. To serve all residents of Wenonah Borough.
  - 2. To acquire and make available books, periodicals, pamphlets and other services that address their need to
    - a) become well informed,
    - b) locate answers to their questions,
    - c) cultivate imagination and creative expression,
    - d) develop skills for career and vocational advancement, and
    - e) enjoy leisure through reading and other media services.
  - 3. To provide the most frequently requested material locally and upon demand.
  - 4. To maintain a program of service that 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 consistently strive to identify new methods and implement improvements for better service for the Library's patrons.
  - 6. To regularly review the Library's goals and, if necessary, revise them in light of new developments and needs.

## **II. Who May Borrow Materials from the Library**

- A.** The Library serves all residents of Wenonah Borough. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; or age; or sexual orientation or gender.
- B.** Library privileges may be denied for due cause such as failure to return library materials or to pay penalties, destruction of library property, disturbing other patrons, or any other illegal, disruptive or objectionable conduct on library premises as determined by library staff.
- C.** Non-resident members of the LOGIN (Libraries of Gloucester/Salem Information Network) Consortium have the same rights and are subject to the same responsibilities as Wenonah Borough residents with any limitations described in section **IX** of Library Policy.
- D.** Non-residents outside the scope of the LOGIN Consortium may be granted a non-resident library card for an annual fee of \$20.00. Courtesy cards may be issued to non-resident educators, homeschoolers and senior citizens outside the scope of the LOGIN Consortium.

### **III. Patron Responsibilities and Conduct**

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

#### **To Ensure the Safety of All Users**

1. The Librarian may restrict adult use of children's areas in order to ensure adequate protection of Library facilities and persons and property therein.
2. Shirts and shoes or other footwear are required.
3. Persons exhibiting inappropriate behavior are not allowed on Library property.
4. Smoking is not permitted inside Library facilities or within 10 feet of any door.
5. People, animals or property must not block aisles, doorways, stairways, or ramps. Large objects such as carts, bicycles and luggage may not be brought into the Library.
6. Personal property must remain within sight of the owner.
7. Weapons of any kind are prohibited on Library property.
8. 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.
9. 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:**

Wenonah Free Public Library encourages visits by young children and wants to make this important experience both memorable and enjoyable for children. However, Library staff are not responsible for the care of unsupervised children in the Library.

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

#### **Disruptive Children:**

Children of all ages are encouraged to use the Library for homework, recreational reading and to attend programs. Library staff realizes the Library will be noisier at busy times and that children by nature can cause commotion. However, children (whether with parents or not) who are continually disruptive will be given a warning that they must settle down. If after a second warning a child continues to be disruptive, they 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.

#### **The Following Are Prohibited To Ensure Access To Library Services For All Users:**

1. Use of roller skates, scooters, skateboards, bicycles, or other similar devices on Library property.
2. Sleeping or lying on the floor or furniture.
3. Possession, illegal use of or intent to sell drugs.

4. Indecent exposure, including but not limited to having sex and/or exhibiting lewd and offensive nakedness.
5. Eating or drinking, except in designated areas.
6. Vandalizing or abusing Library materials, equipment or facilities.
7. Soliciting money, donations or signatures without prior authorization from Library Director or Board of Trustees (the Board).
8. Selling merchandise without prior permission from Library Director or Board.
9. Media or commercial photography or filming, without prior permission from Library Director or Board.
10. Unreasonable use of rest rooms, including laundering and bathing.
11. Blocking Library entrance areas or interfering with the free flow of pedestrian traffic in such areas. Library entrance areas shall be used exclusively for entering and exiting the Library and as temporary waiting areas for Library users.
12. Preventing others from using computers either verbally or physically (i.e. sitting at the computer not logged in).
13. Manipulation of/bypassing Library computer systems or databases to override established limits.
14. Refusing to leave a computer after being suspended from computers.
15. Creating a disturbance while using Library equipment.
16. Fraudulent use of another's Library card and/or number for any purpose, including to reserve or use computers.
17. Refusing to leave building during emergency evacuation.
18. Refusing to leave the building after being suspended.
19. Entering or attempting to enter the Library while suspended (i.e. trespassing).
20. 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.
21. Staring at, following, or photographing Library users or staff.
22. Strong, pervasive odors, including odors caused by perfume or cologne.
23. Making any loud or unreasonable noise or other disturbance, including disruptive use of personal communications or entertainment devices.

Persons who violate these Prohibitions 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 Library 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 Library Guidelines may also result in arrest.

Library users who wish to request a reasonable modification of Guidelines because of a disability or health problem may contact Library staff.

**2C:20-15. Sign required** The Library shall post at its 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. Library Objectives**

The Library provides services, materials and resources that meet the Library's stated goals. The Library shall endeavor to:

1. Select, organize and make available a variety of books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc. that appeal to children, adults and patrons with special needs.
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. Maintain balance in its services to various age groups.
7. Cooperate with, but not perform the functions of, school or other institutional libraries.
8. Provide service during hours that best meet the needs of the community, including evening and weekend hours.
9. Regularly review Library services being offered.
10. Use media and other public relations mechanisms to promote the full range of available Library services.

#### **V. Responsibilities of Library Board of Trustees**

The 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 promote the needs and benefits of public libraries to the governor and legislature.

#### **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 community it serves.

Patrons who wish to actively support Library fundraising efforts and social events may join the Friends of Wenonah Library. More information is available at the Library.

#### **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*.

1. The Library Board shall select, appoint and when necessary for valid reasons, dismiss the Library Director.
2. The Board shall establish all other positions and all wage and benefit levels for Library staff.
3. The Library Board shall provide an effective orientation for new directors to assure that the director understands
  - a) policies and processes related to the Library's daily operation,
  - b) reporting and budgetary requirements that assure accountability and compliance with the law,

- c) expectations of the Board regarding 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 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 sole administration of the Library.

1. The Library 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 a draft of the annual budget to be presented to the Library Board and assist trustees with the 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 responsibility for development of the Library's collection; this includes selecting, ordering, processing, weeding/discarding and inventory of the collections according to the guidelines in the policy.
5. The director will recommend changes or additions to Library policies as needed.
6. The director will perform preparatory work to assist the Board with regular Library planning.

### **C. Salaries**

The Library Board has adopted a classification and salary schedule which is subject to regular revision so that it remains equitable for the Library and the staff and complies with federal, state and local regulations.

### **D. Holiday Policy**

The Board will adopt and publish holiday hours before the start of the upcoming year.

### **E. Leaves of Absence:**

Leaves of absence without pay may be granted to Library employees for maternity, adoption, bereavement, illness, jury duty, military, travel, graduate/certification training or other reasons at the discretion of the Library Director. All leaves are considered on a case-by-case basis and must be approved by the Library Director. A leave for the Library Director must be approved by the Library Board.

Leave requests should be submitted in writing well in advance of when the leave is to begin. Written requests should indicate both a start and end 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 are encouraged to attend and participate in continuing education activities. 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 amounts appropriated in the budget.

#### **G. Disciplinary Policy:**

The Library wants all employees to be successful in their jobs and will work with employees to resolve deficiencies. An employee of Wenonah Free Public Library may be dismissed for any action or behavior that diminishes the Library's image or operation. 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 of all disciplinary processes be maintained for the protection of employees and the Library.

Wenonah Free Public Library reserves the right to dismiss an employee without notice of intent to terminate in cases involving theft, drug or alcohol use on the property, 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 Library 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 written resignation giving the exact date that employment is to be terminated.

#### **I. Grievance Procedure:**

Wenonah Free Public Library intends 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. Employees with a concern or grievance should follow the procedure below:

1. If possible, discuss the problem with the director. If the director has concerns, they should discuss their concerns, 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 delivered to the director, who will deliver the statement to the Board president. The Board president will, in turn, present the concern to the full Board, during closed session, 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 strategy for how the Board will address the issue over time.

**J. Equal Opportunity Employment Policy:**

It is the policy of 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 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 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 Wenonah Free Public Library.

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 subjects themselves to disciplinary action up to and including termination of employment.

**VIII. Materials Selection/Collection Development Policy**

**A. Objectives**

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

Because of the volume of published materials, as well as limitations of budget and space, the Library must have a selection policy designed to meet community interests and needs.

The materials selection/collection development policy is used by Library staff to both guide the selection of materials and to acquaint Library users and the general public with the selection principles.

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by Wenonah Free Public Library Board of Trustees and are integral parts of the Selection/Development 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 Wenonah Free Public Library Board of Trustees. This responsibility may be shared with other members of the library staff. However, because the director must 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 staff recommendations.

## **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,
  - d. existing library holdings,
  - e. budget.
2. Reviews are a major source of information about new materials. The primary source of reviews is the periodical *Publisher's Weekly*.
3. Lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is 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 any 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 the Library's collection.

## **E. Gifts and Donations**

The Wenonah Free Public Library encourages and appreciates 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 they see fit. The same selection criteria that 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 at a patron's request if the request meets the criteria established by the Board. Gifts of or for specific titles should be offered after consultation with the Library Director. Book selection will be made by the director if no specific book is requested.

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. Discards/Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes depends upon current demand,

usefulness, more recent acquisitions and availability of newer editions. The ongoing process of weeding is the responsibility of the director and is authorized by the Board of Trustees. Withdrawn materials will be disposed of in a manner the director deems appropriate.

### **G. Challenged Materials**

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 children's reading 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.

There can be differences of opinion about 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 Free Library Board of Trustees.

## **IX. Circulation Policy**

### **A. Registration**

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

1. Library cards will be issued to Borough of Wenonah residents over the age of five.
2. Applicants under 13 years of age must have a parent or guardian give consent.
3. Replacement library cards will be issued upon request at a cost of \$1.00 each.

### **B. Loan periods**

1. Books, periodicals, cassettes, videocassettes, DVDs, CDs and audio books may be checked out for two weeks.
2. Reference books generally do not circulate. Upon request, some reference materials may be checked out overnight.
3. Interlibrary loans are due on the date indicated by the lending library.
4. Borrowed items may be renewed twice if there is not a waiting list for the title.

The director may establish the loan period for special collections, materials that are temporarily in great demand, such as for student projects, or materials new to the collection that 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. Items on reserve for another patron are not available for borrowing.

### **C. Reserves/Holds**

Reserves may be placed by patrons in person, by email or telephone, or through the LOGIN-Libraries website. Patrons will be notified when requested materials are available. Reserves on new items are allowed only for Wenonah residents. There is no charge for requesting a reserve or for interlibrary loan services.

**D. Fines and charges**

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

**E. Damaged materials**

If materials are so damaged that the Library staff judges them unsuitable for the collection, the borrower must pay the replacement cost. In the case of negligent defacing of an item, the patron may be charged for Library staff labor to repair the item.

A notice of such charges will be sent to the borrower. A sample notice follows:

*Dear \_\_\_\_\_*

*At the time a Library patron borrows materials from the public library collection, the patron assumes 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:*

*----- \$-----*

*Payment is necessary in order to retain your borrowing privileges.*

*We appreciate your assistance in clearing this matter promptly.*

*Sincerely,*

**F. Revocation of Borrowing Privileges**

A patron's borrowing privileges may be revoked for the following reasons:

1. Damaged items not paid for
2. Overdue fees that exceed \$5.00
3. Excessive number of overdue items

**G. Confidentiality**

Pursuant with N.J.S.A. 18A:73-43.2:

Library records that contain the names or other personally identifying details for library users are confidential and shall not be disclosed except in the following circumstances:

1. The records are necessary for the proper operation of the Library
2. Disclosure is requested by the patron
3. Disclosure is required pursuant to a subpoena issued by a court or court order.L.1985, c. 172, §

Wenonah Free Public Library adheres strictly to all sections of this Statute regarding protection of its patrons' confidentiality.

Wenonah Library maintains checkout cards in the lending pockets of its books; patrons are not required to sign these checkout cards but may do so voluntarily with the knowledge that the information is not confidential.

## **X. Programming**

A "program" is a planned interaction between Library staff and program participants to promote library materials, facilities, or services, as well as offer the community an informational, entertaining or cultural experience.

1. Programming includes such activities as story times, films, summer library programs for children, speakers for young adults and book or author discussion groups for children or adults.
2. Participation in programs may be open to non-Wenonah residents depending on the event and capacity.
3. The Board, in conjunction with the Library Director, will establish a budget and goals for programming.

## **XI. Public Relations Policy**

**A.** Wenonah Free Library's public relations goals are:

1. to promote a good understanding of the Library's objectives and services among governing officials, civic leaders and the general public;
2. 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 everyone connected with the Library. The Board urges its own members and all staff members to realize that they represent the Library in every public contact. Good service supports good public relations.

**C.** The director is expected to make presentations and participate in community activities to promote Library services. A reasonable amount of paid time will be allowed for the Library Director to prepare for, attend and/or speak at community activities to promote Library services.

**D.** Materials to be used by press, radio, television or social media will be approved by the director.

**E.** The Board will establish a public relations budget to cover costs related to printing, publication, supplies, development and distribution of social media content, and miscellaneous needs related to the public relations effort.

## **XII. Equipment Use Policy**

1. Computers are available to patrons on a first-come, first-served basis. Instructions for operating hardware are displayed near the computers. There is no charge for use of computers; however, there is a 30-minute time limit for usage in order to make the service available to as many patrons as possible. If no patrons are waiting at the end of a

session, the user may continue but must relinquish the computer if another patron requests use of the service.

2. All users must sign the log-in chart before beginning their session.
3. Library staff is available for general assistance in using the computer. However, staff is not expected to train patrons in the use of applications.
4. It is the users' responsibility to remove or delete any private files from a library computer at the end of their session. Any files left on the computer may be opened by subsequent users and will be deleted at the next computer restart. The Library accepts no responsibility for maintaining privacy of files left on the computer.
5. Printers and a photocopy machine are available to patrons. Prices for printing and copying will be posted in the Library and must be paid at the conclusion of the session.
6. Patrons using printers and the copy machine are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the patron using the printer or copy machine.
7. Users shall not deliberately or willfully cause damage to computer equipment, programs, or photocopier.

### **XIII. Internet Use Policy**

Wenonah Free Public Library provides access to the Internet as a means to enhance information and learning opportunities. Internet access is available via library computers and via Wi-Fi using patrons' personal devices.

Internet use via Library computers is subject to the regulations for computer use detailed in Section XII.

Users should be aware that inappropriate use of electronic information resources can be a violation of local, state and federal laws and can lead to prosecution. Users will be held responsible for their actions using the Internet.

The Board of Trustees has established an Internet Use Policy to ensure appropriate and effective use of this resource. Users are expected to abide by the policies below, which include generally accepted rules of network etiquette. Unacceptable uses of this service will result in suspension or revocation of Internet use privileges.

Internet access is available to all patrons; however, use of this service and/or use of the Library's computers may be restricted at any time for use not consistent with the Policy.

Parents of minor children must assume responsibility for their children's use of the Library's Internet service.

#### **Internet Use Expectations:**

1. The Internet is a decentralized, unmoderated global network; Wenonah Free Public Library has no control over content found there. The Library will not censor access to material nor protect users from offensive information and is not responsible for the availability and accuracy of information found on the Internet.
2. Patrons may use the Internet for research and acquisition of information to address their educational, vocational, cultural and recreational needs.
3. Patrons may use the Library's Internet to receive and transmit electronic mail (e-mail) as long as they use their own e-mail account; the Library does not manage e-mail accounts for any organizations or individuals.

4. The Library cannot assure that data or files downloaded by users are virus-free. The Library is not responsible for damage to equipment or data on a user's personal computer or other electronic devices from the use of data downloaded via the Library's Internet service.
5. The use of the Internet and e-mail is not guaranteed to be private.
6. Users will respect and uphold copyright laws and all other applicable laws and regulations and will not use the service for illegal purposes. The Library accepts no responsibility for illegal use.
7. Users will respect the rights and privacy of others by not accessing private files. Patrons may NOT use the library computers or Wi-Fi to aid in maliciously and/or illegally accessing any data, servers, networks or other digital platforms for which they do not have permission of the owner.
8. It is a violation of the Library Computer/Internet Use Policy to use any library equipment or Wi-Fi to access material that may be considered obscene, child pornography or "harmful to minors" (consistent with any applicable state or local law).
9. Any use of the Library's Internet relating to or in support of illegal activities will be reported to the proper authorities.
10. Users agree not to incur any costs for the Library through their use of the Internet service.
11. Users shall not create and/or distribute computer viruses over the Internet.

#### **XIV. Meeting Space Policy**

Space is available to individuals or organized groups in the Borough of Wenonah. Exceptions may be made by the Library Board if the Board deems there are extenuating circumstances.

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.

1. Space in the library may be reserved no more than 90 days in advance.
2. Library programming has first priority in area use.
3. There is no charge for use of Library spaces.
4. Groups using Library space may not charge admission.
5. Refreshments may be served and shall be provided by the group.
6. No smoking and no alcohol are allowed.
7. Groups/individuals using Library space shall leave it in neat, clean, orderly condition. If the use results in damages, the group/individual may be held responsible for repairs and may be denied access if damage continues.
8. The Library is not responsible for any items brought to the Library by any group or individual attending a meeting.
9. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

#### **XV. Displays and Exhibits Policy**

As an educational and cultural institution, Wenonah Free Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Display space is available in the Library and via the Library's StoryWalk. Displays may include handiwork, art, historical material, nature study, books or any content deemed of general interest. 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 are placed at the owner's risk. The owner of items to be exhibited must sign a release before any artifacts or items can be placed in the Library. An example of the release is available at the Library.

#### **XVI. Policy for Public Notice Bulletin Board**

Nonprofit organizations may submit bulletin Board materials for civic, educational or cultural purposes, including literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings at their discretion. Each item posted must be dated and signed. Library staff will place postings promptly and will discard them immediately following the event date.

#### **XVII. Emergencies and Closures**

In the event of an emergency, library patrons are expected to promptly follow all directions of the library staff.

##### **Weather-Related or Other Emergency Closures**

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

#### **XVIII. Revision of Library Policies**

The Library Board intends to review and revise Policies of Wenonah Free Public Library every five years or as needed. Individual policies may be reviewed or added as needed.

Adopted: November 2005, updated March 2010, November 2014, November 2020 and February 2024/Revised June 2025.

### Request for Reconsideration of Library Materials

The Wenonah Free Public Library appreciates your interest in our services and the materials within our collection. If you have a specific concern, we welcome the opportunity to address it. Our Library Director will evaluate your request and the cited material and forward findings and a recommendation to the Library Board of Trustees who will make a final determination. Please note that we accept requests for reconsideration only from patrons of Wenonah Free Public Library whose accounts are in good standing. Requests from individuals who are not Wenonah Library card holders will not be accepted.

This completed form, any corresponding findings, and response will be included in the minutes of the appropriate monthly Library Board Meeting.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Resources on which you are commenting:

Title \_\_\_\_\_

Author \_\_\_\_\_

Format (book, digital resource, etc.) \_\_\_\_\_

What brought this to your attention? \_\_\_\_\_

Have you seen or heard reviews of this material? Please attach if possible. \_\_\_\_\_

Please comment on the resource as a whole \_\_\_\_\_

Please detail your specific concerns, noting specific page numbers and/or other citations.

What actions are you asking the library to consider?

Please complete this form in its entirety and return to:

Wenonah Free Public Library  
Attention: Library Director  
101 E. Mantua Ave.  
Wenonah, NJ 08090

Thank you for taking the time to share your thoughts. Your request will be given careful consideration and a response will be provided.

**SAMPLE FORM: Library Use Request**

**LIBRARY USE REQUEST**

Day, Date and Time of Event: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Topic or purpose of event: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

**Signature of Contact Person:** \_\_\_\_\_

**Please check all that apply.**

Organization requesting space is based in Wenonah Borough.

No admission will be charged for the event.

YES    NO   Refreshments will be served.

Organization acknowledges that no smoking or alcohol are permitted.

Organization will leave the area in a neat, clean, orderly condition and will be financially responsible for any damage to the Library as a result of the event.

**Approved:** \_\_\_\_\_

**Not Approved:** \_\_\_\_\_

**Library Director's Signature:** \_\_\_\_\_

Meeting areas may be reserved free of charge by individuals or organized groups in Wenonah Borough no more than 90 days before the event. Use of Library facilities does not indicate endorsement of the group's policy or beliefs. The Library is not responsible for items brought to the library and is not liable for groups or individuals attending any meeting in the Library.

**SAMPLE FORM: Release for Display and Exhibit Content**

**Release for Display and Exhibit Content**

I, \_\_\_\_\_, agree to lend the items described below to be displayed in Wenonah Library. I acknowledge that Wenonah Public Library assumes no responsibility for the preservation and protection of these items and no liability for possible damage or theft of any item displayed or exhibited. All items are placed in the Library at the owner's risk.

Name of Owner/Lender: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

Description of items to be displayed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Library Director: \_\_\_\_\_

Date: \_\_\_\_\_