

GENERAL POLICIES

Library Bill of Rights

Cordelia A. Greene Library affirms it is a forum for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people in the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. It 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.
3. It should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. It should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use the library should not be denied or abridged because of origin, age, background, or views.
6. In making exhibit spaces and meeting rooms available to the public it serves, it will make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Confidentiality of Library Records

The Cordelia A. Greene Library supports and complies with New York State Law (New York State Civil Practice Law & Rules 4508, Chapter 112, Laws of 1988) with respect to the confidentiality of library records. All library records may be consulted and used by the library staff in the course of carrying out library operations, but will not be disclosed to others except upon the request or consent of the library user, or pursuant to subpoena, court order, or otherwise required by law. Only the Library Director in consultation with the Library Board of Trustees may make such a decision.

Freedom to Read and View

The Cordelia A. Greene Library supports the American Library Association Freedom to Read Statement and the American Library Association Freedom to View statement.

Circulation

1. A \$5.00 fee will be paid by any patron of the 42 member libraries of the Pioneer Library System for an out of system item search.
2. Patrons who mistreat or lose Library items will not be allowed to borrow any additional items until reparations are made as determined by the Library Director.

3. There will be no charge for patrons outside of the Pioneer Library System to obtain a library card.
4. To apply for a Library Card:
 - a. Adults and young adults (age 18 and older)
 - i. Drives License or other form of picture ID
 - ii. Proof of present home address
 - b. Juveniles age 17 and under
 - i. Parental approval and on-site signature
 - ii. Parent's driver's license or some other form of picture ID
 - iii. Proof of present home address

On issue of the Library Card they will be provided with a packet of information on all library policies and guidelines. Signature on the card will be agreement that they will adhere to all current and future policies as approved and set forth by the Board of Trustees.

5. Computer Use
 - a. Adults (age 18 and over): Must adhere to all rules as set forth in the Acceptable Use/Internet Policy.
 - b. Juveniles (age 17 and under): Must have parental permission as stated in item 4b: the parent in approving and signing for the library card accepts all responsibility for the juveniles use or misuse of the computer equipment as set forth in the Acceptable Use/Internet Policy.
6. Loans & Fines, as set by the Pioneer Library System:

Materials	Loan Period	Fines for Late Return	Maximum Fine
Books	3 weeks	waived	
Magazines	3 weeks	waived	
Audio	3 weeks	waived	
Music CD's	3 weeks	waived	
DVD's	1 week	waived	
VHS Tapes	1 week	waived	
Empire Pass	1 week	\$1/day	\$5

7. Fees
 - a. Computer prints are \$0.20 per page
 - b. Copies are \$0.20 per black & white page and \$0.40 per color page
 - c. Sending/Receiving Faxes are \$0.25 per page

Censorship

The library follows censorship polices as outlined in the ALA Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement

Collection Development and Maintenance

The Library Director will be responsible for developing and executing a plan within the Budget as approved by the Board of Trustees

Emergencies

In the case of an emergency, the Library Director will act as s/he deems necessary for the situation in accordance with the Emergency Closing Policy. If the evacuation or closing of the Library is deemed necessary, the Trustee President or another Trustee should be contacted.

Exhibits and Displays

Exhibits and Displays will be planned and implemented by the Library Director at his/her discretion.

Hours Open

Operating Hours are set as follows:

- Monday: 9am – 12pm and 12pm – 7pm
- Tuesday, Thursday & Saturday: 10am – 4pm
- Wednesday: 2pm – 7pm
- Friday: 2pm – 6pm
- Closed Sunday
- Closed Saturdays for the annual Tea Party and for the month of August

1. The Board of Trustees must approve any change in regular operating hours.
2. Scheduled Library Closings

New Year's Day – 1st of January

Martin Luther King Day – 3rd Monday in January

President's Day – 3rd Monday in February

Memorial Day – Last Monday in May

Independence Day – 4th of July

Labor Day – 1st Monday in September

Columbus Day – coincides with government holiday

Veteran's Day – 11th of November

Thanksgiving Day – 4th Thursday in November

Christmas Eve – 24th of December

Christmas Day – 25th of December

Close early for Halloween and New Year's Eve at Board's discretion

The library will be closed on Monday for any holiday falling on a Sunday

Interlibrary and Interagency Cooperation

The Library will participate and adhere to the Interlibrary and Interagency policies as set forth by our participation in the Pioneer Library System

Internet and other Technology Issues

1. Internet use shall be allowed as defined by the Acceptable Use/Internet Safety Policy
2. Computer User Agreement form must be read and signed by a patron before computer use is granted. For anyone under the age of 18, it must be signed by a Parent or guardian, as well.

Patron Complaint

Complaints should be brought to the attention of the Library Director or a Trustee of the library. If the complaint cannot be resolved through reference to the bylaws or policy manual, it should be presented at the next Board Meeting for review and resolution recommendation/approval. If deemed necessary, a response will be made in either written or verbal form as designated by Board of Trustee vote.

Personnel Polices

1. Director qualifications required by NYSLS for libraries with area populations of 2500-4900 are two years of college or an equivalent thereof.
2. The Library Director's basic workweek will include an average of 35 hours per week, not to exceed 40 hours, as designated by the Board of Trustees.
3. The Library Director's salary will be reviewed annually. Benefits package is as follows:
 - Social Security
 - Paid Holidays (see holiday list)
 - Reimbursement for special meetings or conferences may be arranged with the Board.
 - Disability and Worker's Compensation
 - Paid Family Leave
 - Paid Sick Leave and Personal Days
 - Sick days are accrued and used per the Sick Leave Policy
 - 2 personal days per year – non-cumulative
 - Paid Vacation
 - 1 week vacation after 1 year – non-cumulative
 - 2 weeks vacation after 2 years – non-cumulative
 - 3 weeks vacation after 5 years – non-cumulative
4. Other staff members, clerks and substitutes shall be paid at a rate to be determined by the Board of Trustees. Said rate shall be reviewed annually, but shall not be less than the current minimum wage.
5. Time allowed for meals will be in accordance with Meal Period Guidelines – Section 162 of the New York State Labor Law.

6. The Library Director shall refer to the “Job Description” for a list of responsibilities and follow the “General Policies” as written.
7. The Library Director is responsible for arranging for the clerk, or approved substitute to be present at the desk during working hours when the Library Director is not present.
8. The Board shall arrange for substitutes for the Library Director in an emergency.
9. Dress code shall be appropriate for a professional position.
10. The Board shall be responsible for the building itself. This shall include painting, brickwork, windows, sump pump, furnace, etc.
11. If necessary, the Board shall be responsible for arranging for a dependable custodian to do indoor/outdoor maintenance, including lawn leaves, trimming, snow removal, and trash removal.
12. The Library Staff must be familiar with the American Library Association Code of Ethics.

Public Relations

The Board of Trustees oversees all public communication to the taxpayers and outside parties. This includes but is not limited to the Library Web site, Annual Report, newsletters, public service announcements and any media releases of information that is not already part of information readily available to the public.

Rules of Conduct for Library Patrons

1. Appropriate attire, including shoes, must be worn at all times.
2. Children aged 7 and under should always be accompanied by an adult to the Library. The Library Staff cannot be held responsible for unsupervised children of any age.
3. No person shall engage in inappropriate conduct on the premises of the Cordelia A. Greene Library or when participating in library programs. “Library premises” include the interior of the library’s facility, as well as the foyer entry, sidewalks, library parking area and lawn.
4. Inappropriate conduct shall include any individual or group activity that is disruptive to other persons who are lawfully using the library premises or any behavior otherwise inconsistent with the activities normally associated with a public library. In general, behavior that violates the law, behavior that interferes with the use and enjoyment of the library by others, and behavior that interferes with library employees in the performance of their duties is prohibited.
5. Library patrons are required to observe the Rules of Conduct and all rules and policies governing the use of the Cordelia A. Greene Library. If a person defies an order personally communicated by a library employee not to enter the library or not to remain in the library for failure to comply with the library’s rules or policies, said person is subject to arrest for trespass (New York State Penal Law, Section 140.05).
6. Incident reports should be filed in all cases when it is necessary to confront someone who is involved in violation of the Rules of Conduct or engaging in any other inappropriate behavior. Incident reports will be used to document security or safety issues as well as to

monitor on-going problems on library property. They should be filled out as completely as possible and should include any information that might be helpful to resolve the situation.

7. Failure to follow these rules will result in loss of Library privileges. The proper authorities will be notified of violations.

Services for Nonresident Borrowers

Refer to Circulation

Substance Abuse (Patrons and Staff)

1. Substance Abuse of any kind by patrons or staff will not be tolerated at any time
2. Patrons suspected of substance abuse will be asked to leave the Library premises.

Use of Library Meeting Rooms and Equipment

1. Use of the Library Meeting Rooms will only be made available for not-for-profit events and organizations. Final approval is at the discretion of the Board of Trustees
2. Fees will be decided based on the individual event planned.

Parking Lot Policy

The use of the parking lot is limited strictly and solely to library staff and library patrons. Any unauthorized vehicle will be towed at the owner's expense. The Library does not at any time or under any condition assume any responsibility for damage to or theft of any privately-owned vehicle in the parking lot or for personal injury, from any cause whatsoever, to any person or person utilizing the lot. Anyone violating these rules, or engaging in any unlawful activity on Library premises, will be subject to Police action. No overnight parking is allowed without express prior approval.