

REED MEMORIAL LIBRARY

Policy Manual



REED MEMORIAL LIBRARY
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carmellibrary.org

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Bulletin Board Postings and Pamphlet Rack

The library will make available 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 but due to space restrictions may only be posted for 7 days or less.
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 which are displayed.
6. Disallowed materials are those that do not fit within the library's role as a source of community information, including, but not limited to:
 - a. Partisan political material
 - b. Petitions
 - c. Solicitations
 - d. Surveys
7. The library will not be responsible in any fashion or manner for any materials permitted to be displayed under this policy.

Policy Adopted: April 6, 2015

Reviewed: March 6, 2019

Circulation

The Reed Memorial Library is committed to fair and equitable access to the materials and information in the library's collection. To provide the best service possible the following policy has been established:

PATRON REGISTRATION

Mid-Hudson Library System Residents

People residing or owning property in the Mid-Hudson Library System service area may apply for a library account upon presentation of acceptable identification confirming residency. This card may be used at any of the sixty-six member libraries in the Mid-Hudson Library System. Residents must have their account renewed every three (3) years.

Non-Residents

People who reside outside of the Mid-Hudson Library System can be issued a limited use library account at no charge upon presentation of acceptable identification. This is a limited use card valid for only Reed Library items, for a maximum of five items. Depending on local policies this limited use card may not be accepted at other Mid-Hudson libraries. Non-residents must have cards renewed every year.

Children

Children under the age of 14 must apply for a library account with a parent or guardian who presents proper identification and cosigns the registration card. Parents or guardians are responsible for charges incurred by their children.

Patron Self-Registration

Library accounts may be applied for on-line. The account shall be considered temporary and will be set to expire in 30 days unless verified by staff. Accounts must be verified to meet proper identification standards. Patrons who apply for cards on-line must supply proof of name and address prior to the 30 day expiration. Proof must be presented in-person in the Reed Library or by emailing proof to librarycard@carmellibrary.org.

Acceptable Identification

Library card applicants must present identification with their name and a current address. The following are considered acceptable proofs of identification:

- A valid New York State driver's license, temporary license or identification card issued by the New York Motor Vehicle Division with current residential address.
- Lease agreement, rent, tax or utility bill with applicant's name and address.

BORROWING LIBRARY MATERIALS

Borrowing library materials requires a verified library account in good standing. A library account in good standing is one that is not expired, is not “stopped” by this or any other library, and does not have a charge of over \$10 in fines or fees.

Accounts will be “stopped” when a patron has bills of \$10 or more. Fines and fees may be paid at any Mid-Hudson Library or on-line. A “Stopped” card may not be used unless materials are returned and/or fees paid.

Renewals and Returns

Eligible items will renew automatically. Additionally, eligible items may be renewed at the library, by phone or online. Items (except for those with specific restrictions) may be returned to any library in the Mid-Hudson Library System. Any item returned to Reed Memorial Library before the library opens for the day is considered to be returned the previous day.

Loan Periods and Limits

| Item | Loan Period | Renewals | Fine/Day | Maximum Fine |
|---------------|--------------------|-----------------|-----------------|---------------------|
| New Book | 2 weeks | 2 times | 0 | |
| Book | 4 weeks | 2 times | 0 | |
| DVDs | 1 week | 2 times | 0 | |
| CDs | 2 weeks | 2 times | 0 | |
| Audio Books | 4 weeks | 2 times | 0 | |
| Magazines | 2 weeks | Non-renewable | 0 | |
| Museum Passes | 1 week | Non-renewable | \$5/day | Cost of pass |
| Equipment | 1 week | Non-renewable | \$5/day | Cost of equipment |

Fees

Lost library card, first replacement: No Charge
 Second and subsequent replacements: \$5.00 each

Lost or damaged items are assessed at their replacement costs. The replacement cost is nonrefundable.

Rules and lending policies of the Mid-Hudson library system also apply to materials borrowed through the Reed Memorial Library.

Exceptions to this policy may be made with the permission of the Director.

Policy Adopted: April 6, 2022

Claims Audit Process

To disburse funds, an audit of claims must be conducted before payments are authorized. An abstract of claims and associated checks are prepared by the bookkeeper. All claims must have supporting documentation.

For recurring bills, such as utility bills, the board may on a yearly basis approve one voucher and with an accompanying resolution, agree to pay these bills for the remainder of the year.

In the event the board does not meet or a time sensitive bill comes due, the library director will send a note to the board members asking that they come to the library to approve and sign the warrant list. The warrant list will be approved when a simple majority of the full board signs the list.

At each board meeting, the Vice President of Finance or in their absence, another trustee, will review the detailed financial report and claims audit. After review, the Vice President of Finance (or designate) should indicate approval of claims by signing or initialing each abstract and requesting the board to approve payment. All claims must be approved before payment can be made.

Policy Adopted: August 8, 2018

Community Use of Meeting Space

Use of the Reed Memorial Library's space is primarily for programs conducted or sponsored by the Library. Space may be made available for use by others for education, cultural, recreational or civic purposes which support the Library's mission. There is no charge to use the Library's meeting space. Authorization to use the Library's facilities does not reflect endorsement by the Library. Meeting space shall not be used for private, for-profit, entrepreneurial or commercial purposes. Exceptions to this policy may be made at the discretion of the Director or Library Board of Trustees in keeping with the Library's mission statement.

Requests for the use of meeting space are made to the Library's Director. The Library's Director is to be notified of any cancellation or meeting date changes within forty-eight hours prior to the event. Failure to notify the Director may result in the organization not being able to use the space for a six month period. Requests are taken not more than six months in advance and should be confirmed one week prior to the event.

General Rules of Use

1. Except as a designation of location the name of the Library may not be used in any publicity relating to use of space.
2. Maximum capacity is 25 people.
3. Food may be served with the Director's approval.
4. Alcohol may not be served.
5. Meetings must be conducted during regular Library hours.
6. Meetings must be conducted in such a way as not to disturb Library operations.
7. The applicant is responsible for all room set-up and breakdown of their own equipment, but not for moving the tables and chairs and Library furnishings. The applicant is responsible for all cleaning up and returning the room to its found condition.
8. The Library provides no storage space and assumes no responsibility for equipment or personal articles belonging to applicant or guests.
9. The applicant is responsible for damage to the Library facilities or its contents occurring as a result of the applicant's use of the building.

10. The Library reserves the right to close the building in extremely bad weather or unforeseen emergencies and to cancel any reservation for meeting space for any reason.
11. Library personnel shall have free access to space at all times.
12. Non-compliance with these regulations may result in the denial of future use of meeting space.
13. Meeting room policy is determined by the Board of Trustees and is subject to review and revision at the discretion of the Board. Appeals to this policy may be submitted to the Board of Trustees in writing.

Policy adopted: March 2, 2015

Reviewed: March 6, 2019

Community Use of Outdoor Library Space

The outside areas of the Library are public property and the First Amendment protects peaceful, not violent, assembly. However, monopolizing library space, blocking or impeding access to walkways, and/or entrances, physically or with any item is prohibited.

Library employees are authorized to bring to an individual's attention any act or omission which violates these rules. The individual will be asked to change the problem behavior to conform to the rules. If such change is not evident or forthcoming, the individual will be asked to leave library property. Failure to leave when asked may result in law enforcement being called immediately.

Policy Adopted: July 5, 2023

Computer Use

The Reed Memorial Library is pleased to provide access to electronic resources. We make this service available as part of the Library's mission to provide quality library service to all community residents.

The following rules govern the use of the Library's computers:

1. Use of a computer is on a first-come, first-served basis. Preference will be given to those using the computer for educational or informational purposes.
2. To ensure computer use is available to as many users as possible, the library reserves the right to limit an individual's computer use session to one hour daily. Those using a computer agree as a condition of use that if anyone is waiting they will make the computer available within 15 minutes of being informed by Library staff.
3. Computers are turned off 15 minutes before closing time and patrons are requested to end their session in a timely manner.
4. Downloads of software or plug-ins are prohibited. A person may not install his or her own software, alter or attach equipment to the Library's hardware or software, or attempt to bypass security features.
5. Only one person at a time may use any computer.
6. Printing is available at 15 cents per page. Each user is responsible for all pages printed.
7. The Library staff cannot provide tutoring or devote significant time to assisting patrons in the use of the computer. Library staff can assist patrons in very basic use of Library computers as time permits, but cannot provide lengthy or detailed instruction.
8. An individual is responsible for complying with copyright law and adhering to software licensing agreements.
9. The Library is not responsible for any damage done to any computer user's documents or devices.
10. If computer use results in disruption of library services or is inappropriate for a public library setting (see Internet Policy), library staff reserves the right to terminate a session at any time. At the Director's discretion, repeated offenses will result in long-term or permanently denied access to library computers.

Policy Adopted: April 6, 2015

Reviewed: March 6, 2019

Confidentiality of Library Patron Records

In compliance with New York State Civil Practice Law and Rules 4509, the records of library cardholders are confidential. Library records include but are not limited to patron registration records, circulation records, attendance records for library sponsored programs, records of computer use or reference services, or any other data linking a particular patron to specific library services or material.

Patrons have control over their library cards. Presentation of a valid library card will allow the patron whose name appears on the card (or the parent/legal guardian in the case of a minor child) access to information about the current circulation record of that patron. A person presenting the library card of a friend or family member may check out items on that card with authorization from the cardholder. No information from library records will be released to any person, agency, or organization, except in response to a valid court order or subpoena, properly presented to the library director or the director's representatives. Nothing in this policy shall prevent library staff from using library records in the administration of their regular duties. When no longer needed for administrative purposes, records will be expunged.

Policy Adopted: April 6, 2015

Reviewed: March 2, 2022

Conflict of Interest (Board of Trustees & Library Employees)

Conflict of Interest

No Board member or committee member of the Reed Memorial Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Reed Memorial Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board. Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter. Members of Reed Memorial Library Board, committees, and staff shall refrain from obtaining any list of library patrons that results in personal benefit.

Nepotism

The Library will not hire or knowingly allow the simultaneous employment of two or more immediate relatives. Board members and their immediate relatives shall be excluded from consideration for employment. Nepotism situations include, but are not limited to: (a) staffing, (b) contracted services, and (c) other situations which might fairly represent a conflict of interest. For the purpose of this policy, "immediate relative" includes spouse, domestic partner or significant other, child, parent, sibling, grandparents, in-laws, grandchildren, niece, nephew, uncle, aunt, step relationships or any person related by blood or marriage.

Policy Adopted: April 6, 2022

Statement of Associations

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Reed Memorial Library that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Reed Memorial Library.

Signature: _____ Date: _____

Printed name: _____

Reed Memorial Library Position: _____

Form Adopted: April 6, 2022

Continuing Education

The Reed Memorial Library is committed to providing the community with an excellent public library. Necessary to this success is a well-educated library staff and board of trustees. The following will apply to staff and trustees who pursue continuing education:

Professional Librarian

Professional librarians on staff are required to maintain certification by completing sixty hours of continuing education every five years. Expenses for continuing education required to meet certification (see attached*) shall be supported by the library.

Staff without certification

All staff are encouraged to pursue continuing education opportunities. Expenses for continuing education pre-approved by the director shall be supported by the library.

All library staff will be paid at their normal rate of pay for attending classes, workshops, seminars and other educational opportunities which meet the stated criteria.

Trustees

Continuing education for trustees represents an important investment in the library's future. All trustees are encouraged to pursue continuing education opportunities. Expenses for continuing education pre-approved by the Library Board President or Vice President of Finance shall be supported by the library.

Travel reimbursement will be calculated using the mileage rate set annually by the IRS.

Those attending library supported classes, seminars, etc. must demonstrate attendance and/or successful completion.

Policy Adopted: April 6, 2015
Reviewed: March 6, 2019

*According to the Department of Library Development, the following can be used to meet certification for professional librarianship:

Professional development activities will include those activities relevant to library science, information science, computer science, management, public administration, public relations, human relations, human resources, education or any other relevant subject areas as pre-approved by the employing library, employing library system or the State Education Department consisting of up to 60 hours of:

- a. Formal classes or courses
- b. Workshops
- c. E-courses
- d. Seminars
- e. Institutes
- f. Lectures
- g. State or national library association conference programs
- h. Any other program format or content as pre-approved by the employer or the State Education Department.

Copier/Copyright and Fax

Reed Memorial Library complies with federal copyright law (Title 17, U.S. Code). It is the intent of this law to protect the rights of copyright owners from unauthorized reproduction of their works. The law also recognizes the public benefit of allowing citizens to do limited copying from copyrighted works for educational purposes. Under the precepts of fair use (section 107), library patrons may copy or print parts of copyrighted works for one-time, educational, non-profit activities. Copying that would replace or infringe upon a commercial sale of a copyrighted work is forbidden. In such cases, library patrons should seek permission from the copyright owner before proceeding.

Public use of copy and fax machines

The library provides a copier and a fax machine for the convenience and lawful use of its patrons. While library staff act in good faith by posing public notices to remind library patrons about copyright law and its restrictions, they cannot be liable for the acts of individual patrons using library materials or equipment.

The library cannot be responsible for the successful transmission of any fax.

Photocopy and fax machines are self-serve. Individuals using the equipment will pay the posted fees when they are finished.

Policy Adopted: March 2, 2015
Reviewed: May 5, 2021

Credit Card (Library Use)

Bank credit cards will be established in the name of the Reed Memorial Library and the name of a specific individual. All monthly bank statements and correspondence will be sent to the Library.

A library credit card will be issued to the Director and to the Children's Librarian. The authorized cardholders are to retain sole possession of the card. Unauthorized use or misuse of the card is the personal responsibility of the cardholder. Personal use is an unauthorized use of the card.

Each individual must agree to and sign the Credit Card Responsibility and Use Procedures.

Except when circumstances would deem otherwise, the account balance of the corporate card should be paid in full when the monthly statement is received. Incurring interest charges should be avoided.

All credit card receipts must be retained and attached to the statement before payment can be approved. Receipts include any one of the following:

- Original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase.
- In the case of books, subscriptions or similar types of orders, a copy of the order form or packing slip must be attached when requesting payment.
- A hard copy print-out of the items ordered on-line.

When the monthly statement is received, the charges must be reviewed and approved following the library expense approval policy. The individual expenses must be allocated to the proper expense categories for bookkeeping and accounting purposes.

Policy Adopted: March 2, 2016
Reviewed: May 5, 2021

Customer Service/Employee Code of Service

The Reed Memorial Library exists to serve the community. It is our responsibility to provide easily accessible library collections, services, and programs in a safe, clean, organized environment staffed with friendly, courteous, helpful people. To achieve this, each of us must meet the expectations below:

- Welcome each member of the public promptly, courteously, professionally and without discrimination.
- Make eye contact, greet others sincerely, speak in a friendly manner, and acknowledge a person's presence immediately, even if you are occupied.
- Assist library users promptly. Service to the public takes precedence over the library's internal paperwork and communications and also over personal business and conversations.
- Answer telephone calls in a friendly and courteous manner. Greet the caller and state the library's name, for example, "Good morning, Reed Library" or "Hello, Reed Library".
- Give the public only information that is based on verifiable, current sources, and communicate the information clearly, and in a timely manner.
- Take personal responsibility for meeting patron needs correctly and help your fellow staff members to meet patron needs, too. It is your responsibility to stay informed and knowledgeable about library services.
- Use past experience, good judgment and recent training when you use technology and when you help library patrons use it.
- Stay current with and adaptable to changing technology so you are familiar with it and can help others use it most appropriately, efficiently and creatively.
- Ensure that the library is a safe and clean environment. Report an unsafe or dangerous situation to a person in charge immediately so it can be contained or handled as soon as possible.
- Protect patron privacy at all times.
- Familiarize yourself with current library policies and procedures and work to implement them. You are empowered to enforce library policies. You are also encouraged to ask for assistance when necessary.
- The welfare of the Reed Memorial Library takes precedence over personal opinions.

- Agree willingly when you are asked to help with tasks that are not, or never were, in your job description. Helping out allows us to continue serving our public well.
- Use established procedures for library materials that you want to borrow.

Signature: _____ Date: _____

Policy Adopted: September 6, 2017

Disabled Patrons

The Reed Memorial Library is a member of the Mid-Hudson Library System, and as such, acts as a resource-sharing agency with other libraries of all types in New York State. Our library building, constructed in 1913, is currently not accessible to people in wheelchairs. To accommodate wheelchair users wishing to use the Reed Memorial Library, the following services are offered:

Telephone Consultation: Reference, referral and reader's advisory services are offered over the telephone to all our patrons on a limited basis due to time restraints. If the patron is unable to access the library building, special effort to offer extended services is made.

Curbside Service: A staff member will meet a patron on the curb or at their car parked near the library in a safe location to exchange books, issue cards, or perform other usual library duties, upon notification of the arrival time of the patron.

Electronic Services: Access to the card catalog and other holdings of the Reed Memorial Library are available over the Internet. Patrons can request items, renew materials and manage their library accounts on-line. They can also call from home to reserve material or to request that it be borrowed for them from another library.

Children's Programs: Appropriate accommodation is made upon advance notice. The Reed Memorial Library staff will work with any community member to accommodate them to the best of their capabilities and within the policies and procedures of the library. All are welcome to our programs. It is the responsibility of the parent or guardian of any child to help with their child's participation in the program. Parents are required to stay with children under the age of six during any of our programs and are responsible for their participation and behavior.

Alternative Service: The Reed Memorial Library is one of two libraries in the town of Carmel serving the public. Mahopac Public Library, located approximately four miles away, is a newer, larger facility that is fully accessible. Kent Public Library, located in the town of Kent, approximately four miles away, is a new, larger facility that is fully accessible as well. Anyone holding a valid Mid-Hudson Library System library card (available at any Mid-Hudson library upon presentation of identification), is entitled to exactly the same services and level of service at any Mid-Hudson Library System member library. In addition, with reasonable notice, special accommodation at neighboring fully accessible libraries will be made upon a wheelchair user's request for registration at similar programs offered by Reed Library.

Access to Library Materials: Any person who holds a valid Mid-Hudson library System library card may request materials from any Mid-Hudson Library. Each library, however, generally has a collection of books that are non-circulating and can only be used in the owning library. Reed Memorial Library has a small collection of books that are non-circulating and are unique to this library as well. In order to enable people who cannot access Reed Memorial Library to use this material the following procedure will be followed: The person who cannot access the Reed

Memorial Library must contact the library Director a minimum of one week before he or she wishes to use the material. This material will then be sent to a neighboring accessible library for that person to use only in the library for a maximum period of one week. It should be noted that the material will be kept at the circulation desk of the accessible library for use of the person making the request. The week's notification allows for delivery and covers the different operating hours of various libraries. The actual time frame for the arrival of the material at the accessible library may be shorter. The one-week loan period begins when the material is received at the designated library. The person requesting the material will be notified by a Reed Memorial Library staff member who will track the material and inform the patron of its arrival at the designated library.

Programs at the Reed Memorial Library: The Reed Memorial Library is a small public library located at the junction of Route 6 and Route 52 in the Hamlet of Carmel. It consists of three rooms: a Reference Room, a Children's Room, and a room containing the stacks and the circulation area. The Reed Memorial Library has no program or community room, nor any space to hold programs without interfering with patrons trying to use the library for standard purposes. It should be noted that most programs offered are standard library offerings that are regularly offered in neighboring fully accessible libraries.

Should a person who is unable to access the library wish to attend a program, every effort will be made to make arrangements to attend a similar program at a neighboring accessible library

Policy Adopted: October 7, 2014
Reviewed: June 7, 2017; June 6, 2018; June 5, 2019

Disposal of Surplus Property

The library director is responsible for identifying obsolete or surplus supplies or equipment within the library. On a regular basis the director shall make a determination of which equipment, supplies, and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the library. These items shall be recycled, sold or discarded at the discretion of the library director.

Policy Adopted: August 8, 2018

Document Retention and Destruction

The records of the Reed Memorial Library will be retained and disposed of in accordance with the schedules published in *Records Retention and Disposition Schedule MU-1* by the University of the State of New York and The State Education Department and the *Records Retention Schedule of the National Council of Nonprofit Associations*. These current Schedules are attached.

The Library Director shall serve as the Records Management Officer for the Library in order to insure compliance with the *Records Retention and Disposition Schedule MU-1* and the *National Council of Nonprofit Associations Record Retention Schedule*.

The Library Director shall also serve as the Records Access Officer for the Library in order to insure compliance with the *Freedom of Information Law*.

Policy Adopted: April 6, 2015

Reviewed: March 4, 2020

Records Retention and Disposition Schedule MU-1

Library Records

| | |
|----------|--|
| 1. [304] | <p>Incorporation, chartering and registration records: Retention: PERMANENT</p> |
| 2. [305] | <p>Accession records: Retention: 1 year after accessioning procedure becomes obsolete</p> <p><i>Note:</i> Some libraries accession manuscripts, rare books and special collection, but not their general library holdings. In these cases, the accession records need to be retained only for the kinds of materials still accessioned.</p> |
| 3. [306] | <p>Directory of public library system and member libraries, prepared by public library system (member library's copy): Retention: 0 after superseded or obsolete</p> |
| 4. [307] | <p>Borrowing or loaning records, including interlibrary loan: Retention: 0 after no longer needed</p> |
| 5. [308] | <p>Catalog of holdings:</p> <p>a. Manuscript or published catalog Retention: PERMANENT</p> <p>b. Continuously updated catalog Retention: 0 after superseded or obsolete</p> |
| 6. [309] | <p>Individual title purchase requisition which has been filled or found to be unfillable: Retention: 1 year</p> |
| 7. [310] | <p>Records documenting selection of books and other library materials: Retention: 0 after no longer needed</p> |
| 8. [311] | <p>Library material censorship and complaint records, including evaluations by staff, patrons' complaints and record of final decision: Retention: 6 years after last entry</p> <p><i>Note:</i> 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</p> |
| 9. [312] | <p>Patron's registration for use of rare, valuable or restricted non-circulating materials: Retention: 6 years</p> |

National Council of Nonprofit Association Records Retention Schedule

Business Records

| Type of Document | Minimum Requirement |
|---|---------------------|
| Accounts payable ledgers and schedules | 7 years |
| Audit reports | Permanently |
| Bank Reconciliations | 2 years |
| Bank statements | 3 years |
| Checks (for important payments and purchases) | Permanently |
| Contracts, mortgages, notes and leases (expired) | 7 years |
| Contracts, mortgages, notes and leases (still in effect) | Permanently |
| Correspondence (general) | 2 years |
| Correspondence (legal and important matters) | Permanently |
| Correspondence (with customers and vendors) | 2 years |
| Deeds, mortgages, and bills of sale | Permanently |
| Depreciation Schedules | Permanently |
| Duplicate deposit slips | 2 years |
| Employment applications | 3 years |
| Expense Analyses/expense distribution schedules | 7 years |
| Year End Financial Statements | Permanently |
| Insurance Policies (expired) | 3 years |
| Insurance records, current accident reports, claims, policies, etc. | Permanently |
| Internal audit reports | 3 years |
| Inventories of products, materials, and supplies | 7 years |
| Invoices (to customers, from vendors) | 7 years |
| Minute books, bylaws and charter | Permanently |
| Patents and related papers | 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 |
| Trademark registrations and copyrights | Permanently |
| Withholding tax statements | 7 years |

Emergency Plan

FIRE

In the event of a fire Library Staff shall remain as calm as possible and immediately call 911 to report fire. The potential danger to patrons and staff should not be underestimated. At the first indication of smoke or flame or the sounding of the fire alarm, investigate the situation as quickly and calmly as possible to determine the location and extent of the fire. Clear the building. The staff shall familiarize itself with the type, location and application of the fire extinguishers in the building. Fire drills will be held quarterly.

HEALTH EMERGENCIES

Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured person as comfortable as possible and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. Rescue squads, 911 or police should be called immediately in the event of any serious problems. No medication, including over-the-counter pain relievers, should ever be dispensed to the public. However, staff trained to administer Narcan may do so at their discretion.

BLOOD AND BODY FLUIDS

Blood and body fluids should not be handled or cleaned up by any staff member without medical authorization. Rubber gloves MUST be worn. Paper towels and other cleaning materials must be disposed of in a separate plastic bag, tied and removed from the building. Areas soiled with blood and/or body fluids should be declared off-limits until properly cleaned.

BOMB THREATS

Evacuate building immediately. Using a portable phone call 911. Police will handle actual search.

PUBLIC STATEMENTS

In the event of an emergency situation, official statements to the public and media will be made by the Library Director, Board President or designee placed in charge of the Library. In the event that the Library has to close due to an emergency situation or inclement weather, the Library Director, Assistant Director or their designee will contact the media. If it is necessary for the library staff to provide the public with information, the library administration will inform the staff what is to be said.

Policy Adopted: August 7, 2019

FOIL (Freedom of Information Law)

The Reed Memorial Library as a New York State governmental entity complies with the New York Freedom of Information Law (Public Officers Law, Article 6, Section 87, Freedom of Information Law).

The Library Director will be the Records Access Officer. A person may request information and records available to the public in the following manner:

1. Use the Freedom of Information Law request form (attached).
2. Direct the request to the following address:

Records Access Officer
Reed Memorial Library
1733 Route 6
Carmel, NY 10512
3. Specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
4. Reimburse us our actual costs for reproducing and certifying (if requested) the records. You may be charged the following fees: \$0.25 per page for employee-copied records not exceeding 9 x 14 inches. The fee for photocopies of records in excess of 9 x 14 inches shall not exceed the actual cost of reproduction and \$1.00 per page for certification of records. Fees for electronic records are based on the actual cost of reproduction and may include the cost of the hourly salary of the lowest paid employee who has the skill needed to get the information and the storage medium used. If it is necessary to engage an outside professional service to prepare a copy of a record, the fee will be the actual cost of the service.
5. The Records Access Officer will respond to a written request within five working days or sooner if possible. An extension of an additional 15 working days may be necessary to properly respond and if so, the reason for this extension will be explained.
6. Records may be available for inspection in person at no cost and by appointment. An employee must be present throughout the inspection.
7. Make an appeal about the decision of the FOIL officer to the president of the Board of Trustees, using the Freedom of Information Law Appeal form (attached).

Information about the Freedom of Information Law can be obtained from the Committee on Open Government:

Committee on Open Government
One Commerce Plaza
99 Washington Avenue, Suite 650
Albany, NY 12231
518-474-2518
<http://www.dos.state.ny.us/coog/>

Policy Adopted: July 6, 2015
Reviewed: March 3, 2020

Freedom of Information Law (FOIL) Request

To: Records Access Officer, Reed Memorial Library

Date: _____

Name (please print): _____

Signature: _____

Address: _____

Phone: _____

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to (or containing) the following:

Choose one:

- I am requesting an appointment to inspect the records at the Reed memorial Library at no charge.
- I am requesting copies of the records. I understand that the following fees will apply: Reimburse us our actual costs for reproducing and certifying (if requested) the records. You may be charged the following fees: \$0.25 per page for employee-copied records not exceeding 9 x 14 inches. The fee for photocopies of records in excess of 9 x 14 inches shall not exceed the actual cost of reproduction and \$1.00 per page for certification of records. Fees for electronic records are based on the actual cost of reproduction and may include the cost of the hourly salary of the lowest paid employee who has the skill needed to get the information and the storage medium used. If it is necessary to engage an outside professional service to prepare a copy of a record, the fee will be the actual cost of the service.

As per the Freedom of Information Law, the Reed Memorial Library must answer your request within five days of receipt of your request. The Records Access Officer will call or write if there is a problem with your request. Should your request be denied, the Records Access Officer will send you a letter explaining why your request was denied. Denied requests may be appealed to the President of the Board of Trustees.

Space below is for Library use.

Date of Decision: _____

Decision (circle one): Approved Denied

If denied, state reason: _____

Freedom of Information Law (FOIL) Appeal

To: President, Reed Memorial Library Board of Trustees

Date: _____

Name (please print): _____

Signature: _____

Address: _____

Phone: _____

I hereby appeal the denial of access regarding my request, which was made on ____/____/____
, and sent to _____.

The records that were denied include (Please identify the records in which you are denied access to as clearly as possible):

As per the Freedom of Information Law, the President of the Board of Trustees must answer your request within ten days of receipt of your request. Should your request be denied again, we will send you a letter explaining why your request was denied.

In keeping with New York State law, a copy of the verdict on your appeal will be sent to the Committee on Open Government, Department of State, 41 State Street, Albany, NY 12231, regardless of the verdict.

Space below if for Library use.

Date of Decision: _____

Decision (circle one): Approved Denied

If denied again, state reason: _____

Fund Balance

The general purpose of this policy is to improve the Reed Memorial Library's financial stability by protecting itself against emergencies and economic downturns. The policy is designed to help the Library not only to prepare for a financial emergency but also to ensure the continuity of daily operations.

The Board will make every effort to use all funds as budgeted, but any excess funds will be separated, subject to cash flow requirements, projected building maintenance and improvement needs, projected technology requirements and approval of the Board, into the Capital Fund Reserve Funds or Contingency Funds.

Capital Funds are restricted funds intended for specific projects related to the maintenance and improvement of library services through its facilities, grounds, and technologies.

Reserve Funds are restricted funds intended to meet operating expenses to be no less than the estimated cost of six (6) months of operation or 50% of the most current operating budget.

Contingency Funds are unrestricted funds that are available for appropriation at the discretion of the Board. The Board will make every effort to use these undesignated funds for non-recurring expenditures as they represent prior year surpluses that may not materialize in subsequent fiscal years.

Policy Adopted: January 5, 2015

Reviewed: March 4, 2020

Gifts

The Reed Memorial Library accepts gifts under the following conditions:

No non-monetary gifts over \$5000 will be accepted except by prior review and assessment of such gift by the Board of Trustees and resolution thereof by said Board.

No gifts will be accepted on which the donor places restrictions or special conditions unless those conditions of restriction are specifically accepted by the Library Board of Trustees. All monetary gifts will be utilized at the discretion of the Board of Trustees. Gift materials will be judged by the same materials selection standards that apply to purchased materials.

Gifts of library materials (books, audios, software, CDs, DVDs, etc.) will be accepted with the understanding that the Library reserves the right to add them to its collection, distribute them to other libraries, sell or discard them.

The Library Staff with the approval of the Director has the right to refuse to accept the gifts of material that are considered to be unsuitable because of condition or age, or inappropriate for a public library.

Personal property, art objects, portraits, antiques, and other collectibles may or may not be accepted by the Board of Trustees. If such gifts are accepted it will be on the condition that they may be sold, given away, or discarded at the discretion and approval of both the Library Board and the Library Director.

Gift items and monetary donations will be formally acknowledged. The library will not appraise or estimate the value of gift donations. The responsibility for such assessment is required to be done by the donor.

Policy Adopted: April 6, 2015

Reviewed and revised: March 6, 2019

Health Emergency Response Plan

PURPOSE

The Reed Memorial Library has adopted this Health Emergency (Pandemic) Response Plan in compliance with New York State Legislation S8617B/A1032. The Health Emergency Response Plan is designed to ensure precautionary, response, and recovery measures to a public health emergency involving a communicable disease threatening to impact or immediately impacting the library's staff, trustees, and/or community members.

ADMINISTRATION

The Library Director as authorized by the board of trustees administers the Health Emergency Response Plan. This includes activating the plan, establishing an internal communications network, and coordinating all response and recovery activities. If, for any reason, the Director is unable or unavailable to administer the plan, administrative authority shall be passed to the Library Assistant (Youth Services), then to the Library Assistant (Technology).

In the event of a declared public health emergency involving a communicable disease, the Library Director will address operations according to the following outline. Some circumstances will require deviation from this sequence in order to best serve the safety and health of the library staff and community.

- Assess the emergency declaration as it relates to the library's facilities, materials, staff, and community.
- Notify the appropriate persons including employees and the board of trustees.
- Determine the next steps, with the information available, regarding:
 - Services
 - Hours of operation
 - Personnel
- Draft and publish a statement to the public
- Update hours everywhere they appear
- Document in detail the sequence or timeline of events before, during, and after the declared public health emergency.
- Prepare for recovery.

CONTINUATION OF OPERATIONS

If any part of this plan conflicts with the Executive Orders governing the health emergency issued at the local, county, state or federal level, the Library will follow the Executives Orders rather than the written plan. During each public health emergency, the library will determine

phased closure and re-opening protocols based on the best available information and legal requirements pertinent to the emergency.

Essential Positions

“Essential” shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job.

“Non-essential” shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job.

The Library Director has primary responsibility for the financial and physical operations of the library. The Library Director will be considered essential in all emergencies.

The Library Assistant (Youth Services), the Library Assistant (Technology) and circulation clerks all have limited responsibilities pertaining directly to core library functions. Each of these individuals may be designated by the Library Director as essential on a short-term basis in order to use the library’s facilities for the express purpose of attending to matters related to core library functions.

Core Library Functions

The library provides important services to the community. During a declared public health emergency, the library might be granted authority to continue some core library functions and services including but not limited to computer access, technology assistance, printing, copying and faxing facilities, lending library materials, providing programming, bookkeeping, building maintenance and communication. To the degree to which such functions may be legally permitted to continue, the Library Director may designate any library staff as essential whose on-site work would contribute to the successful continuation of such functions.

Communication Procedures

During a health emergency effective communication is a priority. It is important to keep the staff, board and community informed about library hours, procedures and services. It is equally important to create and maintain a sense of connection with the library community.

The Library Director is responsible for library communications. If for any reason the Director is unable or unavailable the responsibility shall be passed to the Library Assistant (Youth Services), then to the Library Assistant (Technology). There should be one source for all library communication.

Communications related to hours, services and library procedures should be consistently conveyed on the library’s website, social media sites, e-letter, library signage and when appropriate local newspapers and local media (WHUD). Information should be kept fresh and updated and reviewed weekly.

Library Hours / Closure

The library will close due to a health emergency if (1) a mandate order or recommendation for closure is issued by public health or government officials on the local, county or state level (2) there is not adequate staff available to keep the library open with curtailed hours or window service.

If it becomes necessary to completely close the library, The Library Assistant (Technology) will provide instructions and support for transferring library phone lines to the library cell phone and instructions for accessing the library chat remotely. Working with the Library Director, a coverage schedule for phones, chat and email will be put into place.

In the event of closure, the Library Director or designee will follow the communication procedures.

No overdue charges will be assessed for library materials during this period.

The exterior book drop will be kept open and will be cleared every four days as long as possible.

In the event of a closure of more than five business days, the Mid-Hudson Library System will be notified and asked to remove the Reed Library from the paging list for holds. As soon as a re-open date is confirmed, MHLS will be notified of the date.

Curtailed Hours

In the event of a staffing shortage, library hours will be curtailed. Shortened hours will be Monday, Wednesday, Friday and Saturday 10 to 1 and Tuesday and Thursdays 4 to 7. Two staff must be present whenever the library is opened.

Window Service

In the event there is not enough staff to support keeping the library open for curtailed hours, the library will adhere to the curtailed hours for window service only. Window service can be provided as long as one staff person is in the library.

Staffing and Compensation

In the event of closure or curtailed hours, staff will be paid for their regularly scheduled hours. All staff are expected to adhere to the library's Telecommuting Policy (attached).

The Reed Library will adhere to all local, state, or federal laws or Executive Orders regarding sick leave or expanded family and medical leave for specified reasons related to this health emergency.

Staggered Schedule

If it becomes necessary, the Library Director will schedule by team. Each team must have at least two people available to open the library. If there are less than two people on a team who are able to report to work, the alternate team will fill in.

Work Remote Protocols

Each employee is responsible for ensuring that s/he has access to an internet connection. The Library Director is responsible for assigning each employee work that can be done remotely. If the employee does not have access to a computer suitable for the work assigned s/he may borrow a computer owned by the library. The Library Assistant (Technology) will provide instructions for downloading/installing any software for employees to perform their duties remotely.

In the event of a state-ordered reduction of in-person workforce, the Reed Library's Telecommuting Policy (copy attached) will be implemented. Telecommuting tasks include but are not limited to: maintaining the library's website, on-line calendar, social media platforms and e-communications; administering on-line programs; presenting on-line programs; library telephone and chat coverage; training and CEU hours.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE as required by local, state or federal laws or Executive Orders will be made available to every employee for every on-site shift. Employees will also have the option of using PPE which they have acquired on their own, provided that the equipment meets the standards specified by public health officials.

As required, the Reed Library will keep approximately a six-month supply of PPE. PPE will be stored in a location chosen to prevent degradation and permit easy access by all staff members.

EXPOSURE TO COMMUNICABLE DISEASE

Screening

When required by local, state or federal laws or Executive Orders, mandatory, continuous health screening practices will be implemented for all employees. The library will screen all employees and essential visitors as described below. The library will not screen patrons.

- The library will by electronic form screen employees scheduled to work in the library building before each shift about any symptoms related to the health emergency.
- The library will by paper form screen essential visitors.
- Library staff or essential visitors should immediately notify the Library Director if the answers to these screening questions change.

- The Library Director will review all responses collected by the screening process and maintain a record of this review.

When required by local, state or federal laws or Executive Orders, the library will maintain a log of all library staff and essential visitors in the facility including contact information. If they choose to, library patrons may opt into the contact list. This information may be made available to contact tracers if required.

Exposure

In the event an employee is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease, CDC/public health guidelines should be followed. Current protocols are attached. If required:

- The employee must not report to the library or if already at work, they must leave the premises immediately. The employee must notify the Director immediately.
- The Director will notify both local and state health departments if required and will follow guidance specific to workplaces with a suspected or positive case.
- The Director and the employee will determine which other staff members were in close contact and possibly exposed to the communicable disease.
- The Director and the employee will determine which areas of the library would be considered “contaminated” and need to be immediately closed and cleaned.

Cleaning and Disinfecting Areas

CDC/public health guidelines designated for the public health emergency will be followed for the cleaning and disinfection of surfaces and areas.

Contact Tracing

The Director will adhere to local and state guidance regarding contact tracing which may include reporting or contacting other employees, contractors, visitors, and patrons who voluntarily supplied their information for the purpose of contact tracing.

The Director will keep the health status of employees confidential.

Returning to Work

Employees should not return to work until they have met the criteria to discontinue home isolation or quarantine per CDC/public health guidance directives. Current directives are attached.

Compensation

The Reed Library will adhere to all local, state, or federal laws or Executive Orders regarding sick leave or expanded family and medical leave for specified reasons related to this communicable disease.

COMMUNICATION OF PLAN

Once approved by the Board of Trustees, this Health Emergency (Pandemic) Response Plan will be published in a clear and conspicuous location at the Reed Library and on the library's website. A copy will be provided to all employees.

ONGOING USE EVALUATION

The Health Emergency (Pandemic) Response Plan will be evaluated regularly by the Library Director and Board of Trustees and updated as needed.

Policy Adopted: March 3, 2021
Reviewed: November 3, 2021
Reviewed & Revised: February 2, 2022

Inclement Weather and Unscheduled Closings

In order to maintain maximum service and in consideration of patron use, the following policy is established regarding hours of operation and closings:

1. The Library Director shall propose a schedule of operations in November for the following year. This schedule shall list all days of closure and shall be approved by the Board of Trustees no later than December 15.
2. While every effort will be made to honor the schedule of operations, emergency unscheduled closings may be required due to inclement weather, loss of power, building maintenance or other unforeseen events and emergencies. The Library Director, in response to conditions at hand, shall determine such closings and notify the public.
3. Closings for scheduled maintenance of facilities will be kept to minimum and be determined by the Library Director.
4. Closings for any other reason not included in this policy shall be determined by the Library Director after consultation with the President of the Board of Trustees or the Vice President.

Policy Adopted: September 6, 2017

Reviewed: May 4, 2022

Investments

Scope

This investment policy applies to all monies and other financial resources available to Reed Memorial Library for investment on its own behalf.

Objectives

The primary objectives of the Reed Memorial Library's investment activities are, in order of priority, to conform with all applicable federal, state, and other legal requirements (legal); to adequately safeguard principal (safety); to provide sufficient liquidity to meet all operating requirements (liquidity); and to obtain a reasonable rate of return (yield).

Delegation of Authority

Responsibility for the administration of the investment program is delegated to the Vice President of Finance and the Director, who shall establish written procedures for the operation of the investment program consistent with the investment guidelines outlined in this policy.

Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Reed Memorial Library to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

Diversification

It is the policy of the Reed Memorial Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

Internal Controls

The Vice President of Finance and the Director shall be responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition and that transactions are executed in accordance with Board of Trustees authorization, are recorded properly, and are managed in compliance with applicable laws and regulations.

Designation of Depositary

The Reed Memorial Library has designated PCSB Commercial Bank a subsidiary of Putnam County Savings Bank for the deposit of public funds.

Collateralizing of Deposits

All deposits of the Reed Memorial Library, including certificates of deposit and special time deposits, which are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured in accordance with General Municipal Law 10.

Eligible securities used for collateralizing deposits shall be held by the depository and/or a third-party bank or trust company subject to security and custodial agreements in accordance with the provisions of General Municipal Law 10.

Permitted Investments

As authorized by General Municipal Law 11, the Reed Memorial Library authorizes the Vice President of Finance and the Director to invest monies not required for immediate expenditure, for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposits
- Certificates of deposit
- Obligations of the United States of America
- Obligations of the State of New York

All investment obligations shall be payable or redeemable at the option of the Reed Memorial Library within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Reed Memorial Library within two years of the date of purchase.

Except for gifts, grants, or bequests given to the library as a true trust, which are subject to the “prudent investor” provisions of Estates, Powers, and Trusts Law 11-2.2, even privately acquired funds are subject to this investment policy.

Authorized Financial Institutions and Dealers

All financial institutions with which the library conducts business must be credit-worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Reed Memorial Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank as primary dealers.

Purchase of Investments

The Vice President of Finance and the Director are authorized by the Board of Trustees to contract for the purchase of investments directly, including through a repurchase agreement, from an authorized trading partner or by utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

Amendment of Investment Policy

Reed Memorial Library shall have the power to amend its investment policy from time to time in accordance with the provisions of General Municipal Law 39.

Policy Adopted: March 2, 2015
Reviewed: March 4, 2020
Revised and Adopted: 11/20/2023

Public Use of Internet (including WiFi)

The Reed Memorial Library provides free public access to the internet as an informational and educational resource. Anyone using the internet at the Reed Memorial Library will be expected to use it responsibly, ethically, and in a matter consistent with the purpose for which it is provided.

The internet is a global electronic network offering access to many valuable local, national and international sources of information. However, some information found on the internet may be inaccurate, incomplete, dated, in violation of law, or offensive to some individuals. The Reed Memorial Library has no control over the information accessed through the internet and cannot be held responsible for its content or reliability. Users of the internet do so at their own risk and not the library's. Parents are responsible for any damage caused by their children to library equipment or software.

The following rules govern access to the internet from the library:

1. The library computers are available for educational, informational, and recreational purposes only, not for unauthorized, illegal, indecent, or unethical purposes. Patrons may not send, receive or display text or graphics that may be reasonably construed as obscene. No patron shall display images on a computer screen that are considered pornographic, illegal, or inappropriate for display in a public place. Such displays or transmissions may result in appropriate legal action including suspension of library privileges or police intervention.
2. Users may not use the network to make unauthorized entry into other computational, informational or communication services or resources, distribute unsolicited advertising, invade the privacy of others, make any attempt to damage or change any computer equipment, software or network settings, engage in any activity that is harassing or defamatory, use the internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library's tax-exempt status or its proper operation.
3. Responsibility for and any restriction of a child's use of the internet rests solely with the child's parent(s) or legal guardian. Parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the internet and inform them about materials they should not use. The use of the computer facilities by children and young adults under the age of 18, who are unattended while at the library are, by the use there of, to have parental permission to use its resources, including the internet.

4. The Library staff cannot provide tutoring or devote significant time to assisting patrons in the use of the computer. Library staff can assist patrons in very basic use of Library computers as time permits, but cannot provide lengthy or detailed instruction.
5. By using the library's wireless internet access you agree to abide by the library's Internet Policy.
6. Most WiFi equipment will be compatible. However, the library can make no guarantees as to compatibility of your equipment with the library's network.
7. The library's wireless network is not secure. Information sent to and from your device may be captured by anyone else with a wireless device and the appropriate software. Wireless users assume all risks in this regard.

Users should be aware that the internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, the library will not release information on the use of specific internet resources by members of the public except as required by law or as necessary for the proper operation of the library.

The library staff has the right to terminate any session at any time for any use deemed inappropriate. The Library reserves the right to take appropriate action to insure compliance with this policy.

Policy Adopted: October 7, 2014
Revised: March 2, 2015

Local History Collection

Materials housed in the Local History Collection must be used in that room. Cabinets should be locked at all times.

Only one item per individual or research group is allowed out of the cabinet at any one time except with the Director's permission.

A staff member will remove the book, lock the cabinet, and replace the book when the patron is done.

Local History materials should be used in the Reading Room

Local History materials may not be photocopied unless there is a sticker in the material stating "May Be Photocopied" or special permission is given. Materials may be photographed.

Books are to be handled carefully and placed in Director's office for necessary repair.

Policy Approved: April, 6, 2015

Reviewed: May 5, 2021

Materials Selection

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the Director must answer to the Library Board and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.

“Materials” for the purpose of this policy means materials in a variety of formats including but not limited to print, audio, visual, and electronic. Selection of materials is based on a knowledge of the nature and special characteristics of both the local community and of Putnam County. The collection should include materials of both permanent value and current general interest on international, national and local levels. Some materials may be acquired primarily on the basis of their artistic merit, scholarship or educational interests of the community. Materials for a wide variety of ages, educational levels and interests will be included.

Criteria for selection include:

- Timeliness
- Effective expression and artistic excellence
- Evaluations in professionally recognized critical guides
- Significance of subject
- Educational and information value
- Representation of various points of view
- Availability of material elsewhere
- Funds and space

The Library does not necessarily exclude books that are biased, partisan, or which may offend the tastes of some citizens for reasons of frankness of vocabulary or description, unless these books are also below our accepted standards of selection. A balanced collection will represent several points of view on a subject, even those that might be considered extreme. The purchase of any item by the Library does not constitute an endorsement of views expressed.

Anyone is free to reject for themselves materials of which they do not approve, but they may not restrict the freedom of others to read or inquire. Responsibility for the reading/viewing/listening of material of children and adolescents rests solely with their parent or legal guardian. The Library does not stand in loco parentis. Library materials should be of sound factual authority and will not be removed from Library shelves because of partisan or doctrinal disapproval. Anyone requesting the removal of material from the library’s collection must follow the procedure outlined on the Comment on Material Form. The Reed Memorial Library supports both the Library Bill of Rights and the Freedom to Read statements, both of which are included as part of this policy statement.

Gift materials will be judged by the same standards that apply to purchased materials (See Policy on Gifts). The collection is maintained by retaining or replacing essential materials and removing, on a systematic and continuous basis, those works that are worn, outdated, or no longer in demand.

Comment on Library Materials

Patrons who would like to comment on the presence of certain materials in the collection may submit a Comment on Library Materials form to the library Board of Trustees. The submitter must be properly identified on the form and be a resident of the library's chartered service area. The form must be completed in full. The Board will consider the comments at the meeting of the board following the receipt of the form and respond to the submitter within ninety days of that meeting.

Policy Adopted: March 2, 2015

Reviewed: December 1, 2021

Museum Passes

Passes are available Putnam County card holders 18 years and older whose record is in good standing. Families and individuals may borrow one pass at a time.

The loan period for a museum pass is seven (7) days. Passes may not be renewed.

Passes must be returned to the Reed Library in the plastic case in which they were received. A \$5 fine will be imposed if the pass is returned without the case.

A late fee of \$5 per day, up to the cost of the pass, will be imposed for every day the pass is overdue. The replacement cost for lost passes is the museum's charge to the library.

It is the borrower's responsibility to confirm hours of operation, exhibits, parking fees, etc.

Failure to abide by these regulations may result in forfeiture of museum pass borrowing privileges.

Regulations may be revised at any time.

Policy Adopted: April 6, 2015
Revised: October 5, 2016
Reviewed: March 6, 2019

Open Meetings Law

Reed Memorial Library is subject to New York's Open Meetings Law pursuant to Article 7 of the Public Officers Law. The law requires that library board meetings be properly posted and advertised and open to the public. In addition, working sessions of the board must be advertised and open if a quorum of the board is expected to attend.

Notice of Meetings

Notices of board meetings are posted in the library, posted to the library's online calendar of events, and published on the library website at least 72 hours in advance and submitted to the local newspaper at least one week prior to the meeting.

Posting of Documents

Documents to be discussed will be available upon request 24 hours prior to the open meeting in which such documents will be discussed. The meeting agenda will be posted on the library website at least 24 hours prior to the open meeting.

Meeting minutes will be posted to the library website within two weeks of the date of the meeting.

Virtual Meetings

If virtual meetings are permitted under Open Meetings Law, the public notice for such meeting shall inform the public of the internet address for joining the meeting. Unabridged video recordings or unabridged audio recordings or unabridged written transcripts of such meetings may be deemed meeting minutes.

If a trustee phones in for a virtual meeting they are counted toward the quorum and may vote. If a trustee phones in for an in-person meeting they are not counted toward the quorum and may not vote.

Executive Sessions

During an open meeting of the board, the board may go into executive session during which the public is excluded. The board must vote to enter executive session and state the general nature of the session for its minutes. The board may take formal action and vote on any matter in executive session except the appropriation of public monies.

Minutes

As required by the Open Meetings Law, minutes are taken at all board meetings. Minutes of a regular session of the board must consist of "a record or summary of all motions, proposals, resolutions, and any other matter formally voted upon and the vote thereon." Minutes of executive sessions are required only if the board took formal action in the executive session. If no vote or other action is taken, no minutes are required.

This policy is intended to conform to NYS Open Meetings Law, and shall be interpreted and applied with that intent.

Policy Adopted: March 2, 2022

Patron Code of Conduct

In order to insure constructive use of library facilities, materials, and services, as well as the personal comfort of all patrons, the Board of Trustees has established the following:

Rules for Use

1. Patrons shall be engaged in activities associated with the use of a public library while in the building or on library property.
2. Reasonable quiet is expected. No patron may disturb others using the library.
3. Misconduct such as the use of foul or threatening language and gestures, public drunkenness, drug usage, sale, use or exchange of alcohol or drugs, loud talking and laughing, running, pushing and fighting, sleeping, staring, stalking, soliciting, loitering, littering, damaging property and any other offensive or disruptive behavior will result in expulsion from library property and suspension of library privileges.
4. Patrons are encouraged to report disruptive individuals to the staff.
5. The Library assumes no responsibility for the care and supervision of children. Parents or caregivers are responsible for their children and must supervise the behavior of their children. (See Unattended Children Policy)
6. Smoking is prohibited in the library and within 100 feet of the library entrance. Eating and drinking are permitted in designated areas only. Limited use of cell phones is permitted if it is not disruptive to others using the library.
7. Service animals are permitted in the building. Animals in the building must be harnessed or leashed and under the control of their handler at all times. (See Service Animal Appendix)
8. Patrons shall not be permitted to enter the building without footwear and appropriate clothing.
9. Patrons shall maintain a generally acceptable standard of personal hygiene. Unpleasant body odor which may offend other Library patrons or staff is considered unacceptable.
10. Firearms, other weapons, or explosives are not permitted on library property.
11. Library materials must be returned on time and in good condition.
12. Patrons must follow the library's computer and internet use policies.
13. A library patron who deliberately alters a library computer database or destroys computer equipment will forfeit all library privileges and will be subject to financial liability for damages.
14. A library patron who vandalizes, steals, or destroys any library material, equipment, furniture or building components will forfeit all library privileges and will be subject to financial liability.
15. Patrons shall comply with all rules and regulations established by New York State, Putnam County, the Town of Carmel and the Library District during periods of public health emergencies or a declared pandemic or epidemic. These rules will be displayed in the library.

Inappropriate Conduct – Minor Offenses

The following list of behaviors, which is not intended to be an exhaustive list of such behaviors, are examples of inappropriate behavior which are deemed minor offenses: sleeping, excessive and/or disruptive conversations; eating or drinking in undesignated areas of the Library; canvassing, selling, soliciting, or engaging in any other commercial activity; violating Internet and computer policies, excessive staring at patrons or staff; intoxication; smoking and any other activities listed in the library's Code of Conduct not covered under Major Offenses which are inconsistent with conduct normally associated with the use of public library facilities.

Inappropriate Conduct – Major Offenses

The following list of behaviors, which is not intended to be an exhaustive list of such behaviors, are examples of inappropriate behavior and shall be deemed major offenses: stealing, effacing or damaging library property; abusive, indecent, or profane conversation and/or behavior; committing any crime, misdemeanor or violation of a law on library premises; knowingly entering non-public areas of the library; and any other activities listed in the library's Code of Conduct not covered under Minor Offenses.

Other

Library staff shall exercise caution in permitting persons who are obviously ill from using library facilities and premises where the chance of spreading such illness to other patrons is apparent. Staff may inquire of such person or person's parent as to their condition and contagiousness and request the person to leave if the illness may be spread. Use of communal equipment e.g. computers will be refused to a known contagious person by the library staff.

Enforcement

Patrons violating library rules and policies will be appropriately penalized. Patrons who refuse to behave appropriately will be asked to leave library property. In cases where a patron poses a clear threat or danger to themselves or others, deliberately violates the law, or refuses to leave library property when asked to by a library staff member, the Sheriff's office and/or the Carmel police will be called.

The library staff has the responsibility of enforcing the discipline within the Library and to determine when behavior is inappropriate in the Library. Response to inappropriate behavior should be immediate.

Patron concerns should be brought to the attention of the Library Director.

Treatment of Minor Offenses

Library staff shall provide a verbal warning to the patron to immediately cease the prohibited activity and advise the patron that continued violation will result in access to library property being denied for the remainder of the day.

If the patron continues to engage in the prohibited activity after verbal warning, library staff shall provide the patron with a copy of the Code of Conduct and the patron shall be excluded from Library property for the remainder of the day.

Treatment of Major Offenses

Any person committing major offenses will be asked to leave library property immediately. Library staff shall provide the patron with a copy of this Code of Conduct and a completed Notice of Exclusion at the time they are asked to leave. The patron may be excluded for a period from two weeks up to six months at the discretion of the Library Director depending upon the nature and seriousness of the offense which required removal, the extent of damage or disruption caused, any history of prior infractions of Library policies, and any other relevant circumstances.

A patron whose privileges have been denied may have the decision reviewed by the Board of Trustees. Any appeals on policy matters must be submitted to the Board of Trustees in writing. This includes any patron whose privileges have been denied.

If the patron refuses to leave the Putnam County Sheriff or Carmel police can be called.

A second violation within a twelve-month period will result in a patron being excluded from the library property for one week.

A third violation within a twelve-month period will result in a patron being excluded from library property for one month.

The enforcement of these rules shall not be affected by the refusal of the patron to accept the notice of exclusion.

Appeal

To appeal exclusion from library property a patron must submit a signed and completed "Hearing Request Form", along with a copy of the Notice of Exclusion no later than five (5) days from the date of the notice of exclusion to the library board of trustees. Any appeals on policy matters must be submitted to the board of trustees in writing.

Failure to make a timely request for a hearing will render the exclusion decision final. The filing of an appeal does not affect the enforcement of the Notice of Exclusion.

A decision on the appeal shall be rendered as soon as reasonably practicable and shall articulate the grounds for the decision in writing. The patron shall be provided with a copy of the written decision, which shall be final.

Policy Adopted: April 6, 2015

Revised: July 2, 2018, Revised: June 3, 2020

REED MEMORIAL LIBRARY - NOTICE OF EXCLUSION

Name of Patron _____

Date & Time Notice of Exclusion Served to Patron _____

You are hereby notified that:

1. You have violated the following provision of the Reed Memorial Library Patron Code of Conduct:

(description of conduct violation)

2. This violation occurred: Date _____ Time _____
3. As a result of this violation you are being excluded from the Reed Memorial Library for a period of _____ beginning _____.
4. You have a right to appeal this Notice of Exclusion by submitting a signed and completed Hearing Request Form within five (5) days of the date of this Notice of Exclusion to: Director, Reed Memorial Library, 1733 Route 6, Carmel, NY 101512. Failure to make a timely appeal will render the exclusion decision final.

Library Staff Member Serving Notice

Witness

REED MEMORIAL LIBRARY – HEARING REQUEST FORM

I hereby request a hearing to appeal my exclusion from the Reed Memorial Library for violation of the Reed Memorial Library Patron Code of Conduct.

Signature _____ Date _____

Name Printed _____

Mailing Address _____

E-Mail _____

Telephone _____

Form Adopted: April 6, 2015

Revised: July 2, 2018

Personnel

Work Week

Full-time members of the library staff work 35 hour per week schedule. Part-time members of the library staff work less than a 35 hour per week schedule.

PTO - Personal Time Off, - beginning in January 2017 Reed Memorial Library moved to a Personal Time Off bank for eligible employees. PTO combines sick days and vacation days into a single bank, to be used at the employee's discretion.

All staff members earn personal time off (PTO) as follows:

- After three months of service, full-time members of the staff earn personal time off (PTO) as determined by the Library Board at time of hire, with periodic review.
- Part-time staff members earn one-hour of personal time off for every twenty-five hours worked.
- All PTO must be approved by the library director.
- Each employee is encouraged to take PTO in the year in which it is earned. With the library director's prior approval exceptions may be made and accrued personal time off may be carried over through March of the following year.
- Unused PTO hours should not be added to the timesheet for additional compensation.

Retirement Plan

Full-time employees are eligible to join the library's retirement plan after one year of service. The plan is a 403(b) retirement program with AXA Equitable. The library will match 50% of an employee's contribution up to a maximum annual library contribution of \$2,500 per employee.

FML/PFL – Family Medical Leave/Paid Family Leave

Beginning in January, 2018, Reed Memorial Library will participate in the NY State Paid Family Leave initiative. PFL provides job-protected, paid time off so you can:

- Bond with a newly born, adopted or fostered child;
- Care for a close relative with a serious health condition, or
- Assist with family situations when a family member is deployed abroad on active military service
- Eligible employees can take PFL for up to twelve weeks in 2023. Coverage increases over the next four years. Full time employees are eligible after 26 consecutive weeks of employment. Part time employees are eligible after working 175 days, which do

not need to be consecutive. The Leave can be taken at one time, or can be taken in full-day increments. Employees may take the maximum time-off benefit in any given 52 week period.

- For 2023 PFL benefits will be 67% the average weekly wage, for a maximum weekly benefit of \$1,131,08

Qualifying Events include:

- **New Child:** Employees can take PFL during the first 12 months following the birth, adoption or fostering of a child. Expectant mothers cannot take PFL for their own pregnancy PFL for the birth of a child begins after the birth. It is not available for prenatal conditions.
- **Serious Illness:** Employees can take PFL to care for a close relative with a serious health condition. These relatives can live outside of NY, and/or outside the country. You cannot take PFL for your own health condition.
- A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:
 - Inpatient care in a hospital, hospice, or residential health facility, or
 - Continuing treatment or continuing supervision by a health care provider.
- **Military Active Service Deployment:** Employees can take PFL to assist with family situations arising when the spouse, domestic partner, child or parent is deployed aboard on active military service or has been notified on an impending military deployment abroad. PFL cannot be used for personal military event.
- In addition to the above uses, a law signed by Governor Andrew Cuomo in April 2020 guarantees workers job protection and financial compensation in the event they, or their minor dependent child, are under an order of quarantine or isolation due to COVID-19. In these situations, Paid Family Leave may be available for use.

| A Close Relative Includes: | |
|----------------------------|-------------------------------------|
| Spouse | Domestic Partner |
| Child and Stepchild | Parent and Stepparent/Parent-in-law |
| Grandparent | Grandchild |

Additional Information:

- FML/PFL provides job protection, ensuring employees can return to the same job (or a comparable one) when returning from FML/PFL.
- Reed Memorial Library is prohibited from discriminating or retaliating against any employee requesting or taking PFL.
- To request PFL, employees must notify the Library Director at least 30 days before the leave starts if feasible. Otherwise the Director must be notified as soon as possible.
- The Director will provide necessary forms or information from the insurance carrier. All forms must be completed and submitted before or within 30 days after the start of the leave. The insurance carrier must approve or deny the request within 18 calendar days of receiving the completed forms.

Holidays

Full-time employees are compensated for regular holidays that fall on a routinely scheduled work day. Dates of regular holidays will be determined by the Library Board prior to the beginning of the year.

Unscheduled Closings

In the event of an unscheduled closing, all employees scheduled to work will be compensated for their full shift.

Jury Duty

Staff members will be excused for jury duty in accordance with local, state and federal law. While serving on a jury, employees will be compensated for their full shift.

Policy Adopted: October 6, 2016

Revised: February 12, 2018, November 6, 2019, April 7, 2021, November 2, 2022, January 4, 2023

Personnel Records Access

The Reed Memorial Library adheres to all federal and state laws regarding personnel records.

Personnel records maintained on each employee may consist of the job application, resume, letters confirming employment, letters relating to work performance, job evaluations, attendance and salary records and other related material. These records are of a confidential nature and are available only to the Library Director or employee on a need-to-know basis.

Policy Adopted: September 6, 2017

Petty Cash

A Petty Cash fund shall be established for the Reed Memorial Library for the purchase of materials, supplies or services under conditions requiring immediate payment. The amount of such fund shall not exceed \$200. The Library Director shall administer and be responsible for the security of the funds and the control of disbursements.

To ensure that these funds are properly managed, the following guidelines shall be followed:

1. Receipts and cash-on-hand must always total the authorized fund amount.
2. All disbursements from such funds are to be supported by receipted bills or other evidence documenting the expenditure.
3. Petty cash payments may be made for materials, supplies or services requiring immediate payment, but it is not to be used for frequently purchased items.

Policy Adopted: January 5, 2015

Reviewed: March 6, 2019

Program Registration

The Reed Library is a small building with limited space for programs. Registration for popular programs frequently exceeds available space. As a result, the library has developed this policy as per Regulation 90.3 of the Commissioner of Education giving preference in attendance at library programs to residents and non-resident taxpayers (property owners) of the Reed Memorial Library District followed by preference in attendance for residents and non-resident taxpayers of Putnam County. Exceptions may be made at the discretion of the library director.

Tax rolls, voter registration records, and library records will be used to confirm residency.

Non-residents of the library district are encouraged to register for library programs and every effort will be made to accommodate as many participants as possible in all programs.

Exceptions may be made at the discretion of the library director.

Policy Adopted: November 2, 2022

Public Comment at Board Meetings

The Board of Trustees of Reed Memorial Library complies with the Open Meetings Law of New York State. Its meetings are open to the public.

The State's Open Meetings Law does not include any provisions about the public addressing the Board during its meetings. However, Reed Memorial Library will allow visitors to its meetings to address the Reed Memorial Library Board. In order for the Board to fulfill its obligation to complete its scheduled agenda in an effective and efficient fashion, a maximum of thirty minutes of total public participation will be permitted at the beginning of each meeting.

All persons wishing to address to the Board are required to sign in prior to the call of order and will be recognized in the order in which they signed-in. Persons refusing to identify themselves will not be permitted to speak.

Persons who address the Board may speak only once per meeting and for no longer than a maximum of five (5) minutes each. Groups wishing to comment must select one representative to present the group's view. Speakers must limit their topic to library matters only.

The Board President or the Trustee presiding at the meeting will introduce each registered speaker and will keep track of the time. The board appreciates comments from the public, but may not address the issues.

Speakers will not be allowed to comment during other portions of the meeting unless comments are specifically requested by the Board. The Board President may terminate a speaker's privilege to speak if, after being called to order, the speaker acts in a manner that is discourteous or disruptive.

Policy Adopted: July 7, 2023

Public Relations/Media

The public relations goals of the Reed Memorial Library are:

- To promote community awareness and active participation in library services and programs
- To develop public understanding and support of the library and its role in the community

The Board will establish and maintain a budget to cover costs related to printing, publication, postage and supplies in order to ensure an effective media presence.

All public relations materials must be reviewed and approved by the Library Director.

In the event of an emergency situation, official statements to the public and media will be made by the Library Director, Board President or designee placed in charge of the Library. In the event that the Library has to close due to an emergency situation or inclement weather, the Library Director, Assistant Director or their designee will contact the media.

If it is necessary for the library staff to provide the public with information, the library administration will inform the staff what is to be said.

The Board of Trustees recognizes that public relations involves every person who has connection with the Library. The Board urges its own members and every staff member to realize that she or he represents the library in every public contact. Good service supports good public relations.

Policy Adopted: March 2, 2015

Reviewed: March 6, 2019

Public Use of Internet (including WiFi) Policy

The Reed Memorial Library provides free public access to the internet as an informational and educational resource. Anyone using the internet at the Reed Memorial Library will be expected to use it responsibly, ethically, and in a matter consistent with the purpose for which it is provided.

The internet is a global electronic network offering access to many valuable local, national and international sources of information. However, some information found on the internet may be inaccurate, incomplete, dated, in violation of law, or offensive to some individuals. The Reed Memorial Library has no control over the information accessed through the internet and cannot be held responsible for its content or reliability. Users of the internet do so at their own risk and not the library's. Parents are responsible for any damage caused by their children to library equipment or software.

The following rules govern access to the internet from the library:

1. The library computers are available for educational, informational, and recreational purposes only, not for unauthorized, illegal, indecent, or unethical purposes. Patrons may not send, receive or display text or graphics that may be reasonably construed as obscene. No patron shall display images on a computer screen that are considered pornographic, illegal, or inappropriate for display in a public place. Such displays or transmissions may result in appropriate legal action including suspension of library privileges or police intervention.
2. Users may not use the network to make unauthorized entry into other computational, informational or communication services or resources, distribute unsolicited advertising, invade the privacy of others, make any attempt to damage or change any computer equipment, software or network settings, engage in any activity that is harassing or defamatory, use the internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library's tax-exempt status or its proper operation.
3. Responsibility for and any restriction of a child's use of the internet rests solely with the child's parent(s) or legal guardian. Parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the internet and inform them about materials they should not use. The use of the computer facilities by children and young adults under the age of 18, who are unattended while at the library are, by the use there of, to have parental permission to use its resources, including the internet.
4. The Library staff cannot provide tutoring or devote significant time to assisting patrons in the use of the computer. Library staff can assist patrons in very basic use of Library computers as time permits, but cannot provide lengthy or detailed instruction.

5. By using the library's wireless internet access you agree to abide by the library's Internet Policy.
6. Most WiFi equipment will be compatible. However, the library can make no guarantees as to compatibility of your equipment with the library's network.
7. The library's wireless network is not secure. Information sent to and from your device may be captured by anyone else with a wireless device and the appropriate software. Wireless users assume all risks in this regard.

Users should be aware that the internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, the library will not release information on the use of specific internet resources by members of the public except as required by law or as necessary for the proper operation of the library.

The library staff has the right to terminate any session at any time for any use deemed inappropriate. The Library reserves the right to take appropriate action to insure compliance with this policy.

Policy Adopted: October 7, 2014

Revised: March 2, 2015

Purchasing

1. Library materials: Books, magazines, AV, and other such materials intended for patron use and all expenses related to library programs are at the discretion of the Library Director.
2. Capital and One-Time Purchases: The following schedule is related to capital or one-time purchases on non-library materials where individual items are at the stated prices and for which there are sufficient budget appropriations.
 - a. Up to \$1,000 – Discretion of the Library Director
 - b. \$1,000 to \$3,000 – At least two verbal or written quotes approved by either the Vice President Finance or the President prior to purchase and reported to the Board of Trustees.
 - c. \$3,000 to \$25,000 – Minimum of two written quotes approved by the Board of Trustees.
 - d. Over \$25,000 – Formal bid process approved by the Board of Trustees.
3. Emergencies: In the event of an emergency requiring action to secure the immediate safety of public and staff for expenses over \$1,000, the Director will obtain approval from the Vice President of Finance or the Board President.

Policy Approved: January 5, 2015

Reviewed: May 5, 2021

Records Retention

The NY State Archives revised and consolidated its local government records retention and disposition schedules and issued a single, comprehensive retention schedule for all types of local governments including public libraries - municipal, special district, and school district libraries.

The new schedule, Retention and Disposition Schedule for New York Local Government Records (LGS-1), supersedes and replaces the CO-2, MU-1, MI-1, and ED-1 Schedules. Public Libraries must adopt LGS-1 by January 1st, 2021. The new schedule and a model resolution for the adoption of the schedule are accessible online at <http://www.archives.nysed.gov/records/>

Policy adopted: January 1, 2021

Service to Disabled Patrons

The Reed Memorial Library affirms its support of equal access to library services for persons with disabilities. Most services the library provides can be accessed without entry to the Reed Library building. The library building, constructed in 1913, is only accessible by two sets of stairs.

Library services that can be accessed remotely, by phone or through the library's website, include:

- **Telephone Consultation:** Reference, reader's advisory services, and help with requests for materials are offered over the telephone to all our patrons. Telephone consultation can also be used to facilitate access to fax and printing services, curbside delivery of materials, and issues with library accounts.
- **Curbside and Mail Service:** A staff member will meet a patron in front of the library building or at their car parked near the library in a safe location to exchange books, issue cards, or perform other usual library duties. Alternately, a patron may request library materials be sent through the mail to their home in the Reed Memorial Library District or to an accessible library in the Mid-Hudson Library System. (See Request Reasonable Accommodation)
- **Electronic Services:** Access to the catalog and holdings of the Mid-Hudson Library System, including Reed Library, are available over the Internet. Patrons can request items, renew materials and manage their library accounts on-line. Library accounts can be applied for on the Reed Library website and cards delivered through the mail. The library's vast array of digital resources (ebooks, audiobooks, music, magazines, movies, classes) can be accessed remotely through the Reed Library website.
- **Programs at the Reed Memorial Library:** The Reed Memorial Library offers on-line and in-library programming. Accommodation can be requested for remote access to programs scheduled in-library. (See Request Reasonable Accommodation). Preference for attendance at all library programs is given to residents of the Reed Memorial Library District.

Access to Library Materials Unique to Reed Library

Reed Memorial Library has a small collection of books that are non-circulating and are unique to this library. In order to enable people who cannot access Reed Memorial Library to use this material the following procedure will be followed: Requests for material should be made to the Library Director one week before the material is needed. The requested material will then be sent to a neighboring accessible library for use in that library. The material will be due back to the Reed Library one month after the date of request.

Request Reasonable Accommodation

Requests for a reasonable accommodation can be made by mail (Reed Memorial Library, 1733 Route 6, Carmel, NY 10512), email (director@carmellibrary.org) or by phone (845-225-2439). Requests should include the accommodation sought, the requester's name, address, phone and/or email address.

Policy Adopted: July 7, 2021

Sexual Harassment Prevention

Reed Memorial Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination and is considered a form of employee misconduct.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint with Reed Library. The attached complaint form should be used when filing a complaint.

This policy applies to all employees, applicants for employment, interns, contractors and persons conducting business with the Reed Library. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action.

No person covered by this policy shall be subject to adverse employment action because the employee reports an incident of sexual harassment or assists in any investigation of a sexual harassment complaint. Any employee who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee working in the library who believes they have been subject to such retaliation should inform the library director or library trustee.

Reed Library will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever a complaint about sexual harassment is received. Effective corrective action will be taken whenever sexual harassment is found to have occurred.

All employees are encouraged to report any harassment or behaviors that violate this policy. Reed Library will provide all employees a complaint form for employees to report harassment and file complaints.

This policy applies to all employees and non-employees and all must follow and uphold this policy. Examples of sexual harassment:

- Physical assaults of a sexual nature, such as touching, pinching, patting, grabbing,
- brushing against another employee or poking another employee
- Unwanted sexual advances or propositions
- Sexually oriented gestures, noises, remarks, jokes or comments
- Sexual or discriminatory displays or publications anywhere in the workplace
- Hostile actions taken against an individual because of that individual's sexual orientation, or gender identity.

Reporting Sexual Harassment

Reports of sexual harassment may be made in writing. A form for submission is attached to this Policy. Those who believe they have been a victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

All complaints or information about suspected sexual harassment will be investigated. Investigations will be conducted in a timely manner and should be completed within 30 days, and will be confidential to the extent possible. All persons involved will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, the library director or trustee will conduct an immediate review of the allegations, and take any interim actions, as appropriate.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications
- Interview all parties involved
- Create a written documentation of the investigation which contains the following:
 - A list of all documents reviewed along with a detailed summary of relevant documents
 - A list of names of those interviewed, along with a detailed summary of their statements
 - A timeline of events
 - A summary of prior relevant incidents
 - The final resolution of the complaint together with any corrective action(s).
- Keep the written documentation and associated documents in the employer's records
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

Legal Protections and External Remedies

Sexual harassment is prohibited by state, federal and where applicable, local law. Aside from the internal process at the Reed memorial Library, employees may also choose to pursue legal remedies with the following governmental entities at any time:

- New York State Division of Human Rights (DHR). Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL within three years of the alleged discrimination. An

individual may not file with DHR if they have already filed a HRL complaint in state court. You do not need an attorney to file a complaint with DHR and there is no cost to file with DHR.

- United States Equal Employment Opportunity Commission (EEOC). The EEOC enforces federal anti-discrimination. An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is a reasonable cause to believe that discrimination has occurred.
- Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.
- The local police department can be contacted if the harassment involves physical touching, coerced physical confinement or coerced sex acts. This conduct may constitute a crime.

Policy Adopted: October 3, 2018

Reed Memorial Library

COMPLAINT FORM FOR REPORTING SEXUAL HARASSMENT

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the library director or library trustee. You will not be retaliated against for filing a complaint.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method: Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

Form Adopted: October 3, 2018

Smoking

The Reed Memorial Library is committed to providing a smoke-free environment in accordance with bill S169-B/A330-B, amending Article 13-E of the Public Health law (NYS Clean Indoor Air Act), adding a new subdivision to Section 1399-o, prohibiting smoking within 100 feet of the entrance of any public or association library. This prohibition will also apply to vaping.

The most senior person on staff shall have the responsibility of informing violators when they are in violation of the law.

Appropriate no smoking sign(s) will be posted.

Enforcement is within the sole jurisdiction of the county health department and violations are handled on a complaint basis through the Putnam County Department of Health.

Policy Adopted: August 7, 2019

Telecommuting

Purpose:

Telecommuting is designed to recognize the benefits of providing Reed Library employees alternatives to traditional work practices in times of national, state, or local emergencies. Telecommuting may not be an option for employees whose jobs include significant time devoted to patron-facing tasks such as circulation desk assignments or programming.

Definition:

For the purposes of the policy, telecommuting is defined as a remote-work arrangement for at least part of the workweek. In general, telecommuting will be approved for eligible employees whose job responsibilities or assigned tasks are suited to such an arrangement.

Eligibility:

Employees should have a demonstrated ability to work well with minimal supervision, have a thorough knowledge and understanding of their job tasks and operations, have a history of reliable and responsible accomplishment of work duties, and have demonstrated an ability to establish priorities and manage their time. Their job responsibilities must be able to be effectively completed away from the library.

Guidelines:

- Telecommuting is based on the Library's ability to maintain operations, services, and commitments.
- In all cases, telecommuting schedules and work assignments are subject to Library approval.
- While telecommuting, employees should be accessible, within reason, via telephone and e-mail during the workday.
- Telecommuting hours are not to exceed scheduled hours.
- The Library reserves the right to modify or eliminate the Telecommuting Program at any time.
- To receive full compensation, weekly tasks must be approved and completed. All hours worked and tasks performed remotely must be approved, logged, and attached to the monthly timesheet.

Trustee Code of Ethics

Statement of Commitment

It is the responsibility of the Board of Trustees of the Reed Memorial Library and the individual trustees to ensure that the Reed Memorial Library provides quality library service to the residents of the communities we serve. The Code of Ethics, which follows, represents our commitment to the ethical standards for our library. Failure to adhere to this Code of Ethics by any individual trustee may result in removal from the Board.

Ethical Guidelines

Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity, and honor.

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 board, individual trustees must 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, for example: sensitive matters regarding a current or prospective staff member or trustee; details of discussions with the auditor; information regarding proposed, pending or current litigation; or information regarding proposed financial or real estate transactions. Negotiations of contracts are in the purview of the assigned board committee/representative.

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 recuse themselves immediately whenever the appearance of a conflict of interests exists.

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

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

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 them, the trustee must resign so that an active member can be appointed.

Policy Adopted: March 6, 2023

Trustee Education

Purpose

The purpose of the Trustee Education Policy is to comply with New York State Education Law Section 260-D which requires members of library boards of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board President annually.

Administration

Each year Trustees are required to complete two hours of continuing education during their term on the library board.

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. Certificates of completion issued by one or more approved providers; or
2. A signed self-assurance of completion (included at the end of this policy).

Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board President no later than December 31 of each year. The Board President will file collected evidence of completion for each Trustee with the Library Director by January 15 of the following year.

Should a Trustee fail to submit evidence of completion by December 31 of each year, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

Approved Providers

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

Allowable formats:

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

Costs of Continuing Education

Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library in accordance with the Continuing Education Policy: Continuing education for trustees represents an important investment in the library's future. All trustees are encouraged to pursue continuing education opportunities. Expenses for continuing education pre-approved by the Library Board President or Vice President of Finance shall be supported by the library.

Self-Assurance of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by Chapter 468 of the Laws of 2021)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance that I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature: _____

Date: _____

Form Adopted: January 4, 2023

Unattended Children

In an effort to provide a library environment that allows all patrons to utilize the library and its materials and information sources in a safe, relaxed manner, the Library Board of Trustees has adopted a policy statement concerning unattended or disruptive children.

The library assumes no responsibility for the care or supervision of children. Parents, guardians, and caregivers are responsible for the safety, behavior, and supervision of their children at all times in the library and on library property. Parents may not leave children under the age of twelve years unattended in the library. Exceptions may only be made by the director or children's librarian.

Children over the age of twelve years may use the library unattended provided they are able to maintain proper library behavior.

Children who are disruptive in the library or on library grounds interfere with library service to all patrons. The library is not a child-care provider, but a public institution where all patrons have an equal right to quality library services in a safe and relaxed environment.

If an unattended child behaves in a disruptive manner, the child will be asked to correct her/his behavior. If the behavior persists, library staff may at their discretion, contact the parent/guardian or direct that child to leave the library. In addition, the Library reserves the right to summon the police in order to preserve the Library's operations and/or to protect the interests of the child.

Parents, guardians and caregivers should be aware of library opening and closing times and make suitable arrangements to meet and/or transport their children when the Library is closing. Staff is not permitted to remain after hours or after closing (scheduled or unscheduled) with an unattended child nor to provide transportation for that child. If a parent or guardian is not present by the time the Library is to close, the Police or Sheriff's office will be called.

Policy Adopted: April 6, 2015
Revised: December 5, 2018

Weeding

The withdrawal of materials, also called weeding, is an ongoing process directly related to collection development. In order to maintain a useful and vibrant collection of library materials, it is necessary to regularly withdraw materials that are outdated, damaged or worn out, duplicated, no longer accurate or no longer used.

The professional staff of the library, under the direction and supervision of the Library Director, will be solely responsible for weeding of the collection. Items removed from the collection may be sold, given away, recycled, discarded, or otherwise disposed of at the discretion of the Reed Memorial Library professional staff.

Policy Adopted: September 6, 2017

Whistleblower Protection

Any Reed Memorial Library staff member who reports waste, fraud, or abuse at the Library will not be fired or otherwise retaliated against for making the report. The report will be investigated and if determined not to be waste, fraud or abuse, the individual making the report will not be retaliated against for making the report. There will be no punishment for reporting problems – including firing, demotion, suspension, harassment, failure to consider the 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 or Vice President. An appropriate investigation will be undertaken and a report summarizing findings will be provided to the person making the report. Steps will be taken to deal with the issue.

Policy Adopted: April 6, 2015

Reviewed: May 5, 2021

Wi-Fi Hotspot Lending

Reed Memorial Library has established a Wi-Fi hotspot lending program to provide temporary internet access to patrons in our community who currently do not have high speed internet access or are in need of portable internet access.

The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials.

Wi-Fi hotspots may be borrowed by patrons 18 years and older who have had a library card for more than 30 days and are in good standing (no fines or overdue materials). Checkout is limited to one per household at any given time. The loan period is one week and is eligible for one renewal.

W-Fi hotspots are available at the Circulation Desk on a first-come, first-served basis. They may not be reserved. In order to borrow a hotspot the patron's library card or government-issued photo identification must be presented. At the time of check-out, a patron must complete a Wi-Fi Hotspot Lending Agreement. Once a hotspot is checked out to a patron, it becomes the responsibility of that patron.

The overdue fee is \$5.00 per day, with a maximum fee of \$25. Failure to return the item within two weeks of the due date shall incur the full cost of the hotspot and the hotspot will be rendered unusable. The replacement cost is \$75.

Library staff will inspect all equipment prior to and upon return of the hotspot. Damage or loss will result in the patron's account being billed for reasonable repair or replacement costs. The Library has sole discretion in making these decisions.

The mobile hotspot is loaned with an instruction manual, charger cable and adapter. It must be returned with all components to the Reed Library circulation desk where the return will be verified. It may not be returned through the book drop or to any other library. Patrons who consistently return hotspots late or lose a hotspot may lose the right to borrow them.

Policy Adopted: August 2, 2023

APPENDICES

Appendix I

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should 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 which 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.

VII. All people, regardless of origin, age, background or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Appendix II

The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of

limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

- 1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.***

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- 2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.***

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

- 3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.***

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

- 4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.***

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

- 5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.***

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

- 6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.***

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

- 7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.***

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

[This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.]

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee;
Amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Appendix III

The Freedom to View

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979.

This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed January 10, 1990, by the ALA Council

Appendix IV

Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights

[Formerly titled “Free Access to Libraries for Minors”]

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association’s Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library’s failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.² Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the Library Bill of Rights states, “All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.” This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.³

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians.

As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.”⁴ Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor’s access to materials.⁵ Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

1 *Brown v. Entertainment Merchant’s Association, et al.* 564 U.S. 08-1448 (2011).

2 *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.”

See also *Tinker v. Des Moines School Dist.*, 393 U.S. 503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

3 “Privacy: An Interpretation of the Library Bill of Rights,” adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

4 “Libraries: An American Value,” adopted on February 3, 1999, by ALA Council.

5 “Rating Systems: An Interpretation of the Library Bill of Rights,” adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 under previous name “Free Access to Libraries for Minors”; July 1, 2014; and June 25, 2019.