

D. R. Evarts Library District, Inc.

Policies

Adopted September 10, 2007
(unless otherwise noted)
Last updated August 21, 2022

The mission of the D. R. Evarts Library is to provide access to a variety of materials and services, which help to meet the educational, informational and recreational needs of the members of the community.



D. R. Everts Library District, Inc., 80 Second St., Athens, New York 12015 518.945.1417

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I. EXTERNAL POLICIES

I. A. COLLECTION AND PROGRAMS

Adopted September 10, 2007

The D. R. Evarts Library Board of Trustees recognizes that individuals within the community have diverse interests, backgrounds, cultural heritages, social values, and needs. The Board further recognizes that the Library serves all of the people within the community regardless of age, race, national origin, or political or social views.

It is the goal of the D. R. Evarts Library to enhance and promote the collection and services with special programs and events. The Library Manager/Director is appointed by the Board of Trustees to develop and implement these programs. Plans for such programs and events will be presented to the Board. The Board reserves the right to disapprove programs or events which do not meet the mission of the Library.

I. A.1. Collection Development and Materials Selection

Adopted September 10, 2007

Responsibility for Material Selection

Selection of Library materials is and shall be vested in the Manager/Director of the D. R. Evarts Library. The Board believes that while anyone is free to reject for themselves materials of which they do not approve, this cannot be exercised to restrict freedom of others to read or inquire. The D. R. Evarts Library supports the Library Bill of Rights and the Freedom to Read statements, both of which are included as a part of these policies.

The Library does not exclude books that are biased, partisan, or anti-social, 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 all points of view on a subject, even those that might be considered extreme. The purchase of controversial items by the Library does not constitute endorsement of the views expressed.

The decision to include or exclude a particular item in the Library's collection is based on a number of considerations, although they may not all be applicable to each item:

Selection based on demand: Patrons are invited to request the purchase of specific items by the Library. The final decision rests with the Manager/Director, who must consider the special need of one individual or group against the needs of the whole community.

Selection based on need: Library materials are added to the collection for the purpose of updating and further developing certain subject areas. Materials are selected from reviews, availability lists, vendor catalogs, bibliographies, and local experts.

Materials for the Library collection are chosen for a wide variety of reasons such as information, self-education, and the recreational pursuits of library users. The decision to add an item to the collection by purchase is usually the result of selection based on demand or need.

Selection Guidelines

- a. Timeliness
- b. Effective expression and artistic excellence
- c. Evaluations in professionally recognized critical guides
- d. Significance of subject
- e. Educational and informational value
- f. Representation of various points of view
- g. Availability of material elsewhere
- h. Funds and space
- i. Interests and needs of individuals in the community
- j. Permanent value as source material\
- k. Vitality and originality of thought
- l. Entertaining presentation
- m. Relation to other materials and existing areas of coverage in order to maintain a well balanced collection
- n. Author's reputation or significance
- o. Accuracy and authoritativeness of content

In purchasing new materials, the Library makes a distinction between those which depict prejudice as an aspect of real life and those which offer derogatory stereotypes as valid representations. The latter are not added to the collection. However, materials, which authentically portray a period or way of life, are accepted even if stereotyping is included. Materials, which portray the prejudices of real or fictional

characters, are also considered acceptable. Materials recognized as classics are acceptable even though they may contain passages widely viewed as objectionable by current standards.

Professional and special materials, such as legal, medical, and religious works, are purchased only if they are of general interest.

The Library does not support educational curriculums through the purchase of textbooks. Textbooks may be added to the collection if they provide the best or only source of information on a subject, or to complement an existing area with another perspective.

No attempt is made to purchase all the works by a certain author.

Periodicals are added to the collection on the basis of need.

Audio-visual material is added to the Library's collection with consideration to patron demand and budget constraints. The Library acquires this material primarily in the most popular format.

Local history materials are confined to the printed word and audio-visual materials. The Library does not attempt to include artifacts as part of the collection. Books by local authors and books on local matters may be purchased even though they may not meet the standards set forth for the general collection.

The Library accepts gifts of library materials, but reserves the right to evaluate and to dispose of such gifts in accordance with the criteria applied to purchased materials.

Children's materials are purchased by the same general principles that govern selection of adult materials. Responsibility for the choice of reading material for minors rests with their parents or guardians. Selection of materials for the Library collection is not restricted by the possibility that minors may obtain materials their parents consider inappropriate, nor are children limited to the children's collection.

Reconsideration of Library Materials

Whenever any patron objects to the presence or absence of any library material, the complainant will be given a fair hearing. All complaints that cannot be readily resolved by staff members will be referred immediately to the Manager/Director, who will discuss the matter with the complainant.

If the patron wishes, they may submit the form "Request for Withdrawal of Library Material" (AP.A.1) or "Request for the Addition of Library Material" (AP.A.2). If it is a request for the withdrawal, the Manager/Director will examine the item, check reviews of the item, and determine if it conforms to the standards of the materials selection policy. If it is a request for the addition of an item, the Manager/Director will check reviews of the item, determine if it conforms to the standards of the materials selection policy and determine if there are any budget restraints. The Manager/Director will decide whether to add, withdraw, or restrict the material in question and will write to the complainant, giving the reasons for the decision. The Board of Trustees will also be notified of the complaint and of the Manager/Director's decision.

Materials subject to complaint shall not be removed from use pending final action. If the complainant wishes to contest the decision, they may present the complaint to the Board of Trustees. This may be done by letter or by attending a Board meeting. The Board will consider the complaint and the Manager/Director's recommendation. The written decision of the Board shall be final and shall be reported in writing to the complainant. (See below for specific procedures.)

Weeding Policy

The Library continually deletes items from the collection, basing its policy on the elimination of outdated materials, materials no longer of interest or in demand, unneeded duplicates, and worn or mutilated material. Frequency of circulation, community interest, and availability of newer or more valid materials are prime considerations. Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are deleted from the collection.

Deleted books are donated to the Friends of the Library for book sales. The proceeds from such sales are used for the benefit of the Library. Books that are not sold will be removed from the library within one year.

I. A.2. Challenge of Library Materials

Adopted September 10, 2007

Dealing with Challenges to Books and Other Library Materials

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

The Board shall:

- a.** read and examine the challenged material
- b.** consider the specific objections to the material voiced by the complainant
- c.** weigh the values and faults of the material as a whole
- d.** where appropriate, solicit advice or opinion from other library directors, the Mid-Hudson Library System, the American Library Association Office for Intellectual Freedom and the New York State Intellectual Freedom Committee.
- e.** issue a written report within ninety days to the Manager/Director containing its recommendations concerning any complaint.

The Manager/Director shall review the report of the Board and notify the complainant. The D. R. Evarts Library has delegated the responsibility for selection and evaluation of Library resources to the Manager/Director, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures.

If you wish to request reconsideration of library resources, please return the completed form to: Manager/Director, D. R. Evarts Public Library, 80 Second Street, Athens, New York 12015.

I. A.3. Library Bill of Rights/Interpretation

Adopted September 10, 2007

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.

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.

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. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

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.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the 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, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests 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 library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship 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 in the library. 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.¹ Librarians and 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 material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. 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." Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹See *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 [422 U.S. 205, 214] 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 *Tinker v. Des Moines School Dist.*, *supra*. Cf. *West Virginia Bd. of Ed. v. Barnette* 319 U.S. 624 (1943)."

Adopted June 30, 1972; amended July 1, 1981; July 3, 1991, June 30, 2004, by the ALA Council.
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The Freedom to Read Statement

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:

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.

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.

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.

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. 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.

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.

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.

I. A.5. Freedom to View

Adopted September 10, 2007

Freedom to View Statement

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 guarantees 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.

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision-making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all, requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

IV. We recognize and respect intellectual property rights.

V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

I. A.7. Free Access to Libraries for Minors

Adopted September 10, 2007

Parents-and only parents-have the right and the responsibility to restrict the access of their children-and only their children-to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. The D. R. Evarts Manager/Director and the Board of Trustees cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

I. A.8. Circulation Policy

Adopted June 8, 2010

Intellectual Freedom

Individual patrons determine for themselves what library materials are appropriate for personal checkout or viewing. Parents or guardians are responsible for determining what their children borrow, view, or use in the library. Library staff will not monitor or restrict any patron's borrowing or use of the library, its materials, or its resources based on a patron's age, background, or views. The D. R. Evarts Library endorses and defends the concepts of intellectual freedom, as protected by the United States Constitution and as described in the Library Bill of Rights.

Confidentiality

The policy of the D. R. Evarts Library is not to reveal borrowing, reserve, or fine records to any person other than the owner of the library card unless authorized by the patron, please see "Authorization Confidentiality Waiver" form.

All circulation records, records identifying names of users with specific materials and all library registration files identifying names, addresses, and telephone numbers are confidential. No records can be made available to any inquiries, government or otherwise, unless a warrant or subpoena has been served by a court of competent jurisdiction. Library staff will immediately contact the Library Manager/Director concerning court requests.

This prohibition applies to the release of information to the parents or guardians of minors who have their own cards. However, the D. R. Evarts Library recognizes that instances may arise when it may be necessary for a parent or legal guardian to be provided with information about his or her minor child's library records (for example, when a child's library materials have incurred fines, or the materials have been misplaced). In this situation, the library staff will only be able to discuss with the parent or guardian the fines or fees that have incurred on the child's record.

Statement of Philosophy

The D. R. Evarts Library offers library services to all residents of the community, regardless of age, sex, racial or ethnic origin, religion, or economic status. Library staff is committed to maintaining a quiet, pleasant environment conducive to serious study as well as casual use.

The library circulates books, audio books, VHS tapes, DVDs, magazines, and music CDs. Reference materials are for library use only and will not be placed into circulation.

In order to ensure 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 and charged the library staff with their enforcement.

A. Library Cards

All persons who borrow library materials are required to possess current Mid-Hudson Library System library cards. No patron will be allowed to check out materials or use a library computer without a current library card. Patrons are responsible for all items borrowed using their library card.

1. Acquiring a library card:

- A person is issued one D. R. Evarts Library card, which can be used in all the public libraries in the Mid-Hudson Library System.
- Library cards are issued for a three-year period.
- A person who applies for a library card is required to sign the application. If a person is unable to sign his/her name because of a disability or inability to write, a stamp or signature by another person will be accepted. Applicants must show identification with name, current address and date of birth when applying for a library card. If an applicant has a post office box mailing address, they are required to provide a street address. Examples of valid forms of identification are as follows:
 - o New York State driver's license, learner permit, or other non-driver identification card, a residential property tax statement or a current utility bill.
- For applicants under the age of 18, a parent or legal guardian must be present with the applicant and sign the patron registration card. Parents or guardians will assume both legal and financial responsibilities for all items checked out on their children's card.

2. Transfer of Cards

Library cards are not transferable either permanently or temporarily. A library card is not to be used by any person other than the person to whom it is issued. However, a patron registered as Patron Type "Homebound and Extension Services" may designate another patron to either pickup their items, request an item, or request information about items that are currently on loan if they have a signed "Authorization/Confidentiality Waiver Form". The designated person must present the requesting patron's original library card to circulation desk staff.

An "Authorization/Confidentiality Waiver Form" can be obtained from circulation desk staff and must be signed by the requesting patron.

The following loan periods and limits have been established to provide library users with an adequate amount of time to both use library materials and return them so that they are available for other patrons.

B. Specific Loan Limits

A library patron may have up to 30 in-house items checked out at any time. Loan limits for specific media types are as follows:

- DVDs: 2 per patron per day
- All books including new adult-fiction and adult non-fiction, regular books, audio books: 21 days with one renewal
- Magazines, music CD's, DVDs and videocassettes: 7 days with one renewal

Renewals:

All items may be renewed 1 time unless the item has a hold on it for another patron or library. Persons must renew items in one of these ways:

- Present the materials and library card at the library service desk.
- Present the printed receipt and library card for the borrowed item(s) at the service desk.
- Telephone the library and give the library employee the patron's name, the title and barcode number(s) of the item(s) to be renewed.
- Renew online using your own library card barcode and PIN number.

Reserves:

Patrons may ask to be placed on a reserve list for an item, or may reserve their own materials using Request-A-Title on the online catalog. All reserved items must be picked up within 7 days of their pick-up-notification (via email or phone message). Any items not picked up within 7 days will be sent back to the owning library and the hold will be cancelled.

Return of items:

- DVDs, VHS tapes, audio books, and music CDs cannot be dropped into the outside book drop. These items are fragile and must be returned when the library is open.
- All other items may be deposited in the drop box outside of the library 24 hours a day, 7 days a week. Items that are returned over the weekend or on a holiday will be backdated upon check-in.

Special Request Items:

Materials secured outside of the Mid-Hudson Library System are subject to the limited loan periods, fees and renewal requests of the owning library. These items must be returned back to the library that originally placed the request on behalf of the patron. Overdue materials are subject to the loan rules set forth by the lending library. Patrons will be responsible for all postage fees associated with receiving and returning these items.

C. Fines and Fees

All overdue materials, damaged items, and lost cards will be subject to fines. Specific fines are as follows:

1. Late penalties:

- A charge of \$0.10 cents per-day, per-item for regular items will be imposed for materials returned after the due date, except videocassettes, and DVDs.
- A charge of \$0.50 per-day, per-item will be imposed for videocassettes and DVDs returned after the due date.
- The maximum late charge per item is \$10.00 for books, videocassettes, DVDs, and for all other materials.
- Borrowers will be notified of any late charges at the time of checkout and/or by request.

- Patrons who have overdue items will be sent written notification of the overdue materials detailing their charges. Failure to receive a notice will not be considered grounds for waiving fines, as library users are responsible for keeping track of their due dates.
- Persons must pay all fines and return all overdue items before receiving replacement library cards.

2. Waiver of fines and fees:

The Circulation staff is not permitted to waive any fines or to reduce charges of any library other than D. R. Evarts Library.

3. Lost or damaged materials:

- The library will charge full replacement cost for any materials that are lost or have been damaged to the extent that they can no longer be used.
- If a lost item which has been paid for is found later and returned to the library, the customer will be given a refund if the item is in usable condition and the person presenting the item has the library's receipt for the item with the item title and barcode on it.
- A replacement/processing charge of \$3.00 will be levied for any item returned with a damaged or missing barcode label.
- A replacement charge of \$5.00 will be levied for an item returned with its case damaged or missing (videocassette, DVD, audio book, book/tape kit, or music CD).
- A replacement charge of \$1.00 will be levied for a damaged or missing DVD sleeve.

4. Lost cards:

- A person who loses his/her library card or has it stolen must notify the library of the loss as soon as possible. He/she is responsible for any materials checked out prior to notifying the library.
- The library charges \$1.00 to replace lost library cards.

5. Payment of Fines and Fees:

The Library will accept the following forms of payment for fines and or fees:

- Cash, money orders, or a cashier's check
- Personal check made out to the "D. R. Evarts Library" on a check drawn on a local bank with proper ID and for the exact amount of the fine
- Credit cards: Pay using the on-line payment option found at the bottom of your patron login account screen

D. Loss of Borrowing Privileges

A patron will have his/her library privileges suspended if one or more of the following conditions exists:

- A patron owes more than \$10.00 in fines or replacement costs of materials
- Has more than three (3) “patron claims that were returned” on his or her record
- Overdue written notification has been returned in the mail
- Telephone or cell phone number has been disconnected
- Persons who owe fines of \$10.00 or more will not be permitted to borrow materials or use the library computers at the D. R. Evarts Library, or at any other library participating in the Mid-Hudson Library System.

The D. R. Evarts Library reserves the right to suspend all library privileges at any time due to excessive fines, unreturned, damaged items, or not adhering to policy rules. This right will be suspended and/or reinstated by the Library Manager/Director.

E. Interpretation of Policy

Responsibility for the administration and interpretation of this policy rests with the Library Manager/Director and the Board of Trustees of the D. R. Evarts Library.

I. A.9. Homebound Delivery Services Policy

Adopted July 8, 2014

Patron Eligibility

The mission of the homebound delivery service program is to provide books and other Library materials to patrons who are unable to come to the Library, whether on a temporary or a permanent basis. Patrons needing delivery are referred to the Manager/Director, who will assess each homebound situation.

Deliveries

It is the responsibility of the homebound patron to secure volunteers for the timely pick-up and return of all their Library materials.

Library Card and Homebound Registration Form(A.P.A.10)

Homebound patrons and their volunteers must have D. R. Evarts Library cards in good standing (***A library card in good standing is defined as one with no fines, fees, lost or overdue materials.***). Staff members or volunteers will register patrons and issue library cards to those who do not have one. A file containing the homebound delivery services registration forms will be held at the circulation desk for use in checking out materials to these patrons. The file will include the patron's library card registration form, library card barcode and a signed Homebound Services Release form.

Loan Period/Renewals/Fines/Fees

All D. R. Evarts Library and inter-library loan materials are eligible for homebound delivery with a limit of 5 items per delivery. Materials will be checked out and renewed according to the Library's circulation policy. The Library's standard fee schedule shall apply for damaged or lost items. Late fees are waived; however, if a homebound patron receives two (2) late notices from the Library, membership in the program will be terminated.

The D. R. Evarts Library does reserve the right to restrict the lending of any title in any format requested based on availability.

Cancellation of Homebound Services

The Library may terminate this service should the patron not comply with the requirements defined in this policy.

I. A.10. Patron Complaint Policy

Adopted June 10, 2014

While the D. R. Evarts Library endeavors to provide the highest level library services to its patrons, it recognizes that occasionally, patrons may wish to raise a complaint pertaining to an issue which interferes with their use and enjoyment of the Library.

A Library patron may choose to raise and resolve a complaint on an informal, verbal basis with the Library's staff.

In the event that the patron chooses not to speak to a member of the staff, or if the complaint proves not susceptible to informal resolution, the patron should be given a copy of the Patron Complaint Policy and Form (A.P.A.9). The Library Manager/ Director will promptly review all submitted Patron Complaint Forms and where appropriate, attempt to resolve the complaint directly.

If the patron is not satisfied with the response provided, and/or if the Manager/Director identifies the situation as one in which Board input is warranted, the Manager/Director must bring the written complaint to the attention of the Board President immediately and to the Board of Trustees at the next scheduled board meeting. The patron should be informed of the meeting date and given the opportunity to attend and address the Board.

The Board will promptly review all complaints presented to it, provide a written response to the complainant, and take any further remedial action warranted by the particular circumstances. The decision of the Board of Trustees with respect to a complaint shall be final.

All Patron Complaint Forms submitted to the Library staff, including those that are resolved directly by staff, will be presented to the Board of Trustees at the next meeting.

It is the responsibility of the Manager/Director to maintain a file of all Patron Complaint Forms including resolutions and dates.

D. R. Evarts Library Curbside Service Procedures

1. Requests for materials are made by telephone or email. Patrons can request materials after reviewing the library's collection of materials online, or they can consult with staff regarding their interests. At such time as the inter-library hold system is activated, patrons can make requests online or with the library staff for any materials in the system. Until the inter-library hold system is activated, the library may limit the number of materials that a patron may check out at one time.
2. An appointment is made by telephone or email for curbside or home delivery at a time convenient for the library staff and the patron within the hours designated by the library. Home delivery is limited to patrons who are unable to come to the library for curbside pickup. When arriving at the library for curbside pickup, the patron will call the library to alert the library staff, if possible.
3. Materials to be provided to patrons are retrieved from the library collection (or the holdshelf after the hold system is activated) and checked out to them at the circulation desk prior to curbside delivery. If the patron is unknown to the library staff, sufficient identifying information (full name, address, telephone number, etc.) is verified with the patron's Sierra account before checkout.
4. Library staff providing curbside or home delivery are wearing protective masks and gloves and materials will be provided in disposable bags. Extra disposable bags are carried by the staff member to retrieve returned items. Materials are left at curbside (or at the doorstep for home delivery, after alerting the patron). Patrons will be requested to return materials in disposable bags. Extra bags are left for the patron to fill with returned items, as necessary. Staff will follow social distancing guidelines when retrieving returned items from curbside. If these options are not feasible for the patron, materials can be delivered or retrieved through open windows on the opposite side of the patron's vehicle from the patron or family members or to or from the vehicles' trunk.
5. Returned materials are placed on carts labelled with the current date so they can be quarantined for the recommended amount of time and the return bags are placed in trash cans for disposal or reused after quarantine. Materials are checked in after quarantine.
6. Library Doors will remain locked during curbside service to ensure that the building remains closed to patrons.

Walk-up patrons will be alerted that materials will be placed outside on the library steps prior to their pick-up time to ensure social distancing.

I. B. PUBLIC SPACE

I. B.1. Patron Code of Conduct

Adopted May 9, 2017

The D. R. Evarts Library offers library services to all residents of the community, regardless of age, sex, racial or ethnic origin, religion, or economic status. Library staff is committed to maintaining a quiet, pleasant environment conducive to serious study as well as casual use.

In order to ensure 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 and charged the library staff with their interpretation.

PATRONS SHALL:

- Engage in activities associated with the use of the D. R. Evarts Library.
- Respect the rights of other patrons.
- Obey the requests of library staff.
- Check out any materials from the library on a valid library card or through other standard library procedures such as interlibrary loan.
- Be responsible for any fines, fees, or other charges due in accordance with the library's standard schedule.
- Wear appropriate attire to a public building, including shoes.
- Library assumes no responsibility for the care or supervision of children. See Section I.B.2. Child Safety/Unattended Children in the Library.

PATRONS SHALL NOT:

- Engage in loud conversation, laughter, or noise, which is disturbing to others.
- Engage in inappropriate behaviors in a public setting including but not limited to: running, begging, loitering, sleeping, fighting, pushing, public restroom bathing, and laundering.
- Threaten the safety or rights of another person, including but not limited to, violent, or disorderly behavior, threats of violence or abusive language and possession of weapons.
- Deface, mar, or destroy library property including books, magazines, newspapers, recordings, or other items in the library collection, library furnishings, walls, machines, etc. Anyone who intentionally defaces or destroys library property may be subject to criminal and or civil penalties under New York State law.
- Operate roller blades, skateboards, or other similar devices in or on library premises.
- Tamper with the hardware or software of the computers.
- Steal library materials, use false identification to obtain a library card, or use another person's library card without his/her permission.
- Block or in any way interfere with the free movement of any person or persons.
- Possess or consume alcoholic beverages or illegal drugs.
- Take photographs, film, or make audio recordings unless approved by the Library Manager/Director or staff members. (See Photography Policy for details)
- Harass staff or patrons, including but not limited to staring at or following individuals around the building.
- Smoke or vape both in the building nor on the grounds.
- Audio transmission in unauthorized areas in such a manner that transmits sound to others.

- Use cell phones inside of the library. Upon entering the building, cell phones must be turned off or set to passive-mode.
- Gamble, solicit, and/or distribute literature or promotional materials. Sale or marketing of goods or services by individuals or groups is prohibited.
- Enter into a non-public area without permission by a staff member.
- Remove any library property from the building without authorization through established lending procedures.
- Transmit odors offensive to others.

Violators of these rules may be subject to exclusion from library premises, denial of library privileges, and maybe financially responsible for damages. This list is not to be considered exhaustive and may be amended at any time by the Board of Trustees of the D. R. Evarts Library. In the event of illegal activity, law enforcement will be notified.

If a child violates a provision of this code:

- First offense: Child will be reminded of the Library Code of Conduct by the Library Manager/Director or staff member.
- Second offense: Parent/caregiver will be notified and the child will lose privileges.

Updated and approved June 9th, 2020

During an epidemic or pandemic, patrons who are at least 2 years old may be required to wear face masks or coverings before entering the library unless they are medically unable to wear them. In that event, patrons are not to be asked to provide verification of any medical conditions. Accommodations should be made to allow such patrons to receive library services maintaining the safety of all patrons and staff.

Signage about the above policy should note that reasonable accommodations will be made for patrons who are unable to wear face masks or coverings.

I. B.2. Child Safety / Unattended Children in the Library

Adopted May 9, 2017

The Library assumes no responsibility for the care and supervision of children. Parents or caregivers 14 and older must supervise the behavior of their children. Additionally, children under the age of 8 must be supervised at all times.

Children Under 8 Years Old

Supervision for children under 8 years old requires a parent/caregiver to be with the child, in the same room, at all times.

All children from birth up to 8 years old must be supervised by parents/caregivers when using the library computers and similar technology. All children must abide by the Library's Internet/Technology Policy.

If a child under the age of 8 is left unattended in the Library during operating hours, staff will attempt to locate or call the parent/caregiver and inform the parent/caregiver of the Library's Unattended Children Policy. If the parent/caregiver cannot be located after 15 minutes, the police will be called to pick up the child and deliver a copy of the policy to the parent/caregiver.

If a child under the age of 8 is left unattended at closing, staff will attempt to locate or call the parent/caregiver and inform the parent/caregiver of the Library's Unattended Children Policy. If no one can be located after 15 minutes, police will be called to pick up the child and deliver a copy of the policy to the parent/caregiver.

More than one violation of the Unattended Children policy will result in the suspension of family privileges by the Library Manager/Director.

Children Age 8 through 17

All children must abide by the Library's Patron Code of Conduct.

Children age 8-17 using the library alone must have a number to call in case of an emergency or unexpected library closing. If any child age 8-17 cannot leave the library without an adult, he/she should not be in the library without a parent/caregiver.

I. B.3. Americans with Disabilities Act Statement and Services to Disabled Persons
Adopted September 10, 2007

It is the Policy of the D. R. Evarts Library to provide qualified individuals with disabilities an equal opportunity to participate in and receive the benefits, services programs and activities of the Library, and to supply such persons with reasonable accommodations and reasonable modifications as are necessary. In the matter of exhibits a request to view them at a site accessible to the handicapped must be received one week prior to the date of viewing.

I. B.4. Tutoring**Adopted April 9, 2013**

The D. R. Evarts Library is dedicated to providing a safe space for the continuing education of our patrons.

Due to current space constraints, the D. R. Evarts Library Board of Trustees does not permit private tutoring on the premises.

I. C. MEETING/PROGRAM ROOM/ EXHIBIT SPACE

I. C.1. Displays and Exhibit

Adopted April 9, 2013

As an educational and cultural institution, the Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of artwork, handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The Manager/Director shall accept or reject material offered for display based on its suitability and availability. The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. The exhibitor must sign a D. R. Evarts Library Exhibit Release Form(AP.A.5) before any items can be placed in the Library.

I.C.2. Meeting Room Space and Use

Revised April, 2015

The library's public meeting rooms are reserved primarily for programs conducted or sponsored by the library, and secondarily for meetings of established and recognized institutions, groups and associations that serve the community of Athens. Meetings must be educational, cultural or civic in nature. Meetings must be open to the public.

Library use of meeting rooms is a first priority and the library reserves the right to cancel a reservation if the room is needed for that purpose. Whenever possible, a forty-eight hour notice will be given. This right will not be exercised except in emergency situations.

Meeting room reservations should be made at the circulation desk at least two days in advance. A Meeting Room Request Form must be completed, signed and reviewed by the director for approval. Requests shall include:

1. The name of the organization or group.
2. The contact information of the person or persons responsible.
3. The date and time of intended use.
4. A description of the activity planned.
5. The number of persons expected to attend.

I.C.2.a. Rules Governing the use of Meeting Rooms

1. Meeting rooms may not be used for sales promotions, social affairs, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Additionally, no admission or registration fees can be charged on site.
2. Except as a designation of location, the name of the library may not be used in any publicity relating to use of meeting rooms.
3. Meeting rooms are available for use during the library's normal hours of operation. Programs should be planned so that meeting space will be vacated promptly at closing time. If a meeting extends beyond the library's usual closing time, the organization will be charged a \$25 service fee.
4. Meeting rooms must be left clean. The library will charge a minimum of \$25 if extra custodial service is necessary.
5. Damage to library property during the course of a group meeting is the responsibility of the group.

6. The library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to individuals using the meeting rooms.
7. Groups must provide a qualified operator for any equipment used. Use of electrical or other equipment must conform to normal fire and safety standards. Approval must be received in advance for equipment use.
8. A responsible adult must be in attendance with groups whose members are under the age of 18. In addition, library policy requires all children ages 7 and under to have a parent/caregiver with them at all times.
9. Library personnel must have free access to meeting rooms at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above rules.

I. D. INTERNET/TECHNOLOGY

Adopted May 9, 2017

I.D.1. Internet

Choosing and Evaluating Sources

Library patrons use the internet at their own risk. The Library does not limit access to materials or attempt to protect users from materials some individuals may find offensive. In choosing sources to link to its home page, the Library follows its materials selection guidelines. Beyond this, the Library does not monitor or control information accessible through the Internet and is not responsible for its content, for changes in content of the sources to which the Library home page links, or for the content of sources accessed through secondary links.

Access by Minors

Parents/caregivers must assume responsibilities for deciding what library resources are appropriate for their own children.

Parents/caregivers should guide their children in the use of the Internet and inform them about materials they should not use. The Library has created home pages for children and young adults that provide content and links to other web sites that parents/caregivers may find appropriate for their children.

Children age 8 and older may use the computers and other library technology independently of their parents/caregivers. However, their parents/caregivers are still legally responsible for their actions.

All children age 8 to 17 must have a signed parental computer permission form from their parents/caregivers on file to use library computers and other library technology. Parents/caregivers are required to come into the library and fill out the parental computer permission form.

All children must abide by the Library's Patron Code of Conduct. See that section for more

Rules Governing Use

The D.R. Evarts Library is committed to providing an environment appropriate for its patrons and employees. Internet users cannot display any materials that may be interpreted as part of an intimidating, hostile, offensive or inappropriate environment. Transmission, reception, or display of any material or communications in violation of any U.S. or state regulation is prohibited, including but not limited to unauthorized duplication of copyrighted material, or the dissemination of threatening or obscene material.

Due to the limited resources available for provision of public access to the Internet, the Library may set limits. Downloading files is strictly forbidden. The Library also reserves the right to limit the amount of time an individual user can devote to a single session.

Users may not:

- Connect any personal peripheral devices or any external storage mechanisms.
- Use the network to make unauthorized entry into other computational informational or communication services or resources.
- Distribute unsolicited advertising.
- Invade the privacy of others.
- Attempt to damage computer equipment or software.
- 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.

Please refer to the [Patron Code of Conduct Policy](#) for a description of consequences.

Public Users' Security

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 necessary for the proper operation of the Library.

American Library Association Statements

The Library is guided by the following American Library Statements on access to information:

- The Library Bill of Rights
- Freedom to read
- Statement interpretation of the Library Bill of Rights: Free access to Libraries for Minors and access to Electronic Information Services and Resources.

This policy may be amended at any time by the Board of Trustees of the D.R. Evarts Library.

I. D.2. Wireless Access Policy

Adopted May 10, 2011

The D. R. Evarts Library provides unfiltered wireless Internet access to library patrons. Patrons utilizing the wireless connection agree to comply with all provisions of the D. R. Evarts Library Internet/Technology Policy.

Patrons desiring to utilize the library's wireless Internet access must have a portable computing device (i.e. a laptop computer) with a standard wireless network interface card. Users are responsible for knowing how to use and configure their wireless device. Due to warranty and liability issues, the library staff cannot assist users in configuring their equipment or troubleshooting. Users should refer to their owner's manuals or other support services offered by their computer or wireless device manufacturer for assistance in configuring or using their equipment.

Network Key (Password): The Library requires the use of a network key to access the wireless Internet. Patrons will be provided this key on the first visit to the library with a notebook/laptop or wireless device. This network key may be changed at any time without notice to patrons. If a patron cannot access the Internet, they should see the staff to ensure they have the most current network key.

Limitations and Disclaimers

The D. R. Evarts Library cannot guarantee that a user's hardware will work with the library's wireless connection. The Library is not responsible for any personal information that is compromised, or for any damage caused to patron hardware or software due to electrical surges, security issues, or consequences caused by viruses or hacking. The library assumes no liability for theft or damage to patron devices.

All wireless users are urged to have up-to-date virus protection on their personal notebook/laptop or other wireless device.

The D. R. Evarts Library is committed to providing an environment appropriate for its patrons and employees. Wireless Internet users cannot display any materials that may be interpreted as part of an intimidating, hostile, offensive or inappropriate environment. Internet users cannot display offensive materials to passersby or others within sight of their screen or within earshot of their audio transmissions. Transmission, reception, or display of any material or communications in violation of any U.S. or state regulation is prohibited, including but not limited to unauthorized duplication of copyrighted material, or the dissemination of threatening or obscene material.

The library's wireless network is not secure. Information sent to and from a wireless device may be captured by anyone else with a wireless device and the appropriate software.

Patrons shall defend, indemnify, and hold harmless the D. R. Evarts Public Library, its trustees, employees, and agents against all claims, actions, and judgments based upon or arising out of the patron's use of Library wireless connections.

I. D.3. Self-Service Copiers/Printers/ Copyright

Adopted June 10, 2014

The D. R. Evarts Library offers public self-service facilities for photocopying and printing. The cost per copy is posted above each machine.

Users' Responsibilities

All those using the photocopier or printer must adhere to the U. S. Copyright Law and are liable for any infringement. The U.S. copyright law governs the copying of copyright protected materials.

It is the responsibility of the user, not the Library, to understand and abide by this law. Section 108(f)(2) of the U. S. Copyright Law gives protection to libraries, archives, and their employees from liability that may arise from the "unsupervised use" of photocopy machines and other equipment at the library, provided that the "equipment displays a notice that the making of a copy may be subject to the copyright law. . . ."

The following are selected examples of what may be reproduced on self-service copiers and printers:

- Entire works or sections of works that are in the public domain
- Entire works or sections of works by the U.S. government
- Entire works or sections of works used with permission from the copyright holder
- Portions of books, journal issues, and other print resources that meet a reasonable determination of fair use
- Works used under the provisions of a contract or license agreement; such agreements may differ from, and often take precedence over, what is allowed under copyright law

The Library will post the notice below at all self-service facilities used for reproduction:

Warning Concerning Copyright Restrictions Notice: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material; the person using this equipment is liable for any infringement.

I. D.3. Faxing

Adopted June 10, 2014

The D. R. Evarts Library provides fax service to the public. Operation of the fax machine is limited to library staff. Patrons needing fax service will be accommodated as soon as possible.

The fax service may not be used for any illegal purpose and patrons must abide by all U.S. copyright laws. The library is not responsible for the content or quality of the fax received or sent including missing pages, bad or incorrect transmissions, failure to transmit or incomplete information. Patrons are expected to confirm receipt of the fax by the other party.

The cost for faxes is available at the circulation desk. Fees must be paid prior to transmission (CASH ONLY). The library does not fax to international numbers.

If the patron requires a cover sheet and does not have one, the library will supply one. There is no charge for the cover sheet, if provided by the library, unless it is the only page sent.

All material received to be faxed must be on an 8-1/2" by 11" sheet(s) of photocopy paper. All sheets received for faxing must be free of wrinkles, folds or tears. Materials not in appropriate form will be photocopied at patron's expense.

Patrons must be present when the fax is sent. If transmission is unsuccessful after 3 attempts, the patron must try again at another time.

Abuse of the fax service or the Library's Patron Code of Conduct may lead to denial of future use.

Receiving Faxes:

If patrons are expecting a fax, they must notify the library immediately. The library will notify the patron when the fax is received. Patrons will have 7 days to pick up their fax, if not picked up, the fax will be discarded and charges will be assessed to the patron's library account.

II. INTERNAL POLICIES

II. A. INTERNAL FINANCIAL CONTROLS

II. A.1. Gifts and Grants

Adopted September 10, 2007

The D. R. Evarts Library accepts gifts and grants under the following conditions:

- a.** No gifts and grants will be accepted on which the donor places restrictions or special conditions, unless those restrictions or conditions are specifically accepted by the Library Board of Trustees.
- b.** Unrestricted monetary gifts will be used at the discretion of the Library Board of Trustees in accordance with this gift policy and/or the Library's materials selection policy. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library.
- c.** Gift materials will be judged by the same materials selection standards that apply to purchased materials.
- d.** Gifts of library materials (books, magazines, tapes, etc.) may be accepted with the understanding that the Library reserves the right to add them to its collection, distribute them to other libraries; donate, sell or discard them.
- e.** All real property, personal property, art objects, portraits, antiques and other collectibles, if accepted, are accepted only on the condition that they may be sold, kept, given away or discarded at the discretion of the Library Board and/or the Manager/Director. However, specific requests for the disposition of an item will be taken under advisement by the Board, and the gift will be returned if the request is not deemed to be suitable to the goals and objectives of the Library.
- f.** Gift items will be formally acknowledged, if the donor wishes.

The Library will not appraise or estimate the value of gift donations. The responsibility for such assessment lies with the donor.

II. A.2. Fundraising

Adopted September 10, 2007

Sales at the Library or on Behalf of the Library

It is the policy of the D. R. Evarts Library that sales of any kind at the library or offered in the name of the library, are limited to those which are approved by the Board of Trustees and which turn over all benefits to the Library.

Sales by The Friends of the Library and by the Library Board of Trustees have a continuing approval. Items or tickets sold by the Friends of the Library and/or by the Board do not need to be approved individually.

II. A.3. Friends of the Library

Adopted April 14, 2008

The Board of Trustees of the D. R. Evarts Library looks upon the establishment of the Friends of the D. R. Evarts Library as a worthwhile community endeavor which will benefit the library.

Complete advance information regarding all Friends of the Library projects shall be provided to the Manager/Director and the Board of Library Trustees of the D. R. Evarts Library. The Board of Trustees acknowledges that it does not supervise the activities of the Friends of the Library, but the Board reserves the right not to participate in any Friends projects in which the Board does not believe the best interest of the Library is being served.

The Board of Trustees acknowledges that the Friends of the Library is an organization separate and apart from the D. R. Evarts Library, and that the Friends of the Library has its own Board and its own goals and purposes.

Friends of the D. R. Evarts Library is distinct and separate from the Library, and neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the D. R. Evarts Library.

Because Friends of the D. R. Evarts Library is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall perform any duty or take any act on behalf of the Friends of the Library.

Operating expenses of the D. R. Evarts Library are provided through allocation of tax monies. Friends funds and Library funds shall not be commingled or integrated, except that gifts from Friends may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library, In the event the D. R. Evarts Library becomes the custodian of any Friends funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.

Complete advance information regarding all Friends of the D. R. Evarts Library public relations programs on behalf of the D. R. Evarts Library shall be provided to the Manager/Director and the Board of Trustees of the D. R. Evarts Library. The Board of Trustees acknowledges that it does not supervise the public relations programs of the Friends of the Library, but the Board reserves the right not to participate in any public relations project or program in which the Board does not believe the best interest of the Library is being served. Public relations programs adopted by Friends shall not be part of the budget of or funded by the D. R. Evarts Library.

II. A.4. Investments

Adopted September 10, 2007

The Library benefits from two types of investments. Those created from the original endowment, which are owned by the Village of Athens, and those purchased and owned by the Library. The Investments owned by the village may not be “cashed-in” they can only generate interest and that interest must be used to benefit the library. Those investments owned by the Library are fully under the control of the Library Board and may be managed and utilized as the Board designates.

Guidelines promulgated by New York State govern the appropriate management of both sets of investments. State law/ regulation establishes criteria for proper classes of financial instruments for both sets of investments.

II. A.5. PURCHASING

Adopted April 9, 2013

With the understanding that purchases for Library materials are often available through statewide or national discount programs for libraries, the Board of Trustees establishes the following policy:

Library Materials: Books, magazines, AV, and other such materials intended for patron use.

These items are generally purchased from vendors offering volume discounts or vendors offering a state contract. Materials available only from the publisher are generally purchased with little or no discount.

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.

Purchase Amount Policy

Up to \$1000 - Discretion of the Manager/Director

\$1000 - \$2,999 - Minimum of three documented telephone quotes approved by either the Treasurer or the President prior to purchase and reported to the Board of Trustees

\$3,000 - \$25,000 - Minimum of three written quotes or a reasonable documented alternative approved by the Board of Trustees

Over \$25,000 - Formal bid process approved by the Board of Trustees

Purchases-Public Works Policy

Up to \$2,000 - Discretion of the Manager/Director

\$2,001 - \$5,000 - Minimum of three documented verbal quotes or a documented reasonable alternative approved by either the Treasurer or the President prior to purchase and reported to the Board of Trustees

\$5,001 - \$35,000* - Minimum of three written quotes or a reasonable documented alternative approved by the Board of Trustees

Over \$35,000* - Formal bid process approved by the Board of Trustees

The Library District will comply with all New York State requirements for public works projects.

Emergencies: In the effect of an emergency over \$1,000, the Manager/Director will obtain three verbal quotes if possible. Either the Treasurer or the President will approve the expense.

* or the current threshold set by New York State General Municipal Law for public works or purchase contracts subject to competitive bidding practices

II. A.6. CONFLICT OF INTEREST

Adopted September 10, 2007

The D. R. Evarts Library Board of Trustees believes that it is fundamentally important that the public perceives that all policies and decisions of the Board are fairly and impartially determined, and the financial interests of the members of the Board do not conflict with the public trust. To that end, the Board has adopted the following policy:

A Trustee shall not participate, directly or indirectly, in the making of any contract on behalf of the Library for goods or services in which he or she is financially interested either as an employee, partner or principal or has any ownership interest in the entity, except for the services for which a Trustee is specifically retained. Nor shall a Trustee participate in any decision or recommendation involving the Library where such person shall have a direct or indirect financial interest.

If investigating and ruling on an event that the President has a conflict or perceived conflict, the Vice-President will fulfill the role of the President.

The Board, in accordance with this policy and applicable law, shall deal with any conflict of interest brought to its attention.

Any Trustee aware of a personal conflict of interest regarding a matter coming before the Board shall bring this to the attention of the Board. The President of the Board shall rule as to whether the declaration constitutes a conflict. If a conflict exists, the Trustee shall not vote on the matter and shall excuse him/herself from any discussion regarding the matter by leaving the room. These points shall be recorded in the Minutes of such meetings.

When a Board member perceives that another Trustee has a conflict of interest that has not been declared, the Board member may request the President to rule.

II. A.7. Internal Revenue Service

Adopted May 10, 2011

II. A.7.a. IRS Form 990 Review Policy

The IRS Form 990 will be completed annually and a review copy will be made available to the D. R. Evarts Library trustees and to the Library Manager/Director. Any necessary corrections will be made. The Board President, Board Treasurer or Library Manager/Director will sign, date, and submit the form by the filing deadline.

II. A.7.b. Board Review of Joint Ventures and Partnerships

In compliance with Internal Revenue Service guidelines for approval and management of any joint venture entered into by the D. R. Evarts Library, the Board of Trustees adopts the following guidelines.

Activities Subject to this Policy

For the purposes of this policy, the term “Joint Venture” is defined as any arrangement, including contractual or more formal arrangements undertaken through a limited liability company, partnership, or other entity, through which the Library and another entity jointly undertake any activity or business venture, or otherwise agree to joint ownership of any asset. A Joint Venture may include both taxable and tax-exempt activities.

Approval and Management of Joint Activities

Before making any decision to participate in a Joint Venture, the Library will ensure that the Joint Venture furthers the Library’s exempt purposes and will negotiate at arm’s length contractual and other terms of participation that safeguard the D. R. Evarts Library’s exemption from federal income tax. Such terms shall be in writing in the operating agreement of the Joint Venture and shall include the following minimum requirements:

- With respect to any whole joint venture (that is, a joint venture in which the Library contributes substantially *all* of its assets to the enterprise), the Library’s control over the Joint Venture through fifty-one percent (51%) or more of the voting rights and/or veto power;
- With respect to any ancillary joint venture (that is, a joint venture to which a portion of the Library’s resources are contributed), the Library would, at a minimum, maintain sole control over the tax-exempt aspects of the Joint Venture and would have voting and ownership interests in the Joint Venture that are consistent with the Library’s capital contributions;
 - A requirement that any subsequent contract with the Library’s partner in the Joint Venture be negotiated at arm’s length and for fair market value;
 - A requirement that the Joint Venture give priority to the Library’s tax-exempt purposes over maximization of profit for the participants of the Joint Venture; and
 - A prohibition on activities that would jeopardize the Library’s tax-exempt status.

II.A.8. Claims Audit Process

Adopted May 9, 2017

Procedure:

1. The Library Manager receives the bills on a daily basis.
2. The Library Manager recommends bills for payment and a voucher is created, which includes the vendor's name, a brief description of goods or services, the account chargeable, and the amount of the bill.
3. A Board Member who is not a signatory on the library account will review the vouchers and bills and will sign each voucher after review authorizing payment of the voucher.
4. The bookkeeper records expenses in an electronic format (Quick Books) and generates checks to be signed by the Treasurer and a library board member who is a designated signatory.
5. At the monthly Library Board meeting the bills will be presented to the Board for approval. Minutes will indicate beginning and ending voucher numbers approved for payment.

According to publication ***“Improving the Effectiveness of Your Claims Auditing Process”*** from OSC at <http://www.osc.state.ny.us/localgov/pubs/lgmg/claimsauditing.pdf> the following payments are allowed in advance of audit: electric, gas, water, sewer, telephone, fuel oil, and postage. Other payments that do not require a pre-audit prior to payment: fixed salaries of officers or employees regularly engaged at agreed-upon wages by the hour, day, week, month, year, or other authorized period, including any payroll withholdings.

II. A.9. Credit Card

Adopted May 9, 2017

1. A bank credit card will be established in the name of the D.R. Evarts Library and the specific name of an individual with a maximum credit limit for each set by the Library Board. All monthly bank statements and correspondence will be sent to the Library District.
2. A bank credit card will be issued to the Library Manager with credit limit as defined by the Library Board.
3. Payment of the monthly statement must be made in a timely fashion so that finance charges are not incurred. Timely payment requires staff incurring the charges to properly complete transactional paperwork related to the Library District's accounting functions.
4. The credit card will be held by the Library Manager and held in the Library Manager's office for safekeeping. Hardcopy documentation for each purchase and/or charge must be provided when the credit card is used.
5. A bank credit card will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor.
 - a. The bank credit card may not be used for personal expenses or cash advances.
 - b. The bank credit card does not replace vouchers.

Credit Card Procedures

A credit card account has been established to meet the needs of the Library District for travel and incidental purchases. Upon receipt of original itemized documentation, credit card expenditures will be paid by check. This card does not replace purchase vouchers.

Expenses may be incurred with the credit card only if all of the following conditions are met:

1. Expenditures must be within the guidelines of the particular activity of the approved budget. This card is not to be used for any personal expenses.
2. Purchases may not exceed your credit limit.
3. Proper documentation to support the expenditure must be provided prior to the receipt of the monthly credit card statement. Proper documentation is to include:
 - i. Original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase.
 - ii. A hardcopy print-out of the items ordered on-line.

Credit cards are the property of the library and must be returned to the Board upon termination of employment with the library.

Any lost or stolen cards must be reported to both the issuing company and the Library Board President immediately.

II.A.10. Petty Cash

Adopted May 9, 2017

A Petty Cash fund shall be established for the D.R. Evarts Library for the purchase of materials, supplies or services under conditions requiring immediate payment. The amount of such fund will not exceed \$150.00.

The Board of Library shall appoint the D.R. Evarts Library Manager to be the custodian for the library's petty cash fund, and the Manager 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. All disbursements from such funds are to be supported by receipted bills or other evidence documenting the expenditure.
2. Payments may be made from petty cash for materials, supplies or a service requiring immediate payment, but it is not to be used for frequently purchased items or replace the need for vouchers.
3. Sales tax on purchases should not be paid by the library district from petty cash funds. Vendors should be provided with the library's tax exempt certificate to avoid the payment of sales tax.

II. B. CONFIDENTIALITY OF PATRON RECORDS

II. B.1. Confidentiality of Patron Records

Adopted September 10, 2007

The New York State Confidentiality Law protects the privacy rights of library users. This law prohibits the release of any information relating the name of a person and his/her library use without a properly executed subpoena from a court of law. Under this law, librarians cannot:

1. Tell a third party whether a person has a library card
2. Write the name of a borrower on a book card which is placed in the book
3. Tell a parent what his/her child has borrowed, even if it is overdue
4. Send a reserve notice or overdue reminder on a postcard
5. Reveal the nature of someone's reference question to another person

This law makes it quite clear that a person's library use habits are strictly private; there are no exceptions for children or anyone else. It applies to every library in the state, without exception. All library personnel should be aware of this.

{Reprinted-with thanks to the NYSLAB Trustee, October 1993, Vol. IV No, 3}

II. B.2. Record Retention/ Document Destruction

Adopted September 3, 2008

The records of the Library will be retained and disposed of in accordance with the schedules published in the most recent version of the *Records Retention and Disposition Schedule* by the University of the State of New York and the State Education Department. The following sections are most pertinent to the Library: Library/Library System, Fiscal and Personnel/Civil Service. The current *Schedule* is on file in the office of the Manager/Director and is available during normal business hours.

The Manager/Director will serve as the Records Management Officer for the Library in order to insure compliance with the *Records Retention and Disposition Schedule*.

The Manager/Director will serve as the Records Access Officer for the Library in order to assure compliance with the *Freedom of Information Law*.

II. B.3. LAW ENFORCEMENT

Adopted September 10, 2007

Mission Statement

The Library supports the efforts of our country to preserve and protect the security of our nation. The Library, however, recognizes its position of special trust with members of the public. As the choice of books and other library materials, along with the use of the information resources of the Library is essentially a private endeavor on the part of each individual patron, the Library has the responsibility of protecting the rights and privacy of our patrons in accordance with NY'S Law 4509.

Civil Practice Laws and Rules Section 4509 Library Records, (signed into law June 13, 1988) states...library records, which contain names other personally identifying details regarding the users of public, free association, school (college and university Libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films of records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper

operation of such library and shall be disclosed upon request or consent of the user of pursuant to subpoena, court order or where otherwise required by statute".

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

During a visit

1. If anyone approaches a staff member alleging to be a law enforcement official requesting information, DO NOT DISCLOSE ANY INFORMATION,
2. Ask for Identification and then immediately refer the agent or officer to the Manager/Director, photocopy the identification.
3. The Manager/Director will meet with the agent with the library counselor and with another colleague in attendance.
4. Ask to see the court order(s) (for example, search warrant, subpoena, National Security Letter) authorizing law enforcement.
5. If the agent or officer does not have a court order compelling the production of records, the director or officer should explain the Library's confidentiality policy and/or the state's confidentiality law (NYS 4509) and inform the agent or officer that users' records are not available except when a proper court order in good form has been presented to the library.
6. If there is no court order presented the FBI and or local law enforcement has no authority to compel cooperation with an investigation or require answers to questions (other than the name and address of the person speaking to him/her). If the agent or officer makes an appeal to patriotism, the Manager/Director will explain that, as good citizens, the Library staff will not respond to informal requests for confidential information, in conformity with professional ethics, First Amendment freedoms and state law.
7. If the agent or officer does present a court order the Director should immediately refer the court order to the Library's legal counsel for review.
8. If the court order is in the form of a subpoena:
Counsel will examine the subpoena for any legal defect including the manner in which it was served on the Library, the breadth of its request, its form, or an insufficient showing of good cause made to a court. if a defect exists, counsel will advise on the best method to resist the subpoena.

Through legal counsel the Manager/Director will insist that any defect be cured before records are released and that the subpoena is strictly limited to require release of specifically identified records or documents.

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

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

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

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

If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA) the recommendations for a regular search warrant still apply.

If the court order is a "gag order" that means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant.

The Library and its staff must comply with this order. No information can be disclosed to any other party; including the Manager/Director if not present at the time warrant is served and the patron whose records are the subjects of the search warrant. The gag order does not change a Library's right to legal representation. The Library can still seek legal advice concerning the warrant and request that the library's legal counsel be present during the actual search and execution of the warrant.

If the court order is a National Security Letter:

The procedure is the same as for a search warrant. However, a gag order applies. The Manager/Director will contact Library counsel. If the Manager/Director is not available, contact the Board President S/he may request that the Library's legal counsel be present during the search and that the search be delayed until counsel examines the court document. If law enforcement chooses to proceed, the Library must comply.

II. C. PERSONNEL/ HUMAN RESOURCES

II. C.1. Harassment Policy

Adopted September 3, 2008

It is the policy of the Library to provide and maintain a work place environment free from discrimination based on sex, race, color, religion, national origin, age, disability and any other class protected by law. Harassment based on these characteristics is a form of unlawful discrimination when submission to or rejection of this conduct affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Harassment based on sex is defined as unwelcome sexual advances and other offensive verbal or physical conduct of a sexual nature. Other unlawful harassment is defined as verbal or physical conduct that is offensive to or shows hostility or aversion toward an individual because of race, color, religion, national origin, age or disability.

Harassment in any form is prohibited and will not be tolerated. Employees who engage in unlawful harassment are subject to discipline up to and including discharge. Visitors or patrons who engage in unlawful harassment may be permanently expelled from the library.

Employees who believe they have been subjected to unlawful harassment have the right to file a written or verbal complaint with the Manager/Director. If it is inappropriate to make the report to the Manager/Director, or if the complaint is initiated by the Manager/Director, it shall be filed with an executive officer of the Board of Trustees. Immediately the written complaint or a summary memo of a verbal complaint will be forwarded to the President of the Board of Trustees who will inform the Board. A prompt investigation of the allegations will be conducted by the Board of Trustees and the findings will be documented. To the extent possible, the investigation will be conducted in a confidential manner that protects the identity of all parties. The complaining employee will be informed of the outcome of the investigation.

If, after investigation, an accused harasser is found to have violated the policy, appropriate disciplinary action will be taken against the offender. Discipline will be based on the facts and circumstances of each case. Such discipline will be progressive and if warranted, law enforcement personnel will be contacted.

If the Library determines that an employee made an intentionally dishonest or malicious complaint, disciplinary action will be taken against the complainant. Any employee who knowingly assisted the complainant will also be disciplined.

Equal Opportunity Non-discrimination Policy

It is the policy of the D. R. Evarts Library to provide for and promote equal employment opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, creed, color, national origin, gender and any other class protected by law

It is the policy of the D. R. Evarts Library to provide qualified individuals with disabilities an equal opportunity to participate in and receive the benefits, services programs and activities of the Library, and to supply such persons with reasonable accommodations and reasonable modifications as are necessary

II. C.2. Whistleblower Protection

Adopted September 3, 2008

The D. R. Evarts Library requires all staff, volunteers and trustees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Library, all must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all staff, volunteers and trustees to report suspected waste, fraud, abuse or harassment, etc. Suspected issues should be reported according the steps outlined in the Library's harassment policy and will be handled in the manner outlined in the policy.

No Retaliation

No staff, volunteers or trustees who in good faith report a violation or assist in the investigation of a complaint shall suffer harassment, retaliation or adverse employment consequence.

An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise serious concerns within the Library prior to seeking resolution outside the Library.

If the Board of Trustees determines that an employee made an intentionally dishonest or malicious complaint, disciplinary action will be taken against the complainant. Any employee who knowingly assisted the complainant will also be

II. C.3. PERSONNEL

Adopted June 12, 2012

Employee Status

Full-time Regular: Employees who work 37.5 to 40 hours per week.

Part-time Regular: Employees who work less than 37.5 hours per week.

Temporary: Employees who are employed for a specific period of time.

This period cannot exceed 6 months. A temporary employee can work any number of hours in any pay period.

Wages and Salaries

Wages and Salaries are reviewed and determined by the Board at least once a year.

Background Checks for New Employees

Criminal history and background checks are conducted to promote a safe work environment; to protect the organization's assets such as people, property and information. This policy applies to anyone wishing to work at the library. Individuals who refuse to comply with this request or fail any one of the background checks will not be employed.

Receipt and Acknowledgement of D. R. Evarts Library Policy

Each employee is required to sign the "Receipt and Acknowledgement of D. R. Evarts Library Policy" form (AP.A.6) and return it to the Library Manager/Director. This form acknowledges that the employee has read and will abide by the library policies, as well as the Personnel Policy contained therein.

Attached to the form is the "**Receipt and Acknowledgement of Updated D. R. Evarts Library Policy**" (AP.A.7). It is the job of the Manager/Director to inform employees of policy changes and provide policy copies as soon as possible. Each notification must be recorded on the "Receipt and Acknowledgement of Updated D. R. Evarts Library Policy".

Both forms will be filed in the employee's Personnel Record.

Probationary Period

New employees are considered to be trial employees for a period of 1 year.

Reasonable assistance to help new employees succeed will be given to them during this period.

After satisfactorily completing the probation period a staff member may continue employment with the library while satisfactorily performing tasks listed on his/her job description, and acting in accordance with the library policies.

Job Descriptions

Each employee, upon employment, will receive a job description. This description will provide the employee a summary of his/her responsibilities. This description will also outline areas of job accountability and serve as a guide to the employee in what he/she can expect to be evaluated on in her/his annual performance review or on other evaluations deemed to be appropriate.

The Manager/Director reserves the right to reassign areas of responsibility at his/her discretion, and is responsible for maintaining an up-to date job description for each employee. It is also the Manager/Director's responsibility to keep the Board of Trustees' Personnel Committee apprised of personnel performance.

Job Performance Review

Each employee will receive at least one performance review annually. The staff member's direct supervisor will review the evaluation with the staff member. The personnel committee will complete the evaluation of the Manager/Director and review it with him/her. Reviews will then be filed in the employees personnel file and sent to the Personnel Committee.

Employee Workshops and Meetings

All staff members are encouraged and may be required to attend Mid-Hudson Library workshops and meetings. Mileage to pre-approved workshops and meetings is reimbursed by the Library at the Federal mileage rate. The Library will also pay employees their normal hourly wage rate for travel time and attendance at training. Staff is required through a written report to share all new or updated workshop information with other staff members.

Personnel Records

Personnel records will be kept on all current library staff for at least the duration of their employment with the Library. Access to personnel records is limited to the Manager/Director and the Board of Trustees, the employee and others designated by the employee.

Personnel records when applicable will consist of, but are not limited to the following:

Job application	Resume
Interview notes	Meeting notes
Federal Employment forms	Annual Performance Reviews
Job Descriptions	
Receipt and Acknowledgement of D. R. Evarts Library Policy	
Receipt and Acknowledgement of updated D. R. Evarts Library Policy	

EMPLOYEE BENEFITS

Use of Personal Vehicles

All employees operating their personal vehicle for pre-approved library business will be reimbursed for their mileage at the Federal mileage rate. Mileage will be determined using the D. R. Evarts Library as the starting and ending destination. If employees carpool, only the driver is reimbursed for mileage. Speeding tickets, moving violations, and parking tickets are the financial responsibility of the employee.

Emergency Closings

In the event of inclement weather, extreme temperatures in the library (falling outside of the 55 – 82 degrees Fahrenheit range), internet outages, power outages, plumbing issues, construction, or any other event that occurs that impedes the functioning of the library, and all mitigating opportunities have been exercised to no avail, then the library will close early and/or alter open hours at the discretion of the Library Business Manager. Library staff scheduled to work on the day of an emergency closing or altered hours will receive full pay for their scheduled work hours. This does not include the Manager/Director who works flexible hours. Paid time for closings beyond a week will require Board approval. The Library Business Manager will follow the following procedures for an emergency closing/altering of hours:

1. In the event that the library closes or alters hours:
 - a. The Board will be notified of the closing or altering of hours.
 - b. Employees scheduled to work during affected hours will be notified of closing or altering of hours.
 - c. A sign should be placed on the library entrance indicating the temporary hours.
 - d. A notice shall be placed on the library's website & social media.
 - e. A notice shall be emailed to the library's current email subscribers.
(approved 8.8.2023)

Jury Duty

Staff members called for Jury Duty are paid the difference between the salary they would have made and the amount paid by the court for their service. Employees will only be paid for hours that they were scheduled to work.

Vacation

The Manager/Director is entitled to one week's paid vacation per year. One week is defined as the agreed upon hours worked per week in the current calendar year.

Bereavement

When a death occurs in an employee's immediate family, all full-time employees may take 3 days off with pay to attend the funeral or make arrangements. Paid time off will be prorated for part-time employees (Hours worked per week, including a Saturday shift for desk clerks, divided by 5).

Immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, legal guardian, significant others and persons residing in the same household.

CONDUCT & DISCIPLINE

Rules of Conduct

Employees are expected to perform their duties in a professional and courteous manner.

Following is a list of some, but not all of the acts that will result in disciplinary action up to and including discharge:

1. Any act of dishonesty. This includes the theft of any library, patron, or employee property.
2. Committing or attempting to commit deliberate damage to library property or the unauthorized use of library facilities, tools or equipment.
3. Striking, shouting, or using abusive language, or showing disrespect or in any other way harassing another employee or patron.
4. Possessing, using, buying or selling alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs while at work.

5. Repeated absences or tardiness.
6. Removing, sending or furnishing to unauthorized persons, library records or information.
7. Breaches in security procedures and/or refusal to cooperate in a library investigation.
8. Abandonment of job or failure to report to work without notifying one's immediate supervisor.
9. Violating the library's anti-discrimination policy.
10. Sexually harassing an employee or patron.
11. Direct violation of library policy and procedures.
12. Obtaining employment on the basis of false or misleading information; falsification of application.
13. Allowing unauthorized person (s) access to library nonpublic material or facilities.
14. Possessing firearms of any type while on library property or while on library business.
15. Insubordination, the refusal to perform all job requirements, library policies or procedures, or service outlined by the library, as stated in job description.
16. Falsification of patron records or library reports or documents.
17. Knowingly violating any library, OSHA or state regulations, guidelines or rules governing workplace safety.
18. Accepting gifts in any form, including gifts (favors) without monetary value.
19. Smoking and vaping are prohibited on all library property, both in the building and on the grounds.

Attendance and Punctuality

The following procedures are to be followed if an employee is going to be absent or late:

All employees are required to personally notify their supervisor as soon as possible but no later than one (1) hour prior to the start of their shift if they are not going to be available for work.

If ill, employees must call in each day to advise their supervisor that they will not be in.

Any employee absent from work without notifying their supervisor will be subject to disciplinary

action.

Excessive absenteeism is defined as missing two (2) days scheduled work in a six (6) month period, excluding valid illness. Excessive absenteeism can be cause for dismissal.

The Library will not tolerate habitual lateness. Habitual lateness is defined as reporting for work late as many as two (2) times in any (2) week period or as many as four (4) times in any six (6) week period. Habitual lateness can be cause for dismissal.

Failure to show up or call in when scheduled can be cause for dismissal.

Dress Code

All staff members shall wear appropriate business or business casual attire during library hours. If further guidance is necessary you may speak to your supervisor.

Telephone Calls

Personal calls shall be limited to emergency situations. Calls that result in an expense to the library will be deducted from an employee's paycheck.

No employee is allowed to let his cell phone ring on the main floor of the library. Cell phone settings should be set on vibrate or passive mode.

Face Masks and Coverings (Updated and approved June 9th, 2020)

During an epidemic or pandemic, staff may be required to wear masks, face coverings or shields. Those who are unable to wear them because of a medical condition can be requested to provide proof of such conditions. Those refusing to wear a face covering of any type can face disciplinary actions.

PROGRESSIVE EMPLOYEE DISCIPLINE POLICY

The purpose of the employee discipline policy is to ensure fair and equitable disciplinary action for all Library employees. Inherent to this policy is the expectation that all Library employees will conduct themselves in a professional manner toward their jobs, their colleagues, and members of the public.

The D. R. Evarts Library may use progressive discipline at its discretion. Disciplinary action may call for any of the three steps: Verbal Warning, Written Warning, or Termination of Employment. Each incident, depending on its severity and number of occurrences, will dictate which steps are taken. Some circumstances will require one or more steps to be bypassed. The employee and Manager/Director are entitled to have a third party present at any meeting.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed:

- First offense - verbal warning
- Repeated offense(s) – written Employee Warning Notice (A.P.A.8)
- Repeated offense(s) - termination of employment

Definition of Offenses

Verbal Warning:

For most infractions, the employee will be given a verbal warning by the Manager/Director. A notation will be placed in the employee's personnel file. If there are no repeats of the offense after six months, all documentation of the offense will be removed from the employee's personnel file. If the situation is not corrected in the time frame specified by the Manager/Director, the Manager/Director will proceed to a written warning.

Written Warning:

The employee will be given an Employee Warning Notice(AP.A.8) and a copy will be placed in the employee's personnel file. This written record notifies the employee that his/her performance or conduct is unacceptable. This notification documents the specific acts or omissions upon which the discipline is based as well as the expected corrective action and time frame.

Termination:

If the situation is not corrected in the time frame specified by the Manager/Director or if there is a repeated occurrence of the same offense, employment will terminate. Termination results in ineligibility for rehire.

Certain types of employee problems are serious enough to justify immediate termination of employment, without going through the usual progressive steps. Examples of such behaviors can be found in the "Rules of Conduct" for staff.

Resignation

Personnel who leave the library employ are requested to submit written notification of such intent.

Library Director - Notice of four (4) weeks to Library Board

All other library staff - Notice of two (2) weeks to Library Manager/Director

II.C.4. Workplace Safety

Adopted May 8, 2012

The D. R. Evarts Library is committed to creating and maintaining a safe and healthy environment for both the public and the employees of the library. The Library's goal is to prevent all workplace accidents. To achieve this goal, all Library employees must make a conscious effort to be aware of safety and health hazards at all times.

The Library provides information to employees about workplace safety and health issues through regular internal communication channels such as new employee orientation, staff meetings, memos or postings. Each employee is expected to obey safety rules and to exercise caution in all work activities.

Employees are required to immediately report any unsafe condition to the Library Manager/Director. It is the responsibility of the Manager/Director to investigate and if reasonable, correct the situation and notify a Board Officer. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination.

Employees are required to immediately notify the Library Manager/Director of accidents that result in injury, regardless of how insignificant the injury may appear. An Incident/Accident Report Form (**APA.3**) must be completed and turned over to the Library Manager/Director as soon as possible. Such reports are necessary to comply with laws and to initiate insurance and workers' compensation benefit procedures.

No employee who, in good faith, reports a safety violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination. This statement is intended to encourage and enable employees to raise safety concerns within the organization prior to seeking resolution outside the organization.

II. C.5. Incident/Accident Report

Adopted May 8, 2012

Employees are required to report serious violations of the library's rules or codes of conduct, threatening acts and serious safety or health emergencies as reported by patrons or witnessed by staff. Reporting is a two step process: employees are required to notify the Library Manager/Director and file an Incident/Accident Report Form (AP.A.3).

The Incident/Accident Report Form must be completed and filed with the Library Manager/Director as soon as possible. For accuracy, as much information about the exact circumstances of the Incident/Accident should be gathered as soon as possible, as well as the names, addresses, and phone numbers of all involved. The form should be completed by an employee as reported by the employee or patron involved. Should a patron refuse to cooperate in completing the report or refuse medical or law enforcement assistance, the form will be filled out by the employee.

For further instructions on completing the form, please refer to the Incident/Accident Report Form in the Policy Appendix.

II. C.6. Library Business Manager Position Description

Adopted February 27, 2020

LIBRARY BUSINESS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for performing a wide variety of functions designed to manage the day-to day operation of the library. This is an important position in the Library involving considerable independent responsibility for accurate and efficient management of the Library. Duties are performed under the general supervision and direction of the Library Board of Trustees. Direct supervision is exercised over clerical staff. Does related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) The typical work activities listed below are illustrative only and, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Responsible for developing, creating and delivering library programs that will engage the Library's community interest as well as encouraging the library staff and volunteers to convey these programs to the public;

Works with the Library Board of Trustees to evaluate the effectiveness of the library's services and programs in relation to the community;

Performs public outreach activities in order to promote public awareness of the library and attract more community interest;

Prepares and distributes press releases, event notifications and monthly newsletters and maintains the library's calendar of events;

Administers library policies and recommends changes or additions to the policies and library services to the Board of Trustees;

Maintains the library's website;

Works with the Library Bookkeeper in maintaining the library budget, tracking expenditures and submitting vouchers;

Conducts management and administrative studies in order to prepare and distribute reports to the State and the community;

Attends library workshops and professional meetings;

Provides supervision to the clerical staff and recommends appointments, promotions and disciplinary actions to the Board of Trustees;

Applies for grant monies essential to the operation of the library;

Performs library clerical duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good organizational skills; Working knowledge of library policies and procedures; Working knowledge of finance, budgeting, purchasing and expenditures; Ability to supervise the work of others; Ability to communicate effectively both orally and in writing; Ability to get along effectively with the Board of Trustees, library staff and the community; Ability to prepare applications for grants; Ability to prepare and distribute reports, press releases and notifications; Ability to operate a personal computer and associated software and QuickBooks; Ability to resolve day-to-day library staff and building issues; Tact and courtesy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business, Management or Accounting; OR
 - B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business, Management or Accounting and two (2) years of experience in one of the fields listed above.
- OR
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience described in B above.

NOTE: Paid or volunteer experience in a program management position in a Not-For Profit setting can be substituted for the experience listed above.

GREENE COUNTY—COMPETITIVE
CSC ACT: 2/27/2020

II. D. DISASTER AND EMERGENCY

Adopted September 10, 2007

The Board considers the following emergency procedures to be a part of the Board's Policies. Unforeseen events or circumstances may require the Manager/Director to modify or add to these procedures as circumstances dictate.

Fire

Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 and then clear the building. The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

Health Emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable 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. The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

Bomb Threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds, which may indicate where the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, call 911. Clear the building. The police will handle the actual bomb search. (Try to dial *69 to trace the phone number of the caller.)

Snowstorms

Closing will be at the discretion of the Manager/Director or an employee designated by the Manager/Director.

II. E. PUBLIC RELATIONS

Adopted September 10, 2007

The public relations goals of the Library are to promote a good understanding of the Library's objectives and services by governing officials, by civic leaders, and by the general public to promote active participation in the varied services offered by the library to people of all ages.

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

The Manager/Director is encouraged to participate in community activities to promote Library services. Materials to be used by press, radio or television will be approved by the Manager/Director.

The President of the Board will act as spokesperson on matters of Board Policy and as a spokesperson for the Board members. The Manager/Director will act as spokesperson in matters relating to programs and procedures.

In an emergency situation, the Manager/Director will make official statements to the public and media. When feasible such statements should be made after consultation with the Board President. If it is necessary for staff members to provide the public with information the Director will inform staff what is to be said.

In the event that the Library has to be closed due to weather or any other emergency the staff member on duty will notify the designated media services.

II. E.1. Photography, Video/Audio Taping and Other Recording Devices

Adopted May 10, 2011

All recording devices including but not limited to: video cameras, cell phone cameras, movie cameras, audio devices, still cameras whether film or electronic with or without flash or flood lighting, are prohibited inside the library without written approval from the D. R. Evarts Library Manager/Director.

The Library Manager/Director shall grant permission in accordance with the following principles:

1. Privacy of patrons is the primary consideration. No patron or any person shall be photographed or recorded inside the library without his or her specific written consent (See the D. R. Evarts Photo/Video/Audio Release Form [AP. A.11]) except at public meetings and then only in accordance with the New York State Open Meetings Act, N.Y. Pub. Off. Law §102(1) and §103[d]* Law 2010, Chapter 43 and the D. R. Evarts Library Confidentiality of Patron Records Policy, Adopted September 10, 2007.
2. In general, to avoid inadvertently photographing or recording patrons or library materials which they are using, photography or recording will not be permitted during normal hours of operation. An exception may be made under very limited circumstances in which no persons appear in the background of the area being photographed, such as within a closed meeting room.
3. Photography at library board meetings or other public open meetings will be permitted only in accordance with the New York State Open Meetings Act, and other statutes, as set forth above.

II. F. VOLUNTEERS

Adopted September 10, 2007

The D. R. Evarts Library Volunteer Program is designed to expand and enhance public service to the community. Volunteers generally provide support services to paid staff. Volunteers are expected to act in accordance with Library policies and to reflect positive customer service attitudes to all Library patrons.

Selection of Volunteers

Volunteers are selected based on their qualifications in relation to the needs of the Library at any given time, and based on their ability to commit to a consistent schedule of volunteer hours. Selection of in-house volunteers is the responsibility of the Manager/Director. Prospective volunteers are requested to fill out an application form and be interviewed by the Manager/Director.

Roles and Responsibilities

The Library depends on its volunteers for a wide variety of tasks which otherwise need to be assigned to library staff. We therefore ask volunteers to be reliable in their commitment to the library and to notify the library in advance if they are unable to work their regularly scheduled time slot. In turn, volunteers will be notified immediately on any given day when the Library opens late or closes early for any reason.

Training and Supervision

The Manager/Director coordinates the in-house volunteer program. Volunteers will receive specific training in their assigned duties from the Library staff member who directly supervises their work. All reasonable care will be taken to ensure the safety of volunteers.

Work Schedules

The volunteers and the Manager/Director will mutually arrange individual work schedules and specific time commitments in advance.

Community Service

Persons who seek volunteer assignments at the Library to meet a requirement set by an outside agency for the performance of community service shall be subject to the above selection process and all other provisions of this policy.

In the event that a volunteer is unable or unwilling to adequately perform the duties assigned and no other positions are available the volunteer may be relieved of their duties.

Homebound Volunteers Roles & Responsibilities

The mission of the homebound delivery program is to provide books and other Library materials to patrons of the Library who are unable to come to the library, whether on a temporary or a permanent basis. Persons needing delivery are referred to the Manager/Director, who will assess each homebound situation with the goal of assuring safe access and a healthy environment for the delivery volunteer.

Volunteers are asked to keep an accurate record of the hours they work each week, for the use of the Manager/Director.

II. G. POLICY CHANGES

Adopted May 9, 2017

Changes to the D. R. Evarts Library Board Policies require a simple majority vote at one board meeting.

III. Appendix: Forms

Reconsideration of Materials at the D. R. Evarts Library

The Board of Trustees of the D. R. Evarts Library, has delegated the responsibility for selection and evaluation of library resources to the Library Director, and has established collection development policy to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library materials, please return the completed form to the Library Director, D. R. Evarts Library, 80 Second Street, Athens, NY 12015.

Date _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____

D. R. Evarts Library card# _____

Are you making this challenge as an individual? _____ (check here if YES)

Or, as the representative of an organization? _____ (check here if YES)

If you are speaking on behalf of an organization, give the name and address of the organization

Type of item you are challenging (fill out a separate form for each item challenged):

Book _____ Audio _____ Video _____ DVD _____ Magazine _____ Newspaper _____

Computer Software _____ Other _____

Title of Item _____

Author _____

Item Barcode _____

Publisher _____

Date of Publication _____

What brought this item to your attention? _____

Is your objection to this item based upon your own exposure and reaction to it, upon complaints made about it, directly to you by others, or upon reports you have heard?

Have you read, viewed, or listened to this item in its entirety? _____ If not, what portions of it have you read, viewed, or listened to (List portions by page number, time on tape, or other identification.) _____

To what specific aspects of the item do you object? Cite specific pages, passages, or scenes. Can you suggest any materials to provide additional information or other viewpoints on this topic? (Use back of page and additional page, if necessary.)

Signature _____ Date _____

Request for the Addition of Material at the D. R. Evarts Library

This form does not guarantee the library will purchase your request. All requests are reviewed by the Library Director. If your item is purchased, all holds will be placed in the order received. Thank you for your suggestion.

Author: _____

Title: _____

ISBN: _____

Publisher: _____

Date of Publication: _____

Have you read, seen, or listened to the material or read reviews on it? If you have read reviews, where were the reviews listed (in what publication or online):

Do you, yourself, want to read, see, or listen to the material? _____

Why do you think it will be a good addition to the library?

To whom is this material recommended for: _____

Additional comments, if any:

Your Name (Required): _____

Telephone Number: _____

Email Address: _____

Incident/Accident Report

D. R. Evarts Library, 80 Second St., Athens, NY

INSTRUCTIONS: To be filled out by an employee as described to them by the person(s) involved. Please limit description to factual observations only. Submit completed report to the Library Manager/Director as soon as possible. The Library Manager/Director will complete the form for accidents involving employees working alone.

Date: ___/___/___ **Time:** _____

Library Staff Person in Charge: _____

Name of Staff Person Filing Report: _____

Staff Witness (if any): _____

Individuals that were involved in the Incident/Accident:

- Name: _____ Phone: _____
Address: _____ City: _____ State: ___ Zip: _____
- Name: _____ Phone: _____
Address: _____ City: _____ State: ___ Zip: _____
- Name: _____ Phone: _____
Address: _____ City: _____ State: ___ Zip: _____

Description of incident/accident:

Did you notify Police? _____ YES or _____ NO
 Did you call 911? _____ YES or _____ NO
 Did the individual refuse the offer of medical services? _____ YES or _____ NO
 Did you notify anyone else? _____ YES or _____ NO
 If yes, whom did you notify?

List all non-staff witnesses to the Incident/Accident:

- Name: _____ Phone: _____
Address: _____ City: _____ State: ___ Zip: _____
- Name: _____ Phone: _____
Address: _____ City: _____ State: ___ Zip: _____
- Name: _____ Phone: _____
Address: _____ City: _____ State: ___ Zip: _____

Follow-up action taken:

No Action Taken Managed Internally Police Involvement
 911 Services

Any Additional Notes (brief): _____

Signature of Employee: _____ **Date:** _____
Signature of Library Manager/Director: _____ **Date:** _____

D. R. Evarts Library District

80 Second Street

Athens, New York 12015

(518)945-1417

Fax: (518)945-1725

Email: d.r.evartslibrary@gmail.com

Web: drevartslibrary.org

FREEDOM OF INFORMATION LAW REQUEST

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

(Identify/ describe the records and provide all relevant information and include dates of records if possible)

If I request copies, I understand there is a fee of \$.25 per page.

As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. Therefore, I would appreciate a response as soon as possible and look forward to hearing from you shortly.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name and address of the person or body to whom an appeal should be directed.

Signature: _____

Name (please print): _____

Address: _____

City, State, Zip Code: _____

Tel. _____ Email: _____

Date: _____

*****OFFICE USE

ONLY:

DATE RECEIVED: _____ **STAFF INITIALS** _____

Notes _____

D. R. Evarts Library Exhibit Release Form

Exhibitor/Contact Name (Print) _____

Address _____

City/State _____ Zip _____

Home Telephone _____

Work Telephone _____

E-mail address _____

Installation Date _____

Removal Date _____

I have received, read, and accept the D. R. Evarts Library District, Inc. Displays and Exhibit policy. I understand that in offering my work/collection to be displayed in the D. R. Evarts Library, I release the D. R. Evarts Library, its board and employees from any liability for damages or injury, loss, theft or destruction of any item or items that may occur during the display period or during installation or removal of the exhibit.

I understand that the installation, length of exhibition and removal shall be scheduled with the Library Manager/Director. Access to the exhibit is permitted only during library business hours.

Signature of Exhibitor _____ Date _____

Received by _____ Date _____

Please list and describe each article to be displayed:

Item

Description

Item	Description

Receipt and Acknowledgement of D. R. Evarts Library Policy

I have read and understand the D. R. Evarts Library Policy as outlined in the Policy copy I received on _____ . I agree to follow and uphold these policies as long as I am employed by the D. R. Evarts Library.

I further understand that my employment is at will, and neither myself nor D. R. Evarts Library has entered into a contract regarding the duration of my employment. I am free to terminate my employment with the Library at any time, with or without reason. Likewise, the Library has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with reason, at the discretion of the Library.

I understand that while I may not agree with every policy, it is my job to follow them as long as I am in the Library's employ, as long as such policies do not violate any local, state, or federal laws.

I understand that the policies herein are subject to change, and that I may have input toward changing any policies with which I disagree by presenting alternatives to the Library Manager/Director for use in developing ever better policies. My input does not automatically mean a change will take place, but it will be taken under consideration.

It is my responsibility to read and comply with the policies contained within, and any revisions or changes passed by the Library Board of Trustees.

I understand that if I do not follow these policies, or amended policies as passed by the Library Board of Trustees, which are given to me as addendum's to the Library Policy, I may be terminated from employment at the D. R. Evarts Library.

Signed: _____ Date: _____

Print Name: _____

☞ *Current Employees: Return a signed copy of this form to the Library Manager/Director within 7 days of receiving the policy manual.*

☞ *New Employees: Return a signed copy of this form to the Library Manager/Director before the first day of employment.*

Employee Warning Notice

Employee Name: _____

Date: _____

Job

Title: _____

Verbal Warning

Written Warning

Termination

Tardiness/Leaving Early

Absenteeism

Violation of Policies

Substandard Work

Violation of Safety Rules

Rudeness to Customers/Coworkers

Other: _____

**Description of
Infraction and date:**

**Plan for
Improvement:**

**Consequences of Further
Infractions:**

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature

Date

Library Director Signature

Date

Employee Warning Notice

Employee Name: _____

Date: _____

Job _____

Title: _____

Verbal Warning

Written Warning

Termination

Tardiness/Leaving Early

Absenteeism

Violation of Policies

Substandard Work

Violation of Safety Rules

Rudeness to Customers/Coworkers

Other: _____

Description of

Infraction and date: _____

Plan for

Improvement: _____

Consequences of Further

Infractions: _____

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature

Date

Library Director Signature

Date

Optional Third Party Signature(s) and Date
Adopted: June 12, 2012 D. R. Evarts Library

•

D. R. Evarts Library Homebound Delivery Service Patron Release Form

By my signature below, I hereby agree to save and hold harmless the D. R. Evarts Library, its employees and representatives, from any loss, liability, suit or judgment whatsoever, including any claims made against said Library, that may arise out of or in conjunction with the D. R. Evarts Library Homebound Delivery Service.

All materials selected or requested for me will be taken out on my library card. I further understand that though I will not be charged any late fees, I am responsible for items returned late as well as the replacement cost of any item that is lost or damaged while in my possession.

I further understand that all items must be returned to the D. R. Evarts Library in a timely matter.

I understand that I may become ineligible for this program if I do not abide by the guidelines set forth.

I also waive my rights for confidentiality and hereby grant permission to:

(Name of persons picking up materials)

to do the following: request information about the items I currently have on loan, request materials and pick up items I have requested using my library card.

Signature: _____

Print name: _____

Address: _____

Phone: _____

Email: _____

Date: _____

D. R. Evarts Library Patron Complaint Form

Please complete all fields below so you may be contacted:

1. Name: _____

2. Address: _____

3. E-mail: _____

4. Phone #: _____

5. Please briefly explain the nature of your complaint in the space below. Continue on the back of this sheet if necessary.

To the extent relevant, include in your description: the date and time of day when the incident occurred, the location in which the incident occurred, the full names of any Library staff or patrons involved and the nature of their involvement, any previous efforts made by you and/or Library staff to resolve the complaint, and any other significant information regarding the nature of the complaint.

Signature: _____ Date: _____

D. R. Evarts Library Photo Release Form

I, _____ consent to and authorize the use and reproduction of photographs and/or audiovisual materials of my daughter, son, or other minor in my care by the D. R. Evarts Library for use in publicity material, whether print or electronic format (Brochures, Newspapers, Website, Facebook, etc). I understand that my child's picture, name and/or age may only appear in such publicity material.

Signature _____ Date _____

Names and ages of minors:

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Meeting Room Request Form

Name of group _____

Person responsible _____ Phone number _____

Date and time of intended use _____

Description of activity planned _____

Expected attendance _____

By checking this box, I agree to the terms and conditions of the D. R. Evarts Library meeting room policy and I acknowledge that I am liable for any damage to library property.

Signed _____

Date _____