

OLIVE FREE LIBRARY

POLICY MANUAL

Reviewed and amended by the Olive Free Library Board of Trustees, 2013

MISSION STATEMENT

The Mission of the Olive Free Library is to provide Library material and services that meet the educational, informational, cultural and recreational needs of the community. It also will provide a site for community activities that meet the same needs. The Olive Free Library exists to provide quality service to the residents of the town of Olive and its neighboring towns in an open and non-judgmental environment with free access to library materials in a variety of formats.

The general goals of the Library are:

- To maintain a core collection of library materials that are useful and current, whether for general educational, basic skill development or recreational needs. In addition there should be materials that are culturally important to the community, including local history, culture and classic core literature
- To maintain services that widen resources available in the larger worlds of materials available regionally and statewide.
- Investigate new developments in providing services and adopt them if appropriate
- Maintain and advance the role of the Library in buildings and lands as a center for our community so long as these community activities relate to the same needs as the Library's collections and services and are appropriate to our legal condition and physical environment.

CONFIDENTIALITY OF PATRON RECORDS

The Olive Free Library shall keep patron records confidential and will not disclose library records that contain names or other personally identifying details regarding the users of the library or any part of the Mid-Hudson Library System including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests or the use of audio-visual materials, films or records except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

PATRON CODE OF CONDUCT

The Board of Trustees has established the following rules in order to maintain a constructive library environment in which patrons can be assured of a positive library experience.

SERVICE TO PATRONS WITH DISABILITIES

The Olive Free Library offers the same services to patrons with disabilities as to all other segments of the population. In addition to those services, the Olive Free Library acts as facilitator between the patron and services to the blind and physically disabled, and welcomes service animals in the library.

LAW ENFORCEMENT

The West Shokan (Olive Free Library) recognizes and strives to follow the practices of the American Library Association Code of Ethics, Article III. "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted," to the fullest extent of our abilities. The Library also supports the rights and privacy of our patrons with "Civil Practice Laws and Rules Section 4509 Library Records."

Civil Practice Laws and Rules Section 4509 Library Records, states" Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests or the use of audio-visual materials, films of records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena,

court order or where otherwise required by statute.”

The Library Director has been designated as the person responsible for handling law enforcement requests. All library staff should understand that it is lawful to refer the agent or officer to an administrator in charge of the Library, and that they do not need to respond immediately to any request. Staff should call the Director or the Board President, if appropriate.

During a visit:

1. If anyone approaches a staff member alleging to be a law enforcement official requesting information **DO NOT DISCLOSE ANY INFORMATION.**
2. Ask for identification and then immediately refer the agent or officer to the Library Director. If she/ he is not available the Board President or the Board Vice President should be contacted. Photocopy identification or take business card.
3. Director or other officer will meet with the agent and ask to see the court order(s) (for example, search warrant, subpoena, National Security Letter) authorizing law enforcement.
4. If the agent or officer does not have a court order compelling the production of records, the director or officer should explain the Library’s confidentiality policy and/or the state’s confidentiality law (NYS 4509) and inform the agent or officer that users’ records are not available except when a proper court order in good form has been presented to the library.
5. If there is no court order presented the FBI and /or local law enforcement has no authority to compel cooperation with an investigation or require answers to questions (other than the name and address of the person speaking to him/her) If the agent or officer makes an appeal to patriotism, the Director will explain that, as good citizens, the Library staff will not respond to informal requests for confidential information, in conformity with professional ethics, First Amendment freedoms and state law.
6. If the agent or officer does present a court order the Director should immediately refer the court order to the Library’s legal counsel for review.

Olive Free Library Legal Counsel Opinion:

If the court order is in the form of a subpoena, Counsel will examine the subpoena for any legal defect including the manner in which it was served on the library, the breadth of its request, its form, or an insufficient showing of good cause made to a court. If a defect exists, counsel will advise on the best method to resist the subpoena. Through legal counsel the Director will insist that any defect be cured before records are released and that the subpoena is strictly limited to require release of specifically identified records or documents.

The attorney will require that the agent, officer or party requesting the information submit a new subpoena in good form and without defects.

The Attorney will review the information that may be produced in response to the subpoena before releasing the information. He or she will follow the subpoena strictly and will not provide any information that is not specifically requested in it. If disclosure is required, the Library's attorney will draft a request to the court to enter a protective order keeping the information confidential and limiting its use to the particular case. The document will ask that access be restricted to those persons working directly on the case.

If the court order is in the form of a search warrant:

Search warrants are executable immediately. However, ask to have Library counsel present before the search begins to allow counsel to examine the warrant and assure that the search conforms to the terms of the warrant. This request may not be granted. Gather records identified in the warrant and present them rather than allowing non-library personnel to go through the Library's databases or records.

If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA) (USA PATRIOT ACT amendment):

The recommendations for a regular search warrant still apply. However, a search warrant issued by a FISA court also contains a "gag order". That means that no person or institution served with a warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant. The Library and its staff must comply with this order. No information can be disclosed to any other party, including the Director if not present at the time warrant is served and the patron whose record is the subject of the search warrant.

The gag order does not change a library's right to legal representation during the search. The Library can still seek legal advice concerning the warrant and request the Library's legal counsel be present during the actual search and execution of the warrant.

If the court order is a National Security Letter:

The procedure is the same as for a search warrant. However a gag order applies. The Director will contact Library counsel. If the Director is not available, contact the Board President or Vice President. She/he may request that the Library's legal counsel be present during the search and that the search be delayed until counsel examines the court document. If law enforcement chooses to proceed, the Library must comply. The Board recognizes that it is only through continued public confidence in the fact that these guidelines are being upheld that the public can maintain its confidence in the Olive Free Library.

RESPONSIBILITY FOR USE LIBRARY COMPUTER AND INTERNET EQUIPMENT

The following is a statement that must be made available to all library patrons. Statement for Library Patrons:

The Olive Free Library is a public institution supporting the principle of total access to all materials for Town of Olive residents. We're in the business of collecting and disseminating information. It is not our responsibility to decide what you or your children may or may not read watch or look at on the Internet.

Responsibilities

Patrons may use the computer equipment provided they accept the responsibility of using the equipment without causing damage to software and/or hardware. This would include all files dangerous to the integrity of Olive Free Library hardware and software.

The user will review the conditions for use of computer equipment posted in the library at all computer stations.

Parents may request that they be consulted before their child uses the Olive Free Library computer equipment.

All persons using the Internet shall accept responsibility for all materials received.

Persons using Olive Free Library computer equipment have the responsibility to monitor all materials received via the Internet, and to assure that no copyrighted software of any kind will be permanently placed on any of the Olive Free Library Association's computer equipment.

One person's idea of what is acceptable viewing material may not be the same as another person's idea of acceptability. When accessing the Internet at the Olive Free Library, please keep in mind that you will be using the computer in a public area. Things that might not offend you might offend others. You are expected to consider other people's feelings.

There is no privacy when using electronic mail. It is every user's responsibility to use proper language and correct protocol. Be sure to let whomever you are writing to know that your e-mail is being received on the library's public computers rather than your own.

SOCIAL SOFTWARE

Social software is defined as any supplication, site or account created and/or maintained by Olive Free Library that facilitates an environment for Library Staff and users to share opinions and information about library related subjects and issues.

Comments, posts and messages are welcome and will be reviewed before publishing.

The following are deemed to be inappropriate and will be removed before publishing.

- * Potentially Libelous comments
- * Obscene or racial comments
- * Plagiarized material
- * Private, personal information published without consent
- * Comments totally unrelated to the topic of the forum
- * Commercial promotions or spam
- * Hyperlinks to material that is not directly related to the discussion

By posting content the user agrees to indemnify Olive Free Library and its officers and employees from and against all liabilities, judgments, damages and costs including attorney's fees incurred by any of them that arise out of or are related to the content that you post. Forums and messaging may not be used for commercial purposes or for organized political activity.

Olive Free Library reserves the right to monitor content before it is posted on all of its social software, websites, and/or accounts and to modify or remove any messages or postings that it deems, in its sole discretion to be abusive, defamatory, in violation of copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate for the service. Olive Free Library also reserves the right to edit or modify any submissions in response to requests for feedback or other commentary. Notwithstanding the foregoing, the Olive Free Library is not obligated to take any such actions and will not be responsible or liable for content posted by any subscriber in any forum, message board or other area within the service.

LIBRARY CARDS

1. Library cards will be issued with the following conditions:
 - A. Patrons must provide the following information:
 1. Full Name
 2. Mailing address
 3. Street address (if different than mailing address)
 4. Phone Number(s)
 5. Signature
 6. Date of signature
 7. Children under the age of 16 must have a responsible adult sign their registration form to indicate that the adult will be legally responsible for the child's fines and bills
 8. Children must be able to print their names to apply for a library card
 9. Gender
 10. Proof of residence
 11. Date of birth

- B. Patrons must show identification with a current residential address. Identification with only a post office box number or with a motel address may be insufficient. The following are considered acceptable proof of identification:
 - 1. A valid New York State driver's license or identification card issued by the New York State Motor Vehicle Division with current residential address, or,
 - 2. A valid temporary driver's license with current residential address, or,
 - 3. Imprinted checks with current residential address, or,
 - 4. Telephone, utility, rent, or tax bill.
 - C. Person does not already possess a library card in the Mid-Hudson Library System.
2. Patrons must pay a one-dollar (\$1.00) replacement fee for lost cards
 3. All library cards expire after 3 years. To renew a card, patrons must produce identification and clear all outstanding fines and bills.
 4. Temporary cards may be issued for a six-month period.

LENDING RULES

Circulation of Library Materials:

1. All materials may circulate to borrowers in good standing for 4 weeks with the following exceptions:
 - a. Many Indexes and Reference works marked REF do not circulate
 - b. Materials marked Non Circulating
 - c. Many items in the Local History Collection
 - d. Equipment (e-reader's) will circulate for a two-week period to patrons over the age of 18 with a current library card and proof of address.
2. Limits on borrowing Olive Free Library materials
 - a. Borrowers may be asked not to take out a disproportionate number of titles on a single subject
 - b. A family may be asked to limit the number of DVD's borrowed to 10
3. Renewals: Items that are not reserved by another patron may be renewed.
4. Returns: West Shokan (Olive Free Library) materials may be returned at any library in the Mid-Hudson Library System. Equipment must be returned to the circulation desk.
5. Reserves: Patrons may place items on reserve from West Shokan, or from other libraries in the system. When the items are received and checked in at West Shokan, they will be placed on the hold shelf for one week. If they are not picked up, they will be returned to the shelves of the owning library.

6. Copyright: During the loan period of library materials, books, software, DVD's and any form of electronic media the patron is responsible for all copyright adherence.
7. In order to borrow library materials, a patron must present a valid library card or an acceptable alternative proof of identity at the time of check out.
8. The patron is responsible for all library materials checked out on his/her library card. For patrons under the age of 12 the adult who signed the registration form takes this responsibility.

Loss or Damage

- a. It is the borrower's responsibility to check the condition/contents of all materials upon checkout, and to return all materials in their entirety in the same condition as when they were checked out.
 - b. Borrowers who lose library materials or return them damaged beyond use or repair are required to pay the cost of replacement. The library will accept a replacement copy of equal value and quality. Borrowers who lose equipment are responsible for the cost of the equipment and or any missing or damaged parts.
9. A patron will have his/her library privileges suspended if one or more of the following conditions exist:
 - a. A patron owes more than \$20.00 in fines or replacement costs of materials or
 - b. A patron has more than three (3) claims returned: or
 - c. Mail is returned
 - d. Or telephone is disconnected or
 - e. Another library requests the suspension

RECORDS RETENTION

1. Incorporation, chartering and registration records - Permanent
2. Directory of public library system and member libraries - prepared by public library system
Retention - 0 after superseded or obsolete
3. Borrowing or interlibrary loan records – retention – 0 after no longer needed
4. Catalog of Holdings – continuously updated (maintained by Mid- Hudson Library System)
Retention - 0 after superseded or obsolete
5. Individual Title Purchase Requisition – which has been filled or found to be unfillable
Retention – 1 year
6. Library material censorship and complaint records, including evaluations by staff, patron's complaint and record of final decision. Retention 6 years after last entry.

Note: Appraise these records for historical significance prior to disposition. Some library censorship records deal with serious constitutional issues and may have value for future research.

Business Records and Documents

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit Records	Permanently
Bank Reconciliations	2 years
Bank Statements	3 years
Contracts, mortgages, notes & leases (expired)	7 years
Contracts, mortgages, notes & Leases (Still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important Matters)	Permanently
Correspondence (with customers and Vendors)	2 years
Duplicate Deposit Slips	2 years
Employment Applications	3 years
Budget	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports (Claims, policies, etc.)	Permanently
Internal audit reports	Current Year Plus Prior Year
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Payroll records and summaries	7 years
Personnel Files (Terminated Employees)	7 years
Retirement and Pension Records	Permanently
Tax Returns and Worksheets	Permanently
Timesheets	7 years
Voting Results	Permanently
Withholding Tax Statements	7 years

WIRELESS INTERNET USE

The Olive Free Library provides unfiltered wireless Internet connectivity as a service for users with wireless enabled laptops, tablets, etc. This service is not to be used as a permanent connection. By choosing to use this free wireless service, the user agrees to abide by the Library's Use Policy that prohibits abusive or illegal activity while using the Library's internet service. It is the responsibility of the user to understand his/her

obligation to refrain from viewing inappropriate websites, spamming or any illegal activities.

Anyone using the wireless network provided by the Olive Free Library is forewarned that there can be no expectation of privacy when using the wireless network, whether accessed from an external or internal site and any information being sent or received could potentially be intercepted by another wireless user. An informed wireless user should not transmit their credit card information, passwords and any other sensitive personal information. Users assume all associated risks and agree to hold harmless the Library and its employees for any personal information (e.g. credit card) that is compromised or for any damage caused to users' hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless users should have up to date virus protection on their personal laptop computers and wireless devices.

Patrons are responsible for knowing how to configure their own equipment. The Library assumes no responsibility for damage, theft or loss of any kind to a user's equipment, software, data files or other personal property brought into or used at the Library's facilities. Users must keep their equipment with them at all times and may only use electrical outlets in public areas. The Library assumes no responsibility for the safety of equipment.

The Library cannot guarantee that the service will be available at any specific time nor can the Library accept reservations for wireless access. The connection shall not be used for illegal or time-consuming commercial purposes.

Patrons shall, defend, indemnify and hold the Olive Free Library, its officers, employees and agents harmless against all claims, actions, and judgments based upon or arising out of the patrons use of the Library's wireless connections.

Library staff will not provide technical assistance and cannot guarantee that a user's hardware will work with the Library's wireless connection. If a user has problems accessing the internet over the Library's connections, staff will not assist in making changes to the user's network settings or perform any troubleshooting on the user's own computer. Users should refer to their owner's manual and/or other support services offered by their device manufacturer.

The Library has tried to ensure that wireless access is available throughout its public facility areas. However, signal strength may vary in the building, and users may encounter occasional "dead spots" where either reception may be limited or too many users may be attempting access from a particular access point.

UNATTENDED MINORS IN THE LIBRARY

Children and young people are always welcome in the Library. One of its functions is to encourage and enhance their learning and interest in the world. However, to maintain a constructive atmosphere in the Library some expectations apply to their presence.

The Library and its staff assume no responsibility for the supervision of minors. Young people over the age of twelve whose parents permit them to arrive at and use the facilities independently are expected to follow the same rules of conduct as adult patrons. Other young people and children are the direct Responsibility of their parents. The parents or parent surrogate while in the Building or on the premises must directly supervise children under the age of seven who are developmentally unable to easily follow the rules. Disruptive or destructive children are inappropriate in a Library setting: Their guardians will be asked to control or remove them from the Library and will be asked to pay for the cost of any damage. Staff may give polite quiet verbal reminders to the guardian or the child.

If a child is left unattended in the Library, the staff will try to locate a parent or guardian. Under no Circumstance is a staff member to remain after hours with a child or provide a ride home for the child. Neither should any child be allowed to wait outside for a ride. If necessary the police are to be called to locate the parent/guardian or keep the child until that person is found.

If any problem is a frequent occurrence a written statement may be sent to the house including an offer to meet privately to discuss the situation. Suspensions of privileges, or referral to the Board of Trustees, are other options if no satisfactory solution is reached.

VOLUNTEERS

The Olive Free Library encourages individuals and groups to volunteer their time and efforts in the service of the 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. The Library Director will coordinate the volunteers and their assigned tasks. The volunteer shall complete an application and shall be approved by the Director.

WHISTLEBLOWER PROTECTION

If any Olive Free Library staff member or volunteer reports waste, fraud or abuse at the Library, they will not be fired or otherwise retaliated against for making said report.

The report will be investigated and if determined to be waste, fraud or abuse, the individual making the report will not be retaliated against. There will be no punishment,

for reporting problems, including firing, demotion, suspension, harassment, failure to consider employee for promotion, or any other kind of discrimination.

To report suspected waste, fraud or abuse a written report should be filed with the Library Director, if it would be inappropriate to make the report to the Library Director, a report may be filed with any Board Member, the President, Vice President or Treasurer.

An appropriate investigation will be undertaken and report summarizing findings will be provided to the person making the report. Steps will be taken to deal with the issue and if warranted, law enforcement personnel will be contacted.

EMERGENCIES IN THE LIBRARY

Emergencies, or catastrophes, including, but not limited to extreme weather , utility failure, demonstration, bomb threat, explosion or terrorism may require closing the Library.

The primary consideration in any emergency or catastrophe is the safety of all persons in the building and on the property. The Library cooperates fully with public safety departments and emergency service providers.

The Library Director or in their absence the President of the Board of Trustees will Determine when to close the Library during an emergency or catastrophe.

The Library will follow the recommendations of local government authorities in regard To dangerous weather that would affect road conditions, the maintenance of electricity, Heat etc. IF there are any doubts about the recommendations or concerns about local conditions, the director has the authority in consultation with the Board President to encourage the safety of personnel and public. Any available means of informing the public of closings will be used., e.g. phone machine message, web site, etc.

Personnel will be notified directly.

DISASTER PLAN

Building Evacuation

The building should be evacuated whenever remaining in the building becomes dangerous or upon the request of government authorities.

- *When evacuating persons with disabilities, ask how you can help before giving assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations or items that need to taken with the person.

- *Get the attention of a person with a hearing disability by touch and eye

contact. Clearly state the problem. Gesture and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.

- *Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

Fire Emergency

At the first indication of smoke or flame, investigate the situation to determine the location and extent of the fire.

- *Call 911
- *Evacuate the building, checking the restrooms
- *Close the doors and windows if it can be done safely
- *Wait outside for the fire department
- *Do not re-enter the building until the Fire Department says it is safe to return.
- *Call the Library Director.

Health Emergency

Staff members should exercise caution when administering first aid, even of 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 the staff to undertake more than keeping the sick or injured patron comfortable until medical help can arrive. Staff members should use their own judgment as to what action is prudent and reasonable. No medication, including aspirin, should ever be dispensed to the public.

- *Call 911
- *Call the Library Director
- *Call parent/guardian if a minor
- *Fill out an accident report

Snow Emergency

Closings are at the Library Director's discretion or the board president. If he/she is unavailable the staff should use their own judgment.

Severe Storms

- *Close all exterior doors and windows
- *Shut down the computers
- *Prepare for a power outage.

Tornadoes

- *Do not leave the building. Shut all exterior windows and doors if there is time.
- *Go to the basement or an interior room

*Prepare for a power outage.

Flooding

- *Shut off the water valve or the electric to the pump
- *Call the plumber
- *Call the Library Director and board president

Bomb Threat

If by phone:

- *Keep the caller on the line as long as possible, signal a co-worker to call 911
- *Ask the caller to repeat the message and try to write down every word he/she says. If the caller does not indicate the location of the bomb, or the time of possible detonation, ask for this information.
- *Pay attention to peculiar background noises, such as motors running, music, or any other sound that may indicate the location from which the call is originating.
- * Listen closely to the voice (male or female), voice quality, (calm/excited) accents and speech impediments.
- *Call 911
- *Evacuate the building

If in person:

- *Evacuate the building
- *Call 911

DISASTER PREPAREDNESS

PREPARATION

1. Keep the Disaster Plan available in appropriate locations
2. Staff and Director need to be aware of the location and contents
3. Review and Update the Disaster Plan regularly (Names, addresses telephone numbers of personnel, service providers and government offices)
4. Keep internal fire doors closed
5. Maintain fire alarms, fire extinguishers, first aid kits, etc.
6. Keep access to exits, fire equipment, electrical panels and plumbing valves clear
7. Store valuable records/materials in fire/waterproof areas.
8. Keep storage cabinets doors/drawers closed when not in use.
9. Maintain a disaster kit and update the emergency supply inventory 2 times per year
It should include:
 - First Aid Kit
 - Rubber/latex gloves
 - Battery Powered radio
 - Flashlights

- Extra Batteries
 - Roll of plastic
 - Tape
 - Scissors
 - Zip-lock bags
 - Food and Water
 - Blankets
10. Fire extinguishers are maintained on an annual basis – Gordon Fire Equipment

SELECTION OF MATERIALS

The selection of materials is the responsibility of the Library's director and/or the staff delegated to the task. The selection will be based on the item's value to our collection either as new material or replacement material. The director will use professional journals and recognized book reviews as sources of information about material. In addition, recommendations by the Library's membership will be considered.

The standard criteria such as quality of information, clarity of presentation, interest in fictional presentations, beauty in language and structure, etc., are to be criteria of selection. No material will be excluded on the basis of the author's race, nationality, religion, or political views. Censorship of material, including selections for children remains a personal/parental matter.

In relation to material provided by the Library, its trustees and membership endorse and support the American Library Association's statements, The Library Bill of Rights and the Freedom to Read

CHALLENGED MATERIALS

The Olive Free Library will support the Library Bill of Rights and the Freedom to Read, View or Hear statements. Should any patron of the Olive Free Library raise a question about any materials provided by the Library being in any way objectionable, the complainant must file a written complaint with the Library Director on a form provided for this purpose. The complainant must be properly identified before the request is considered. No action will be taken before the complaint is brought before the Board of Trustees. The written complaint will be presented to the Board of Trustees.

The Board shall:

- a. read and examine the challenged material.
- b. consider the specific objections to the materials voiced by the complainant.
- c. weigh the values and faults of the material as a whole
- d. the Board will, where appropriate, solicit advice or opinion from other Library Directors, the Mid-Hudson Library System, the American Library

Association Office for Intellectual Freedom and the New York State
Intellectual Freedom Committee

The Board shall issue a written report within ninety days to the Director containing its recommendations concerning any complaint. The Director shall review the report of the Board and notify the complainant

REMOVAL OF MATERIALS

The removal of materials from the Library's collection is the responsibility of the director and/or staff delegated to the task. The same professional judgment as used in selection will be applied. Some of the criteria used will include physical wear and demand for the item and value to the collection. For fiction, demand may be an important element, but so is historical or aesthetic importance to the larger culture or community. For non-fiction, demand again is important, as is accuracy and datedness of the information and the duplication of the information elsewhere in the collection.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies shall guide their services.

- I. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

LIBRARY GIFTS

The Olive Free Library welcomes gifts of books and other materials and monetary donations but reserves the right to decline gifts or donations if they do not fall within the guidelines for acceptance as set by the Board of Trustees.

GUIDELINES FOR ACCEPTANCE OF GIFTS

1. Unrestricted monetary gifts shall be used at the recommendation of the Board of Trustees in consultation with the Library Director.
2. Restricted monetary gifts will be accepted not he condition that the specific use requested is consistent with the goals and objectives of the Library.
3. Gift items will be formally acknowledged if the donor wishes. The Library will not appraise or estimate the value of gift donations. The responsibility for such assessment lies with the donor. The donor will be asked to sign a Certificate of Gift.

TYPES OF GIFTS

Books and other materials:

1. The Library welcomes gifts of books and other materials with the understanding that they will be evaluated in accordance with the same criteria applied to purchased materials.
2. Such factors as duplication, lack of sufficient community interest, processing costs, or inadequate shelf space may prevent their addition to the collection for permanent retention.
3. Highly technical items or items of limited interest will not be accepted unless they specifically meet the current Library needs.
4. Donations of collections in total specifically designated for Library use will be subject to approval by the Director and Board of Trustees. As with other titles, acceptance will be based on usefulness to the collection, potential expense involved, and space available.

Monetary Gifts:

1. Cash gifts will be accepted and used for general Library purposes. When the Library receives a cash gift for memorial or other special purposes, the selection will be made by the Director in consultation with the Board of Trustees as appropriate, with consideration given to the donor's wishes.
2. Stocks and Bonds will be accepted and will be utilized at the discretion of the Board of Trustees.
3. Endowments will be accepted and will be utilized at the discretion of the Board of Trustees.

Other Gifts:

Personal property, art objects, portraits, antiques, and collectibles may be accepted at the discretion of the Library Director or the Board of Trustees with the understanding that

they may be sold, given away, or otherwise disposed of. Any proceeds derived from such disposal may be used by the Library in a way consistent with the original gift.

Gifts of Trustees and Employees:

No trustee or employee may directly or indirectly solicit any gift or accept any gift having a value of seventy-five dollars (\$75.00) or more, whether in the form of money, services, loans, travel, entertainment, hospitality, or promise, or any other form under circumstances in which it could be reasonably inferred that the gift is intended to influence him or her in the performance of his or her duties.

USE OF LIBRARY FACILITIES

The use of the Library's facilities is available to community groups wishing to meet for civic, educational, social and cultural activities. There is no charge for the use of the facilities except in the case of fund raising for a group. Certain guidelines must be followed.

Application for use should be in writing addressed to the director and providing the group's name, activity and purpose, date() and time desired, and facilities needed including the use of any Library equipment. The Director determines if the application can be honored.

The group's activity should not conflict with the Library's use of the facilities, with the Library's main mission or with its legal or insured status. For example, attendees should not exceed the building's capacity, activities should not include anything with an apparent physical danger or for which the facility was not designed; no smoking or alcohol use will occur on the premises, etc.

Permission to use the facilities does not imply the Library's endorsement of the group's program, policies, beliefs, positions, etc. Accordingly in accordance with the legal agreements with the O'Connor Foundation, the facilities can not be used by groups with a strong partisan position unless the opposing position is given equal opportunity to use the facilities.

If a fee or fund raising is a part of the group's program, the group is expected to make a minimum donation of \$50.00 to the Library. At the discretion of the Director a group can be exempted from this requirement, in particular non-profit organizations such as Girl Scouts, Senior Citizens, etc.

Those using the Library's facilities are responsible for the physical set-up needed and for final clean-up of the area used including meeting space, bathrooms and kitchen areas and disposal of waste. They will also be responsible for any physical damage that occurs to the facilities, furnishings or equipment used beyond normal wear and tear.

The Library is not responsible for any damage or loss of equipment, supplies, materials,

clothing or other items brought to the Library. Nor will the Library, its staff or Board of Trustees assume any liability for groups or individuals attending a meeting at the Library's premises. To this end a "certificate of insurance" will be required from the group or individuals requesting use of the Library's facilities indicating coverage of their activities.

BULLETIN BOARD POSTINGS AND PAMPHLET RACK

The Library will make available a bulletin board and materials display space to fulfill its role as a source of community information. Space is available under the following conditions:

1. Items displayed are restricted to local cultural/educational events or announcements from local non-profit groups.
2. Advertised events should occur within 30 days.
3. The Library Director or designee must approve all posters, flyers, and other such materials. Final determination on the display of material will be determined by the Library Director in keeping with the Library's role as a source of community information.
4. The Library will be allowed to retain copies of any materials posted or placed in the Library for distribution.
5. Certain restrictions apply to the materials that are displayed. Disallowed materials are those that do not fit within the Library's role as a source of community information, including, but not limited to:
 - * Partisan political material
 - * Petitions
 - * Solicitations
 - * Surveys
6. The Library will not be responsible in any fashion or manner for any materials permitted to be displayed under this policy.

CONFLICT OF INTEREST

The purpose of the following policy and procedures is to prevent the personal interest of staff members and board members from interfering with the performance of their duties to the Olive Free Library, or result in personal financial, professional, or political gain on the part of such persons at the expense of the Olive Free Library or its patrons, supporters and other stakeholders.

Definitions: conflict of interest means a conflict or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. interest means a direct or indirect pecuniary or material benefit accruing to a Library trustee or employee as the result of a contract with the Library which such officer or employee serves.

Persons in a position of trust include staff members, officers, and board members of Olive Free Library Association. Board means the Board of Trustees. Officer means an officer of the Board of Trustees. Volunteer means a person – other than a board member – who does not receive compensation for services and expertise provided to the Olive Free Library. Staff Member means a person who receives all or part of her/his income from the payroll of Olive Free Library. Patron means a Customer of Olive Free Library. Supporter means corporations, foundations, individuals 501 C (3) nonprofits, and other nonprofit organizations who contribute to Olive Free Library.

Policy and Practices

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Trustees in all conflicts of interest, including but not limited to the following.
 - a. A board trustee is related to another board member or staff member by blood, marriage or domestic partnership.
 - b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
 - c. A board member or his/her organization accrues a direct or indirect pecuniary or material benefit from an Olive Free Library transaction or staff member of such organization receives payment from Olive Free Library for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - d. A board member's organization receives grant funding from Olive Free Library
 - e. A volunteer working on behalf of Olive Free Library who meets any of the situations or criteria listed above.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Trustees shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other actions deemed necessary to address the conflict and protect Olive Free Library's best interests. Both votes shall be by a majority vote without counting the vote of any interested trustee, even if the disinterested trustees are less than a quorum provided that at least one consenting trustee is disinterested.
3. No Board Trustee shall serve as an employee of the Olive Free Library.
4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Trustees, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest.

However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.

5. Anyone in a position to make a decision about spending Olive Free Library's resources (i.e. transactions such as purchases contracts) which may result in a conflict of interest has a duty to disclose that conflict as soon as it arises (or becomes apparent)s/he should abstain in any final decisions.

6. A copy of this policy shall be given to all Board members, staff members, or other key stakeholders upon commencement of such person's relationship with Olive Free Library or at the official adoption of stated policy. Each Board member, officer, and staff member shall sign and date the policy in the beginning of his/her term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

SUBCOMMITTEES

Subcommittees are formed at the discretion of the Board by a motion that has the support of the majority of the board. The term of the Subcommittee is decided by the Board at the time of its formation, but cannot exceed one year. The Subcommittee reports directly to the Board. Any recommendation of the subcommittee to the board has to have the support of a majority of the Subcommittee. The Subcommittee has no authority to act on its own. Any action on a recommendation must be made by the Board, by a vote supported by the majority of the Board.

PROXY VOTES

Proxy votes can be used during annual elections for Trustees, as long as there is a list of potential Trustees available, or any issue to be voted on is clearly described in writing and made available to the prospective proxy voter prior to the proxy vote.

CODE OF ETHICS, BOARD OF TRUSTEES

It is the responsibility of the Board of Trustees of the Olive Free Library and the individual Trustees to ensure that the Olive Free Library provides quality Library service to the residents of the community we serve.. The Code of Ethics, which follows, represents a commitment to the ethical standards for the Library which are designed to ensure quality service.

The management of the Library is the responsibility of the Library Director. It is the Director's job to select books and other Library materials, employ the staff and supervise day-to-day operations. It is the responsibility of the Board of Trustees to set policies for the Library operations while keeping in mind its fiscal responsibilities to the taxpayers of the Library community.

Trustees must distinguish clearly between their personal attitudes and philosophies and those of the institution, acknowledging the formal position of the board even if they personally disagree. After a policy or rule is adopted by a majority of the Library Board, individual Trustees should publicly support those decisions.

Trustees must respect the confidential nature of Library business while being aware of and in compliance with applicable laws governing freedom of information. Trustees must not divulge information learned during executive sessions of the Board, or any information regarding future Board plans or actions until such action is officially taken.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of Library users, colleagues or the situation.

It is incumbent upon any Trustee to notify the Board of Trustees immediately whenever the appearance of a conflict of interests exists, and a determination will be made based on the Conflict of Interest policy.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of Library materials groups or individuals.

Trustees must make decisions in the best interest of residents in all parts of the Olive Free Library's chartered service area. No preference will be given to any town, village or group of people.

Trustees who accept Library Board membership are expected to perform all the functions of Library Trustees. If a Trustee is unable to attend meetings regularly and complete work delegated to him or her, the Trustee should resign so that an active member can be appointed.

PURCHASING

The Olive Free Library has a Board-approved written budget. This budget is developed annually as a cooperative process between the Board's President, Treasurer, Library Director and Board of Trustees. Each year it is determined if the Library's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community the Board of Trustees will take action to increase the Library's revenue.

On a monthly basis the Library Director presents a written report on the Library operations to the Board of Trustees. These reports include such areas as finance, Library usage, matters of personnel, collection development, and programming in addition to any other relevant and pertinent information.

The Library maintains adequate records of Library operations with the help of an accounting firm, in a manner easily understood by the public as well as the Board of Trustees and Library Director. This record of Library operations is presented at each Board of Trustees monthly meeting and clearly indicates the financial position of the Library.

In addition to the general financial position of the Library, the record clearly indicates the current position of each budgetary line item including budgeted amount, receipts, monthly and year-to-year expenditures and remaining budget as presented to the financial officer.

ROUTINE BANKING PROCEDURES

The Library Director conveys deposits to the accounting firm to be deposited in the appropriate accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants , tax receipts.

The accounting firm is authorized to transfer funds from one Library account to another Library account for payment of monthly bills.

PURCHASE AMOUNT POLICY

- a) Up to \$1000.00 discretion of Director
- b) For purchases of more than \$1000.00, whenever possible a minimum of three documented telephone quotes approved by either the treasurer or the president of the board and reported to the board.
- c) Larger amounts- minimum of three quotes or a reasonable documented alternative. approved by the Board of Trustees, or put out to a formal bid process.
- d) Emergencies: In the event of an emergency over \$1000.00 the director will obtain three verbal quotes if possible. Either the Board President or the entire Board will approve the expense.

PROGRAMMING

Programming at the Library must comply with the following requirements:

1. Supports the Mission of the Library
2. Meets a recognized need with the Library service area as identified through various evaluation tools and market research.
3. Addresses target audiences
4. Relevant to the Library's Long-Range Plan
5. Increases community awareness of the Library as a dynamic center for educational and entertaining activities
6. Shows a benefit equal to the cost involved

7. Is relevant to other Library activities and the annual Library calendar of events
8. Promotes use of the Library and/or promotes literacy
9. Enhances the Library's image and strengthens its message to the community
10. Is not readily available elsewhere in the community
11. Provides opportunities for community partnerships
12. Enhances patrons' lives
13. Is relevant to the community and/or community activities
14. Is of popular interest
15. Does not exceed the available monies and resources

FORMS

1. APPLICATION FORM FOR YOUTH LIBRARY VOLUNTEERS

2. CHALLENGED MATERIALS FORM
3. CERTIFICATE OF GIFT FORM
4. CONFLICT OF INTEREST REPORT FORM
5. PHOTO RELEASE FORM

APPLICATION FOR YOUTH LIBRARY VOLUNTEERS

Name: _____

Age: _____ School Name: _____

Parent's Name: _____

E-Mail Address: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Parent's Work Phone: _____

Emergency Contact (if different from parent):

Name: _____ Relationship: _____

Phone: _____

Days/Times you are available to volunteer (mark as many as you wish):

Monday	_____ a.m.	_____ p.m.	Tuesday	_____ a.m.	_____ p.m.
Wednesday	_____ a.m.	_____ p.m.	Thursday	_____ a.m.	_____ p.m.
Friday	_____ a.m.	_____ p.m.	Saturday	_____ a.m.	_____ p.m.
Sunday	_____ a.m.	_____ p.m.			

I could volunteer _____ in the summer _____ during the school year _____ both

I am good at:

_____ Computers _____ Arts and crafts _____ Photography
_____ Working with children _____ Helping people find things in the Library
_____ Other (please describe) _____

Parents please read and sign below:

I give permission for my son/daughter to volunteer at the Olive Free Library. I understand that my child should be picked up promptly, if necessary, when his/her volunteer shift is over and that s/he will be expected to dress appropriately for work in a public place.

Parent Signature

Date

CHALLENGED MATERIALS

If you want to request reconsideration of Library resources, please return the completed form to the Library Director, Olive Free Library Association, P.O. Box 59,, West Shokan, NY 12494.

Date: _____

Name: _____

Address: _____

Phone: _____

Do you represent yourself or an organization (check one) Self Organization

Name of organization: _____

Resource on which you are commenting: Book Audio Video

Magazine Library Program Newspaper Electronic

Other (please specify) _____

Title: _____

Author: _____

Publisher/Producer: _____

What brought this resource to your attention? _____

Is your objection to the material based on your personal exposure to it, on reports you have heard, or both? _____

Have you examined (read/heard/seen) the materials in their entirety? _____

What concerns you about the resource? Please cite specific passages, pages, etc. (use other side or additional pages if necessary). Is/are the resource(s) you suggest to provide additional information and/or other viewpoints on this topic? _____

CERTIFICATE OF GIFT

I, _____ of

(address)

convey to the Olive Free Library, West Shokan, NY, the following:

as permanent gifts, transferring to the Library legal title and other rights, insofar as I hold them.

Signature: _____

Date: _____

CONFLICT OF INTEREST

This form must be completed annually by all specified parties as identified in the Olive Free Library Conflict of Interest policy state (ratified by the Board of Trustees of the Olive Free Library).

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify)

The undersigned by their affixed signature note their understanding of the implications of the Conflict of Interest policy.

Signature: _____

Printed name: _____

Date: _____

Witness Signature: _____

Date: _____

PHOTO RELEASE

I hereby give my consent for the Olive Free Library to use my photograph and likeness in its publications, including its website. I release the Olive Free Library from any expectation of confidentiality for the undersigned minor child(ren) and myself and attest that I am the parent or legal guardian of the child(ren) listed below.

Parent Signature: _____

Date: _____

Names and ages of Minor Children:

Name: _____ Age: _____

POLICY MANUAL INDEX

<u>Page Number</u>	<u>Policy</u>
2	Mission Statement
3	Confidentiality of Patron Records
3	Patron Code of Conduct
3	Service to Patrons with Disabilities
3	Law Enforcement Policy
6	Responsibility for Use of Library Computer Equipment
6	Social Software
7	Library Cards
8	Lending Rules
9	Record Retention Policy
10	Wireless Internet Use
12	Unattended Minors in the Library
12	Volunteers
12	Whistleblower Protection
13	Emergencies in Library
13	Disaster Plan
15	Disaster Preparedness
16	Selection of Materials
16	Challenged Materials
17	Removal of Materials
17	Library Bill of Rights
18	Gift Policy
19	Use of Library Facilities
20	Bulletin Board Postings and Pamphlet Rack
20	Conflict of Interest
22	Subcommittees
22	Proxy Votes
22	Code of Ethics, Board of Trustees
23	Purchasing Policy
24	Holiday Closings
25	Friends of the Library
26	Programming
28	Youth Volunteer Application
29	Challenged Materials Form
30	Gift Form
31	Conflict of Interest Form
32	Photo Release