

TOWN OF INDIAN LAKE PUBLIC LIBRARY

POLICY MANUAL

Adopted NOVEMBER, 1993

TOWN OF INDIAN LAKE PUBLIC LIBRARY

chartered 1968

The Town of Indian Lake Public Library Board of Trustees is composed of five members. This Board is responsible for the operation of the Library. All members of this Board are appointed by the Indian Lake Town Board.

Trustees are appointed for a term of five years, with alternating expiration dates so the Board will always be composed of both old and new members. Trustees to be re-appointed and new Trustees are appointed to serve starting January 1 of each year. The Board meets in the Library on the second Friday of each month and these meetings are open to the Public.

The Library Director is selected by the Board of Trustees until he or she decides to terminate his/her service or the Board decides to replace the Director.

The Director is supported by a Library Clerk and a Senior Library Clerk whose employment is recommended by the Director and approved by the Board of Trustees. The Library also employs a Custodian who works part-time. Employment of this person is recommended by the Director and approved by the Board of Trustees.

The Library Staff works under the personnel policies of the Town of Indian Lake, and covered under their health plan and the New York State Retirement System.

The Town of Indian Lake Public Library is a member of the Southern Adirondack Library System.

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LIBRARY GOVERNANCE

The Board of Trustees is responsible for Library operations. These responsibilities include the following:

- Formation of all policies
- Securing funds for the Library
- Promotion of Library interests
- Preparation of the Library Budget
- Approval of all Budget expenditures
- Responsible for Library facilities, equipment and property
- Hires the Library Director
- Approves the hiring of all other Library Staff
- Approves salaries and wages for all Library employees
- Reviews and acts upon, if appropriate all Exit Interview reports

The Board of Trustees reports to Governing Officials of the Town of Indian Lake, the State of New York and the Federal Government as required.

The Library Director is responsible to the Board of Trustees for the following:

- Recommends hiring of all other Library employees
- Recommends starting wages for new employees
- Recommends wage changes when required
- Recommends new policies and policy changes
- Participates in the Planning Process
- Assists in the preparation of the Library Budget
- Implements Library Plans approved by the Board
- Submits Grant requests as needed to supplement the Library Budget
and to improve service to the Community
- Responsible for the day to day work plan and purchase of library
supplies
- Conducts Exit Interviews with employees leaving Library service

SELECTION POLICIES

The Town of Indian Lake Public Library collects materials in a variety of formats to provide information, education, and recreation in accordance with the needs of the community served. The Board of Trustees is responsible for the collection development policies and budget for the Library. The Library Director makes the day-to-day decisions to collect various materials in accordance with an established policy and budget.

The Town of Indian Lake Public Library selects material to collect that has both long range permanence such as classic literary works, and short term significance, such as best sellers and medical information, in the interest of the community. General selection guidelines relate to the material's appropriateness, its importance, the relationship to the existing collection, the objective of the material, and the authority of the author. The Library will attempt to collect materials that will be used by a wide range of persons, and a wide range of ages, reading abilities, educational and cultural backgrounds. The Library has an obligation to collect materials that provide information on the entire spectrum of knowledge, cultures, experience, and opinion and to make available titles which allow library users to expand and cultivate their knowledge of our world.

The Library Board of Trustees includes as part of its collection development policies the American Library Association's "Library Bill of Rights", "Freedom to Read Statement", "Freedom to View Statement" and "Free Access to Libraries for Minors". The Library rejects any censorship of materials that meet the collection development criteria. In the event that material is challenged, the person with the complaint will be asked to supply the Library Director with a signed, specific complaint in writing including the author, title, publisher, and reasons for any objection. The objection will be given consideration and if necessary, taken to the Board of Trustees for preparation of a written response. The response, specifically, will state that the material will either remain in the collection, remain in the collection with specific restrictions imposed, or be discarded from the collection. The Board's decision shall be final.

Material may be weeded, based on the judgment of the Library Director, considering the accuracy, timeliness of content, condition and use.

Gifts of materials are welcomed. All gifts are accepted with the understanding that if it is inappropriate to the Library collection, it will be donated to the Friends of the Library for their book sale, disposed of, or donated to other interested parties.

LIBRARY PROTOCOL

Policy prohibits patrons from eating or smoking in the library. Policy also prohibits eating, however an exception to this rule is made during a planned event when refreshments are served. Pets are not allowed in the library. Persons destroying or defacing library property will be asked to leave immediately. Noisy patrons will be told to alter their improper behavior. If inappropriate behavior continues, they will be asked to leave. Patrons who destroy material will be asked to reimburse the Library. If they do not make reimbursement, their Library privileges will be suspended.

Adequate supervision of children is necessary to ensure the general safety and comfort of all persons using the library and the good condition of the library and its contents. No child under the age of eight (8) shall be allowed to remain in the library unsupervised by a responsible person. The Town of Indian Lake Public Library assumes absolutely no responsibility for any child left unattended. Those supervising children will be expected to control their Group and eliminate any running, fighting or hazardous play or other inappropriate behavior by their Group. If such behavior is not controlled, the Group will be asked to leave. Children over the age of eight (8) may use the library subject to the general rules of conduct applied to all Library patrons.

Suspension of library privileges will never result from social, religious, political, economic or racial reasons.

Confidentiality: The library will hold all circulation records and other records identifying names of library patrons in strict confidence. All library employees are advised that records identifying names of library users shall not be made available to any local, state, or federal agency except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state or local law relating to civil criminal or administrative discovery procedures or legislative investigative power. Upon receipt of such process, order or subpoena, legal counsel will be contacted to determine if all are in proper form and if there is a showing of good cause for its issuance. If good cause is not shown, or some irregularity exists, information shall not be released until remedied, upon advice of legal counsel.

CIRCULATION POLICIES

"Circulation"

Books are available for a two week loan period for all Card Holders. Children under age 8 may take up to six books out on their own. Patrons are limited to three videos per card holder for a two day period. Renewals will be granted if requested either in person or by phone, unless there is a waiting list or the item must be returned to another lender library.

Reference books and current periodicals do not circulate.

Temporary Cards are available to visitors for a \$10.00 deposit, completely refunded at the end of their stay upon return of materials, provided they are in good condition.

"Best Sellers"

The Staff will maintain a list of patrons interested in reserving best sellers, or books that have a large demand. Books will be reserved for Patrons in the order they request them. Patrons are welcome to call the Library during regular Library hours to find out if their request is available. Patrons will be notified of the availability of the books by postcard, if they purchase and complete a postcard available at the Library. Books will be held for one week. After that time, the book will be available to the next Patron on the list. No more than two best sellers will be held within the same period for the same Patron.

"Reserves"

When a patron requests a book that is not on the Library shelves, the Staff will flag the circulation card. When the book is returned it will be held by the Staff for one week. During this period the person requesting such book will be notified by mail if the patron has purchased and completed a follow up card, that his book is in. If the patron does not call or come in during the one week period, such book will be returned to the shelf for general circulation.

"Inter-Library Loan"

The Staff will process inter-library loan requests for patrons. Inter-Library Loan deliveries are made on Wednesday afternoon. Patrons are welcome to call the Library during regular Library hours to find out if their request is available. Patrons will be notified of the availability of the book by postcard, if they purchase and complete the card. If the Patron does not come in for the book, the book will be returned to the owning library within two weeks. Failure of the Patron to return books on time may result in suspension of library privileges.

Patrons will be expected to reimburse the Library for damaged materials. Charges are based on replacement cost plus a corresponding processing charge. Failure to pay for damaged items will result in suspension of library privileges. Failure to return materials after reminders are issued will also result in suspension of library privileges.

COMPUTER USE

The public is invited to use our public access computers and the programs provided in our software and CD ROM.

Children under eight years of age are to be assisted by a parent or staff person when using the computer.

We ask that patrons not bring in their own disks to use on our computers at the risk of contracting a "crippling virus". The library has installed a password protection software program.

Patrons will be asked not to save their personal information on library computers. Patrons are welcome to use the word processor installed on the computer and will be charged for paper.

On occasion, the computers are not readily available to patrons. Priority will be given to people checking out books and using the reference collection. Staff may turn off the computers fifteen minutes before closing time. If necessary, computer time may be limited to twenty minutes per person on a first come, first served basis.

The library staff will try to make the computer time a positive, learning experience.

adopted 8/18/94

adopted December 15, 1994

EMERGENCY PROCEDURES

In the event of an emergency, fire, or power failure, the Library Staff is expected to take charge and quickly usher all patrons from the building. With common sense as a guide, the following outlines emergency procedures:

Fire/smoke- Alarm can be set off, automatically notifying the fire department pulling an alarm, located in each section of the library. Fire extinguisher hangs on the wall near the bathroom, for manageable situations.

One Staff member will go to the Children's Room. Children will be lined up, holding hands, escorted out the emergency door to the front of the building, with the staff member remaining with them.

One Staff member will clear the reference section, and go up and down the stacks, escorting patrons out of the building. Bathroom should be checked.

If possible, building should be scanned for any remaining patrons.

Power outage-

An announcement will be made for everyone to remain where they are while flashlights are located. The rechargeable flashlight is on the wall behind the desk. It will first be lit, and additional flashlights will be distributed to staff. One will be near the copy money box, another in the top shelf of the cabinet in the rear office.

One Staff member will go to the Children's Room. Children will be lined up, holding hands, escorted outside with the staff member remaining with them.

One Staff member will identify location of parents first, unite them with their children and escort them to their car. Then additional patrons will be escorted to their car in the following order

- the reference section
- the magazine table
- the stacks
- the computer area.

The Bathroom should be checked. Then a double check to make sure all patrons are gone. If phones work, appropriate authorities including the power company should be notified. If by that time power is not restored, the building should be locked and closed.