

**TOWN OF INDIAN LAKE PUBLIC LIBRARY**

**POLICY MANUAL**

Indian Lake Library Board of Trustees

Adopted NOVEMBER, 1993

Last update February 2014

## 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.

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. The Board meets in the Library on the third Wednesday of each month at 4:30 PM. Meetings are governed by the NYS Open Meetings Law and meeting notices, including any changes in date or time, are posted at the library and on the library website. These meetings are open to the Public.

Trustees are appointed to serve starting January 1 of each year. Potential candidates for the Library Board of Trustees are encouraged to submit resumes to the Board for consideration for the next available vacancy. The Board of Trustees will interview and recommend candidates to fill the vacant seat to the Indian Lake Town Board. Formal appointments to the Board are made by the Indian Lake Town Board.

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 Senior Library Clerk and a 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 is covered under their health plan and the New York State Retirement System.

## LIBRARY GOVERNANCE

The Town of Indian Lake Public Library is a member of the Southern Adirondack Library System and is chartered as a Municipal Public Library under the Education Laws of NYS

The Board of Trustees holds overall responsibility for Library operations and governs through library policy. The Director is responsible for day to day operations and staff. The Library Director carries out Board Policies and recommends activities consistent with the needs and interests of the community.

The Board is not only responsible for formulation of all library policy but is also charged with securing funds for the Library. With recommendations of the Director, The Board, prepares the Library Budget and presents it to the Town Board for funding. The Library Board approves all budget expenditures, including the salary and benefit schedule of the Library Staff. They are responsible for Library facilities, equipment and property. It is the role of the Board of Trustees to actively promote the Library in the community,

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. The Director recommends hiring of Library employees, recommends starting wages for new employees, and recommends wage changes when required, recommends new policies and policy changes, participates in the planning process and assists in the preparation of the Library Budget. It is the role of the Director to implement the library plan as approved by the Board, submit grant requests, as needed, to supplement the Library Budget and to improve service to the Community. The Director is responsible for communication with the community using a variety of media.

The Director is responsible for the day to day library work plan, purchase of library supplies and equipment and general supervision, scheduling and evaluation of staff. The Director identifies and conducts programs and prepares reports as required

## 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 for the Library. The Library Director makes the day-to-day decisions to collect various materials in accordance with an established policy, collection goals 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, relevance, 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 a broad spectrum of knowledge, cultures, experience, and opinion and to make available titles which allow library users to expand and cultivate their historic and contemporary 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 removed from the collection, based on the judgment of the Library Director, considering the accuracy, timeliness of content, condition and use, as well as space considerations.

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 consuming food or drink in the library. An exception to this rule may be made during a planned event on a case by case basis. Pets are generally not allowed in the library. Service animals are permitted. Smoking is never allowed in the library or on library grounds.

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.

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

### Cell Phone Policy

Indian Lake Library allows the silent use of cell phones in the library as a courtesy to patrons. Conversations should take place outside the building and grounds. *(Adopted by the Library Board of Trustees May 15, 2013)*

## Unaccompanied Minors in the Library

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.

Running, fighting or hazardous play or other inappropriate behavior will not be tolerated. Staff will instruct anyone behaving inappropriately 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.

## 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

Books are available for a two week loan period for all card holders. Generally, children under age 8 may take up to six books out on their own card. Patrons are limited to four audiovisuals per household for



a two day period. Renewals will be granted if requested either in person, online or by phone, unless there is a waiting list or the item must be returned to another lending library.

Reference books and current periodicals do not circulate.

Temporary cards are available to visitors for a \$20.00 deposit, refunded at the end of their stay upon return of materials, provided they are in good condition.

New and Popular books will be restricted to Indian Lake Library patrons for a period of time until demand for those items slows, generally 6 months. Then they will be available for loan to patrons of all libraries in the SALS and MVLS system.

Patrons may request an item from another library directly using their account. The Staff will assist patrons, upon request. Items may be kept for two weeks and renewed once according to the policies of the loaning library. Failure of the patron to return books on time may result in fines and/or 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. *The actual replacement of a lost item is not acceptable as substitute for payment.* 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

Access to the internet is available to all library visitors and patrons in good standing. This service is made available in recognition of the library's role as a community educational and informational center. The Internet allows Library users to access information beyond the confines of the collection located in the Library.

The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. The Library makes no guarantee, either expressed or implied, with respect to the

quality or content of the information available on the Internet. Not all the information available via the Internet is accurate, current or complete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet.

Access to the Internet is compatible with the Library's endorsement of the ALA Library Bill of Rights. The Indian Lake Library does not use filtering software. The library affirms the right and responsibility of parents or guardians to guide, determine, and monitor their children's use of the Internet. Children who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. Parents and children are encouraged to read Child Safety on the Information Highway published by the National Center for Missing and Exploited Children and available in the Library.

Parents/guardians who do not wish children to use personal computers or similar devices at the Library may notify the Library of this decision. Internet permission slips are kept on file at the Circulation Desk. The library will make its best efforts to ensure that requirements of parents/guardians to prohibit Internet usage are enforced; however, the Library assumes no responsibility for any damages resulting from unauthorized usage.

#### USER RESPONSIBILITIES

Before accessing the Internet, users must sign in. All users of the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow these rules and regulations. Users will respect the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not introducing viruses; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database. Users will not interfere with others using public access. They will only make authorized copies of copyrighted or licensed software or other information and will not send, receive or display text or graphics which may reasonably be construed as obscene.

Library staff is available to assist a patron in his/her use of these resources; however, each user is responsible for his or her own



search. Time permitting, staff will try to answer specific questions about the Internet and offer suggestions for effective searching.

Use of the Library's public PCs is free; however, there is a nominal charge for printing and other materials supplied by the Indian Lake Public Library.

The Library is not responsible for damage to a patron's disk or computer or for any loss of data, damage or liability that may occur from use of the Library's computers.

The Library reserves the right to set time limits on the use of any of this equipment. No more than two people will be allowed to use a PC at a time. Library staff members may use their discretion in allowing more than two people on a PC. The Library reserves the right to terminate a PC session that disrupts library services or that involves patron behavior that violates this Acceptable Use Policy, and/or the Library's Code of Conduct. Illegal activity involving the Library's computer or Internet resources will be subject to prosecution by the appropriate authorities; by use of the Library's computer or Internet resources, the patron agrees to allow all files and related information on the computer to be used by law enforcement personnel in the prosecution of a crime.

The use of all computers should be silent. Ear phones are available for everyone. On occasion, the computers may not be available to patrons. 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.

Wireless Access- Patrons may connect to the internet using the Indian Lake Library wireless connection. This service is free and it is assumed that users will abide by our internet policy for acceptable use. The wireless internet connection is not a secure connection. There are no printers configured for this connection. The library staff is not responsible for the wireless network.

Portions of the policy are courtesy of Madison Public Library, (Wis.) Princeton (N.J.) Public Library, Appleton (Wis.) Public Library, Public

Library of Des Moines (Iowa), Clifton Public Library, and Newark Public Library. The Indian Lake Public Library reserves the right to modify this policy at any time. Use of a Library Internet computer constitutes acceptance of the current version of the policy.

### Emergency Procedures

**Library Staffing:** The library will be staffed with a minimum of two employees at all times. Emergency procedures will be reviewed with the staff annually and be part of employee training.

**Library Closures:** When road conditions force the Indian Lake Central School to close, the Library will also be closed and will reopen based on the discretion of the Library Director. When school is not in session, the Director will decide if the road conditions indicate that the library should be closed. Malfunctions in utilities, flooding, etc are unique circumstances and may also cause the library to be closed. In the event of library closure due to unusual situations, the permanent staff will be paid based on hours scheduled.

### Use of Library Meeting Space

The Town of Indian Lake Library does not have an official meeting space; however, use of the public library space is available upon approval by the Director in consultation with the Library Board of Trustees if necessary. Space is available without charge to organized non profits, tax supported institutions and government entities holding a meeting or event that is free and open to the public. Priority will always be given to library programming or library co-sponsored events.

Availability is on a first come/ first served basis. The library may be used for meetings and programs such as public lectures, panel discussions, and workshops that are educational, cultural, informational or civic in nature. The library is not available to individuals for private social functions or for commercial purposes such as investment seminars, sales/service demonstrations for profit purposes.

Smoking or alcohol will not be permitted on library property. Occasionally, light refreshments may be permitted on a case by case basis. Groups must leave the library in the condition it is found. They may move, within reason, any chairs or tables but they must be returned to their original position before leaving the event. Groups will be charged for any damages or cost of clean up as needed. The library has the right to refuse use of the space based on prior usage history. The person reserving the room must agree to the terms and conditions of this policy. They must be 18 years of age and take responsibility for any damages or breach of agreements. All groups are responsible for ANY damage caused to library property. If the room is not left in a clean and orderly condition an hourly fee of \$50 or such fee as determined by the Director, will be applied for clean up. When scheduled for use by minors, adult supervision must be available in the room at ALL times. The Indian Lake Library staff and Board of Trustees take NO responsibility for any loss, damage, liability, cost and /or expense incurred during the use of the room. Those using the library must assume full responsibility for injury and are responsible for any damages to the premises, equipment and furnishings during the use of the library. The library provides no insurance to cover medical/ dental, hospitalization or disability expenses for groups or individuals. Use of the library does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Meetings should not be publicized in a manner that suggests library sponsorship or affiliation. Approved by the Board of Trustees March 21, 2012

### Personnel Policies

The Indian Lake Library generally follows the Town of Indian Lake Personnel Policies. Employees are considered permanent full time if they work a minimum of 20 hours each week. Employees are hired with a 6 month probationary period. After 6 months they will be entitled to benefits including health insurance (as per schedule adopted by board or compensation election) and paid holidays.

Holidays are based on the number of regularly scheduled work hours and include New Years Day, Martin Luther King's Day, Presidents

Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veterans Day, Friday after Thanksgiving (when closed Thursdays) Christmas Day

Vacation- Days are defined based on the number of regularly scheduled work hours. Six days vacation will be granted following the probationary period. Thereafter, for each month worked, one day of vacation will be granted, with an additional one day per year each January 1 up to 20 days maximum. Thirty days of vacation can be carried over from one year to the next.

Sick Days- one sick "day" (as defined in hours) per month up to 12 days a year will be granted for use when sick or when employee is visiting a doctor. Five "days" each year of personal time may also be granted (prorated) after probationary period. Unused personal time cannot be carried over to the next year. Upon termination of employment, personal time will have no value.

Longevity Pay is granted in accordance with Town Policy.

*Note: The library does not give step raises as practiced by the Town Substitutes or employees working less than 20 hours each week are not offered benefits*

#### Health Insurance

Employees hired before January 1, 2001- Health insurance benefits will be provided to all full time employees working 20 hours / week as per definition of class or title. The library will provide full individual coverage for the least expensive health insurance policy available to the Town of Indian Lake. The Library will also pay 95% of the additional cost of the monthly family coverage.

Employees hired after January 1, 2001-

The Library will provide full individual coverage for the least expensive health insurance policy available to The Town of Indian Lake. The employee may choose family health coverage and pay 25% of the additional monthly costs.

Any full time employee may choose health coverage with an increased benefit and associated cost if it is available under Town

coverage, but must pay for the additional cost out of pocket. All employee costs shall be recalculated annually. The yearly cost shall be divided by the total number of pay periods in that year. This dollar amount will then be deducted from each payroll check.

Any employee entitled to health insurance benefits who does not want the coverage shall receive an incentive payment at the amount of one half the total cost of the annual insurance premium. The dollar benefit will be divided by the number of pay periods that year and added to each payroll check.

An existing employee who wishes to be added to the insurance program will be covered in accordance with their date of hire.