



POLICY MANUAL

This manual contains the policies and procedures pertinent to the operation and maintenance of the Fulton Public Library, as voted on by the Board of Trustees. All documents contained herein are final drafts and will be reviewed periodically.

Table of Contents

Patron Policy	1
Circulation Policy	4
Confidentiality of Records	7
Computer and Internet Use	8
Wireless Internet Access Policy	10
Wireless Internet Safety Policy	11
Social Networking Policy	13
Sexual Harassment Policy	15
Material Selection Policy	22
Materials and Monetary Donations Policy	26
Emergency Policy	27
Displays and Exhibits Policy	28
Library Meeting Room Policy	29
Political Activity Policy	31
Code of Ethics	32
Conflict of Interest	33
Public Relations Policy	34
Financial Policy	35
Whistleblower Policy	37
Mobile Hotspot Lending Policy	38
Virtual Programming Policy	39
Pandemic Emergency Closure Policy	40
Infectious Disease Control Policy	43
Patron Safety Practices Policy	45
Emergency Closing Policy	47
Curbside Pickup Policy	48
Pandemic Paid Leave Policy	50
Telecommuting Policy	52

Other Documents

Library Bill of Rights; Access to Library Resources and Services for Minors, Freedom to Read Statement, Freedom to View Statement

Fulton Public Library Patron Code of Conduct

Introduction

The Fulton Public Library is a place for reading, studying, and writing; participating in programs, activities and meetings; and, for using or borrowing Library materials. We ask for your cooperation in maintaining an environment in which all Library customers can use and enjoy the Library's resources, services and facilities. These rules are posted for the comfort and protection of all who use the Library. These rules will be firmly enforced by Library staff. All Library users must comply with the Code of Conduct listed below:

The Fulton Public Library Board of Trustees establishes the **Patron Code of Conduct** to:

- Protect the rights of individuals to enjoy the benefits of library facilities, materials and services
- Protect the rights of library staff members and volunteers to conduct library business without interference
- Preserve library materials and facilities from harm
- Ensure the safety of library patrons, employees and volunteers

The following are rules and regulations of the Fulton Public Library.

Who May Use the Library:

The library will serve the Public. Service will not be denied or abridged because of religious, racial, economic or political status; or because of mental, emotional or physical condition; age; or sexual orientation. The library makes every effort to be fully ADA compliant.

It is the policy of the Fulton Public Library Board of Trustees that library staff encourage, in a friendly and polite manner, the use and enjoyment of the library. It is expected that all patrons exhibit acceptable and legal behavior while using the library. Persons engaging in unacceptable behavior, as determined by the Library Director or other staff in charge, shall be required to leave.

Some examples of unacceptable behavior:

- People shall not harass or annoy other patrons or staff. People shall not use offensive language or engage in behavior that is disruptive to library operations.
- Cell phone use is permitted in designated areas only.
- The library restroom is not to be used for personal grooming/washing.
- Patrons cannot use the library for sleeping/napping.
- Weapons or instruments/devices that may be used as weapons are NOT allowed in the library.
- Food is not allowed in the library; unless provided by the library.
- Drink is allowed providing it is in a closed container with a lid or cap.

- Smoking is not permitted in the library and no person shall smoke within 50 feet of the front entrances, exits, or outdoor areas of the library.
- Patrons must be properly attired, which includes footwear and shirts.
- No animals, except service dogs, are allowed in the library building, other than for sanctioned activities with prior approval from the administration.
- Solicitation in any form is forbidden.
- Littering of the building and library grounds is forbidden.

When possible, staff will first educate patrons about the applicable policies before considering stronger measures to enforce those policies. Failure to follow these rules of acceptable patron behavior may result in action being taken to correct the behavior or end the disturbance. When necessary, the Fulton City Police may be summoned to assist in the enforcement of these policies.

Library Privilege:

The use of the library may be denied for due cause. Such cause may be:

- Failure to return library materials or pay penalties
- Failure to follow staff instructions
- Destruction of library property
- Disturbance of other patrons due to objectionable language, hygiene, or behavior
- Illegal, disruptive, or objectionable conduct on library premises including alcohol or drug use, sexually inappropriate behavior, or violent behavior
- Violation of any of the above outlined policies
- Violation of the Computer and Internet Use Policy

A staff member or patron who has concerns related to unacceptable patron behavior should fill out an incident report form or a comment form within 24 hours. These can be found at the circulation desk.

Children Policy:

- The Fulton Public Library has a responsibility to provide an environment that is safe and comfortable. We encourage visits by young children and it is our desire to make each visit both memorable and enjoyable for the child. Library staff are not responsible for the care of unsupervised children in the library. Therefore, all children under the age of 12 must be accompanied by a parent or guardian while in the library. If the young child is attending a library program, we require the parent/responsible person to remain with the child throughout the program.

- Parents should be aware that the library is a public building open to all individuals. It is not the library staff's responsibility to provide supervision or care for children while parents or caregivers are inside or outside the library. Staff will not monitor children.
- The library staff is not responsible for supervising children left alone but will make attempts to reach a parent or caregiver for immediate pick-up. If a parent cannot be reached within 15 minutes, the police department will be called to pick up the child. Under no circumstances will a library staff drive a child home.
- Children are expected to adhere to the same standards of conduct expected of adults. All library users are required to respect library property and to act in a manner appropriate to the use and function of the library (see Patron Code of Conduct).

Appeal Process

The suspension of Library privileges may be appealed to the Library Board of Trustees. Such appeal should be filed with both the Library Director and the Library Board President. The Board shall have the power to affirm or reverse the suspension of Library privileges or to remand it to the Director or designee with instructions for reconsideration.

Approved and Adopted 7-30-18

Fulton Public Library Circulation Policy

Who May Use the Library:

The library will serve all residents of the State of New York. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional or physical condition; age; or sexual orientation. The library makes every effort to be fully A.D.A compliant.

Purpose:

To provide for the efficient and equitable circulation of materials, the Fulton Public Library sets the following circulation policies regarding:

- Library Cards
- Borrowing Guidelines
- Late Fees, Overdue Materials, and Suspension of Privileges
- Reserves/Holds
- Interlibrary Loan
- Return/Renewals
- Recovery
- Replacement of Lost or Damaged Materials
- Responsibilities
- Confidentiality

Library Cards:

- A Fulton Public Library card may be issued to anyone who lives, works, studies, owns property, or pays taxes in the State of New York. Address verification requires a picture identification document, and a piece of recent mail, such as utility or telephone bill.
- Consent by a parent or guardian is required for children under the age of 13. The parent or guardian is financially responsible for the safe, timely return of all items borrowed.
- First card is free. Subsequent replacements are \$1.00 each.

New patron cards have an initial 3-month trial period for loan privileges. The privileges include:

- 3 items limit to check out
- 3 holds
- 1 overdue item
- \$5.00 maximum fine-blocked

After the initial 3-month period, library cards are renewable for one year of card life and full loan privileges. Fulton Public Library has a variety of materials for you to borrow with your library card.

Borrowing Guidelines:

	<u>Loan Period</u>	<u>Able to Renew Item?</u>	<u>Late Fee</u>
Videos (DVD)*	7 days	No	\$.20/day late
“New” Items & Audio books	14 days	No	\$.20/day late

Books & Other Materials 28 days Yes- 1 time \$.20/day late

A library patron may borrow a maximum of 20 items; patrons may also request holds on a maximum of 10 items. For video's (DVD's) a library patron may borrow a maximum of 4 items at a time. A book drop is available adjacent the front door of the library.

Late Fees, Overdues, and Suspension of Privileges:

A patron's loan privilege will be revoked if they have unpaid late fees totaling \$5.00 or 5 items that are overdue. Overdue items will accrue late fees up to a \$5.00 maximum.

Holds:

Circulating books and materials may be reserved through the online catalog at the circulation desk. The hold requests are granted in order of receipt. Patrons will be notified by telephone, or email when the material becomes available. Materials will be held for 7 days after the patron has been notified.

Interlibrary Loan:

An interlibrary loan system is in place to more adequately meet the borrowing needs of the Fulton Public Library's users. Many materials not part of the library's collection can be obtained through interlibrary loan. Materials may be requested through the online catalog system or at the circulation desk. Materials from other libraries may arrive through library system delivery or by mail. Borrowers will be notified of the availability of the materials by phone or email.

Materials borrowed through interlibrary loan from other libraries are subject to the policies of those libraries. Videocassettes and DVD's obtained through interlibrary loan will circulate for one week from receipt of the media at the borrowing library. One renewal will be permitted if no requests are pending.

Return/Renewals:

- A book drop is available adjacent to the front door of the library for after-hours returns.
- One renewal may be granted if there are no holds on the material. Materials may be renewed at the circulation desk, over the phone or online for basic renewals.
- Library materials may be returned to any library in the North Country Library System and will be promptly routed to the lending library.

Recovery:

- Patrons that are in possession of overdue materials will be contacted by phone or email after material has been overdue for seven days.
- The library is obligated to attempt the recovery of all outstanding library materials. To that end, borrowers with fees of \$25 or more may incur bans from library services of lending and computer use until the fee is paid or outstanding items returned. A non-negotiable collection fee of **\$10.00** will be applied to the account of any borrower who reached this threshold.

Replacement of Lost or Damaged Materials:

The replacement cost for lost or damaged materials will be equal to the current retail price of the material, as determined by staff at the time of loss or damage. If lost materials are found and returned within thirty days, replacement payments will be refunded. Items must be returned in good condition.

Responsibilities:

Patrons are responsible for all materials borrowed on their card. Parents and guardians of minors are responsible for materials borrowed on their children's cards. Change of address or a lost or stolen card should be reported to the library immediately. Materials borrowed on an unreported lost or stolen card remain the responsibility of the cardholder.

Approved and Adopted 11-26-18

Confidentiality of Records

The Fulton Public Library supports and complies with New York State Law (New York State Civil Service Practice Law & Rules 4509, Chapter 112, Laws of 1988) with respect to the confidentiality of library records.

- All library records relating to an individual patron's use of the library and its resources are confidential.
- These records may be consulted and used by library staff in the course of carrying out library operations, but will not be disclosed to others except upon the request or consent of the library user, or pursuant to subpoena, court order, or otherwise required by law. Such disclosures required by law, may be made only by the Library Director in consultation with an Attorney.
- Parents and legal guardians may request information about a child's library records only if the child is present and consents to the release, or if the child is not present but provides dated written consent.

New York State Civil Practice Law & Rules 4509, Chapter 112, Laws of 1988

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records relating to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of the library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or otherwise required by statute.

Approved and Adopted 11-26-2018

Computer and Internet Use Policy

The Internet provides access to many valuable local, national and international sources of information. However, not all sources on the Internet provide accurate, complete or current information. The library cannot control the accuracy of information, the validity of the information, availability of links, nor the availability of material that some may find offensive. A user MUST evaluate the validity of the information resources.

Library users access the Internet at their own discretion and are responsible for any access points they reach.

Rules Governing Use:

- A library card is necessary to access the public computers at the Fulton Public Library.
- There is a limit of 2 people using any station at any time. Respect for other users is required. Users who are noisy, disrespectful or disruptive will be required to leave and forfeit their PC time.
- PC time is available in 2-hour blocks. All printing must be completed within the allotted time.
- Printing is available at 20¢ per black and white page and 40¢ per color page.
- Due to security, no data can be stored on the library's PC's hard drives.
- Children 12 or younger must be accompanied and supervised by a parent at all times while using any PC in the Fulton Public Libraries. (Children's Room)
- The Library cannot provide training in use of PC's or the internet. Staff are prepared to answer "simple" questions.
- Due to security and copyright, outside programs cannot be loaded onto the library's PC's.
- Software piracy is a criminal offense. Duplicating copyrighted software will result in loss of PC-use privileges.
- Fulton Public Library bears no responsibility for loss of data or subsequent damage arising from use of the library's PC's or software.
- Fulton Public Library cannot monitor and does not control information accessed through the Internet and cannot be held responsible for its content.
- Users need to be aware some information is wrong, dangerous, offensive, biased or outdated and proceed accordingly.
- Users access the internet at their own discretion. Parents and guardians of minor children (including teenagers) bear sole responsibility for their children's use of the Internet at the library, not the Fulton Public Library.
- E-mail and other Internet services are enjoyed by many users. Not all of these services are safe for all users. Fulton Public Library bears no responsibility for events or consequences of participating in newsgroups, chat rooms, or unsolicited e-mail.
- Equipment and software must be used as installed. No modification, additions or deletions are permitted.
- Illegal activities conducted over the library's Internet connections will be reported to the authorities and information from library computer management software may be offered, or can be subpoenaed, for use as evidence in court.
- Library users who damage computers and/or software will be held financially responsible for the damage they cause.

If a patron has a "blocked" or "barred" status, according to library policy*, they will not be able to use the library computers unless they obtain the Library Director's approval. (* See patron code of conduct)

Users may not:

- Distribute unsolicited advertising
- Invade the privacy of others
- 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.

The library's Internet workstations are in a public community setting and may not be used for illegal, harmful, or damaging purposes or may not be used to access potentially offensive information or images as determined by the sole discretion of the Director or designee. Library computers must be used in compliance with these rules and with library policy in general. Violations and unlawful activities will result in loss of computer privileges or the imposition of a barred status in accordance with library policy.

Copyright

U.S. Copyright Law (Title 17, U.S.C.) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the users; the Library expressly disclaims any liability or responsibility resulting from such use.

Approved and Adopted 8-27-18

Fulton Public Library Wireless Internet Access Policy

The Fulton Public Library offers free wireless Internet access for patrons to use with the appropriate equipment in their wireless devices. The library provides unrestricted access to the Internet and does not monitor or control content. The provisions set forth in the Library's Internet Use Policy and Acceptable Use Guidelines are applicable to wireless network access.

- The Library can make no guarantees as to compatibility of a library user's device with the Library's network.
- Library staff does not provide wireless access support and will not install or modify hardware or software.
- Communication through the wireless network should not be considered secure and private.
- Library users are responsible for selecting and installing security protection and current virus definitions on their wireless devices.
- The Library is not responsible for damage to hardware or software, transmission of computer viruses, loss of data or email, or any harm resulting from the use of an unsecured server.
- **It is strongly advised that personal, financial or otherwise sensitive information not be transmitted through wireless network.**
- Printing from the wireless network is not currently available, however printing can be done from a flash/thumb drive.
- The wireless network can accommodate interactive searches on the Web. It cannot accommodate the downloading of large document files. Therefore, downloading of software, images, music, etc. from the Web onto a library user's equipment is not permitted. Library users will be asked to terminate any activity that adversely impacts the network's performance.
- When using wireless-enabled devices to listen to music, dialog, sound effects, etc. library users must use earphones to make the sound inaudible to others. If sound is heard despite the earphones, the library user must lower the sound level or turn the equipment off.
- The Library is not responsible for the theft of personal devices, personal property loss and/or damage. (Even in the case of power outages and/or power surges.)
- The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. The Library cannot control or monitor material which may be accessible from Internet sources, nor is the Library responsible for changes in content of the sources to which it links, or for the content of sources accessed through the secondary links.

Approved and Adopted 11-26-18

Fulton Public Library Internet Safety Policy

Introduction

It is the policy of the Fulton Public Library to:

- (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications
- (b) prevent unauthorized access and other unlawful online activity
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
- (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.*

Access to Inappropriate Material

- To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
- Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

- To the extent practical, steps shall be taken to promote the safety and security of users of the Fulton Public Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
- Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

- It shall be the responsibility of all members of the Fulton Public Library staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act**, and the Protecting Children in the 21st Century Act.***
- Procedures for the disabling or otherwise modifying and technology protection measures shall be the responsibility of the Fulton Public Library Director or designated representatives.

*<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

**<https://www.congress.gov/bill/106th-congress/senate-bill/1545/text>

***<https://www.fcc.gov/document/protecting-children-21st-century-act-amendment>

Approved and Adopted 11-26-18

Fulton Public Library
Social Networking Policy

Purpose of Policy:

Social media is defined as any web application, site or account created and maintained by the Fulton Public Library which facilitates an environment for library staff and library users to share opinions and information about library-related subjects or issues. The Fulton Public Library recognizes and respects differences in opinion. The library makes use of these tools to reach out and be more easily accessible to current and potential library users. Social media allows the library to meet users where they are, and give staff and public a convenient way to interact and share information, ideas, and opinions on a range of topics related to the library's mission, collections and services.

A. Definition of Online Social Networking Software

Online social networking software is defined as any website or application that allows users to share information. Social networking software can include, but is not limited to, blogging, instant messaging, social networking sites, wikis, posts, community reviews, and patron ratings of library materials via Fulton Public Library's website.

B. Parental Controls and Privacy

1. As with more traditional resources and the Internet, Fulton Public Library does not act in place of, or in the absence of, a parent/guardian and is not responsible for enforcing any restrictions which a parent/guardian may place on a minor's use of social networking software applications.
2. Fulton Public Library does not collect, maintain, or otherwise use the personal information stored on any third-party site in any way other than to communicate library -related information with users on that site, unless granted permission by users for library contact outside of that specific site.
3. Users may remove themselves at any time from Fulton Public Library followers. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.
4. Users are encouraged to protect their privacy by not posting personally identifying information, such as last name, school, age, phone number, or address.

C. Fulton Public Library Patron Contributions

1. Comments, posts, and messages are welcome on the Fulton Public Library social networking sites. While the library recognizes and respects differences in opinion, all such interactions will be regularly monitored for content and relevancy (before publishing when possible). All posts which contain any of the following will be removed:
 - Comments or posts unrelated to Fulton Public Library, its mission, or its activities
 - Comments unrelated to the topic of the post
 - Obscene or racist content
 - Personal attacks, insults, or threatening language
 - Potentially libelous statements
 - Plagiarized or copyright protected materials
 - Private or personal information published without consent of individual
 - Hyperlinks to materials that are not directly related to the discussion topic
 - Commercial promotions or spam
 - Photos or other images unrelated to Fulton Public Library, its mission or its activities

2. The library will attempt to remove any personal information from any comment or post such as last name, school, phone, or e-mail but does not assume responsibility for doing so. In order to allow space for new comments, posts more than one-year-old may be removed.

D. Liability and Participation

1. The Fulton Public Library assumes no liability regarding any event or interaction that takes place by any participant in any social networking service and does not endorse content outside of the pages maintained by Fulton Public Library and the posts created by library staff in the course of their work duties.
2. Posts made by library staff and trustees on their own accounts do not necessarily reflect the views of the library.
3. Library staff and trustees may not link any of their personal pages to the library sites or link themselves with the library on their personal pages.
4. The library reserves the right to use any posts on library social networking sites in public relations and marketing materials.

E. Ongoing Use Evaluation

1. The role and use of social networking services in relation to the goals and purposes of Fulton Public Library will be evaluated periodically by library staff and Board of Trustees and may be terminated at any time without notice to subscribers.
2. By posting a comment you agree to indemnify the Fulton Public Library and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by any of them which arise out of or are related to the content that you post.
3. Forums and messaging may not be used for commercial purposes or for political activity.
4. The library reserves the right to monitor content on all their social sites, and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, illegal, or in violation of copyright, trademark, or other intellectual property right of any third party, or otherwise inappropriate.
5. The library also reserves the right to edit or modify any submissions in response to requests for feedback or other commentary. Notwithstanding the foregoing, the library is not obligated to take any such actions and will not be responsible or liable for content posted by any subscriber in any forum, message board, or other area within the social networking service.
6. If you do not agree to these terms, you should not utilize the service.

Approved and Adopted 8-27-18

Amended 7-27-20

Fulton Public Library Sexual Harassment Policy

Fulton Public Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. Fulton Public Library has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Fulton Public Library's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with Fulton Public Library or with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. Fulton Public Library Sexual Harassment Policy applies to all trustees, employees, applicants for employment, interns, whether paid or unpaid, library patrons, contractors and persons conducting business with Fulton Public Library.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Fulton Public Library has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of Fulton Public Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee paid or unpaid intern, or non-employee working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, or the Fulton Public Library Director. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects Fulton Public Library to liability for harm to victims of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.
5. Fulton Public Library will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. Fulton Public Library will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe to Library Director or Board of Trustees. 16
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring.

Library Employee/Patron Relationship

Fulton Public Library is committed to ensuring an environment where all Fulton Public Library patrons free of sexual harassment. The Board views sexual harassment of patrons by library employees as an abuse of authority and, therefore, such harassment will not be tolerated. Likewise, sexual harassment of library employees by patrons will not be tolerated. See examples of sexual harassment below.

Any patron who suspects that she or he has encountered sexual harassment should report the incident to the Fulton Public Library Director as soon as possible. Any employee who witnesses or has knowledge of sexual harassment by a library employee against a patron shall immediately report it to the Director. Any employee who is being sexually harassed by a patron shall immediately report this to the Director.

What Is “Sexual Harassment”

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity and the status of being transgender. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should complain so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, brushing against another employee's body or poking another employees' body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sexual or discriminatory displays or publications anywhere in the workplace:
 - It is understood that displays of library materials as part of routine operations (including responding to requests for assistance, creating exhibits, checking out and processing books), are consistent with the library's mission and are not a violation of this policy. As an example: routine operations involving a book containing nude pictures would not violate this policy. That said, deliberately placing that same book in the locker or workspace of a colleague or patron, with no operational basis, could be considered harassing. This policy will always be applied with the mission of the library and the ALA Freedom to Read and Freedom to View Statements in mind, while that mission and freedom will never be miss-applied to excuse or disregard complaints of harassing behavior.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, library patron, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or not during work hours.

What is “Retaliation”

Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- complained that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone’s responsibility. Fulton Public Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee paid or unpaid intern or nonemployee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Fulton Public Library Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Fulton Public Library Director.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Fulton Public Library Director.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed within 30 days. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

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

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint by an employee, volunteer or intern, the individual's supervisor (or Director if the complaint is about the supervisor) will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting. If a complaint is made by a patron, or trustee, the Director will conduct an immediate review and follow the actions listed above.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The final resolution of the complaint, together with any corrective actions action(s).
- Keep the written documentation and associated documents in the employer's records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by Fulton Public Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Fulton Public Library employees may also choose to pursue legal remedies with the following governmental entities at any time.

New York State Division of Human Rights (DHR)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees

regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Fulton Public Library does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400 [appropriate other contact info], www.dhr.ny.gov(link is external)

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov(link is external) or via email at info@eeoc.gov(link sends e-mail)

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml(link is external)

Contact the Local Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Approved and Adopted 11-26-16

Fulton Public Library Materials Selection Policy

To serve the various needs of the community served by the Fulton Public Library, the Board understands the importance of providing a collection of materials that provide depth and breadth of information and entertainment. Perforce, some of these materials may be controversial, and not all may be suitable for all users. The issue of intellectual freedom is of paramount concern to the Board; supporting First Amendment rights for all users is of equal importance.

The Board is charged with being ultimately responsible for the selection of all materials in the collection. The Board has chosen to delegate full responsibility for the selection of all materials to the Director of the Library. Under the authority of the Director, the Children's Librarian and staff select and deselect library materials.

Principles:

Materials are selected and retained on a basis of their content and overall value. The selection principles promote the American Library Association's "Library Bill of Rights" and interpretations, "Freedom to Read Act," the "Intellectual Freedom Statement" and "ALA guidelines for Access to Electronic Information".

General Criteria:

A policy cannot replace the judgement of individual librarians but only provides guidelines to assist them in choosing from the vast array of available materials. In selection, the librarian uses professional judgement and expertise, based on understanding of user needs and a knowledge of authors and publishers. Flexibility, open-mindedness and responsiveness to the changing needs of the community are a necessity. Considerations include:

- Appropriateness to library's mission
- Contemporary significance
- Popular demand (including requests by patrons and staff)
- Suitability of subject and style for intended audience
- Insight into human and social conditions
- Accuracy and authoritativeness
- Appropriateness and effectiveness of medium to content
- Relation to existing collection
- Availability of material elsewhere in the community and through interlibrary loan
- Clarity and logic; comprehensiveness and depth of presentation
- Price, format, suitability of physical form for library use
- Inclusion of work in bibliographies, best lists, indexes

An item need not meet all these criteria in order to be acceptable. When judging the desirability of materials, any combination of standards may be used. More specific guidelines can be found in the special collections section of this policy.

To ensure the community of Library users of all ages access to the best materials, criteria for selection must be set and adhered to. Library staff who select materials for public use may choose only such materials that have received positive reviews from established library reviewing journals, including, but not limited to Library Journal, Choice, Kliatt, VOYA, School Library Journal, Publisher's Weekly, New York Review of Books, Times Literary Supplement, NY Times Book Review, and other sources known to provide unbiased and accurate reviews of material to the reading and library public.

Video and audio materials must also be selected in accordance with supporting reviews to be certain that patrons are provided with audio and video material of high quality. Just as the Library provides its users with entertaining reading, so too, the selection of feature films and audio books continues our service to the community. Reviewing sources that may be consulted for these materials may include, but may not be limited to NY Times, Chicago Sun-Times, Video Librarian, Library Journal, School Library Journal, Booklist.

In general, the Library will not purchase textbooks. Their temporary nature and their utility to a small range of users make their purchase unsuitable.

In accepting donation of books, the Library applies the same selection criteria:

- The materials must be of recent publication
- In excellent condition
- Have received positive reviews from standard reviewing sources
- Acceptance of a book donation does not ensure it will remain in the Library's collection
- Materials may be accepted with the understanding that the Library does not retain sole discretion over the use and/or disposition of the material.

**See also donation policy

Adult Collections

The Librarian, with input from the Staff, has primary responsibility for the selection and maintenance of collections for adult patrons.

A. Fiction

A basic collection of classics and standard titles is maintained. There is no single standard for inclusion in the fiction collection. Because of the large volume of fiction published, it is possible to purchase only a representative selection with emphasis on major authors and the most popular examples of a genre. Patron requests for fiction are purchased whenever possible and influence the addition of more copies. Genre fictions such as mysteries, romances, espionage, horror, thrillers, science fiction, fantasy and westerns are purchased in proportion to demand and circulation statistics. Efforts are made to complete series, purchase award winning titles and to represent local authors, publishers and subject matter. Each work will be judged on its own merits. Preferred fiction will be competently written,

have plausible characterizations and give an honest portrayal of the human experience with which it deals.

B. Non-Fiction

The nonfiction collection provides timely, accurate and useful informational materials to support individual and community interests. It emphasizes materials that are current and in high demand. Materials are available for all ages and reading levels in a variety of formats. Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with continued value and those of current, accepted authority are part of the library collection. As a new field emerges, the library responds with timely additions. General treatment is preferred unless there is an identified need for in-depth treatment of a subject area. The Fulton Library emphasizes non-scholarly materials and relies heavily on interlibrary loan for academic and in-depth coverage of subject matters.

C. Reference and Electronic Information Resources

Reference materials are for in-house use. They provide quick, concise and up-to-date information. Included are indexes, encyclopedias, bibliographies, biographical resources, dictionaries, almanacs, directories, and local history/genealogy materials.

Selection criteria for printed Reference resources include:

- Authoritativeness
- Demands on subject area which circulating collection cannot meet
- Ease of use
- Format
- Frequency of use
- Scope and depth of coverage

Additional selection criteria for electronic and emerging formats include:

- Acceptable response time
- Availability of adequate startup and continued funding
- Capability for information to be downloaded
- Capability for networked distribution
- Demand for format in community
- Durability of format for library use
- Logical operation and ease of use for public and staff
- Impact on equipment, staff, storage and space
- Reduction/replacement of in-print or other format materials
- Suitability for direct public access
- Technical quality of production or reproduction
- Timeliness in updating information

Audios and videos are protected by copyright and are intended for home use only.

Youth Collections:

The Children's Librarian with input from the staff has primary responsibility for the selection and maintenance of collections (excluding videos) for patrons from infancy through sixth grade as well as fiction for young adults. The diverse constituency served includes preschool children, public, private, and home school students, as well as college students.

Additional Selection Criteria of Materials for Youth:

- Materials which meet the particular developmental needs of youth at different stages
- Age and interest appropriate content and presentation
- Emphasis on quality, critically acclaimed materials as demonstrated in awards, specialized bibliographies, and/or reviews

- Quality and aesthetics of illustrations to stimulate the imagination
- Information and stories, which represent a spectrum of family styles and values
- Materials which represent the richness and diversity of youth's local and world community
- Awareness of curriculum-based needs of public, private, and home school students as well as college children's literature students and Child Development Associate candidates
- Awareness of high-demand materials for use with children in preschool classrooms

Collection Maintenance:

The Fulton Library recognizes the need of ongoing evaluation of its collections to assure provision of inviting, accessible and visually browsable items. This ongoing maintenance includes weeding, replacement, and repair.

A. Weeding Guidelines:

Discard:

- Materials with obsolete content
- Materials which are infrequently used
- Materials in poor or irreparable physical condition
- Older editions of encyclopedias, almanacs, directories, yearbooks, and medical books (encyclopedias should be no older than 5 years in the reference collection)
- Materials which are incomplete sets in which items missing seriously impair their usefulness
- Material that have no anticipated use
- Works containing information that has been superseded or presented in newer, more comprehensive or more accessible formats

B. Retention Guidelines:

Retain:

- Works containing useful local information
- Primary works in particular disciplines or topics
- Works representative of an era, trend or movement which provide unique coverage
- Works listed in standard or authoritative up to date bibliographies regularly used by staff and public
- Replacement of desired item is not possible
- The most cost-effective option is used when making replacement versus repair decisions

Approved and Adopted 12-17-18

Fulton Public Library Materials and Monetary Donations Policy

The Fulton Public Library accepts gifts of materials and monetary donations, with the explicit understanding that:

- Materials will be added to the library collection only when needed.
- Donated items will be carefully reviewed for their overall contributions to the Library's mission and relevance to the collection.
- Materials donated to the Library may be added to the collection if they meet the criteria for materials selection and are in good physical condition.
- Often gifts are given in memory of a loved one or to commemorate a special event. When books given as memorials are accepted, a special bookplate noting the person giving the book and the person in whose memory/special event the book is given, is inserted in the book.
- Unless strictly a reference volume, memorials will be treated as part of the regular collection, cataloged fully and placed in their correct class upon the shelves.
- Items which fall within the criteria for discarding will not be added as gifts.
- Processing costs are also weighed before placing a gift in the collection.
- Exceptions to physical condition include rare, out of print, reference, and other materials that fill a specific gap in the collection.
- All gifts become property of the Fulton Public Library.
- **The Library Director or her/his designee will make the final decision on inclusion of materials.**

Approved and Adopted 12-17-18

Fulton Public Library Emergency Procedure Policy

The Fulton Public Library has a long-standing commitment in promoting a safe and secure working/reading environment; and as a result, the Library must be ready to handle emergencies of any kind.

Emergency Contact Numbers should be posted in an easily accessible place on each floor. Staff, volunteers and temporary employees shall be familiarized with the emergency policy annually and instructed in any new procedures.

When applicable, all reports need to be filled out by staff.

Fire

Do not under-estimate the potential danger to customers or staff represented by a fire.

- At 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 or the fire department and then clear the building.
- The tie 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 shall 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) 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.**
- Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.
- Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

Approved and Adopted 4-29-18

Fulton Public Library Displays and Exhibit Policy

As an educational and cultural institution, the Fulton Public Library welcomes exhibits and displays of interest, information and enlightenment to the community.

- Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited.
- The Director shall accept or reject material offered for display based on its suitability and availability.
- The Library assumes no responsibility for the preservation, protection, or liability of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.
- A release must be signed by the exhibitor before any items can be placed in the library. An example of the release follows:

Fulton Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Fulton Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or Exhibition to be held in the...

During _____

Description of materials loaned _____

Signature _____ Date _____

Address _____ Phone _____

Approved and Adopted 12-17-18

Fulton Public Library Meeting Room Policy

The Conference Room downstairs next to the Children's Room is available for use by community groups as a meeting room under the following guidelines:

General Guidelines

- Those wishing to use the Conference Room shall contact the Library Staff for scheduling information.
- The meeting room at the library is meant to be used for informational, educational, cultural, and civic needs including activities such as discussion groups, panels, lectures, conferences, seminars, exhibits, displays, story times, puppet shows, and films.
- There is no charge for meeting room use.
- The use of a meeting room does not constitute library endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.
- Solicitation, admission or other charges, money-raising activities, and/or sales are not allowed. However, at the discretion of the Board of Trustees or its Designee, the following will be permissible at Library sponsored programs:
 - (a). Fund raising to benefit the Library and/or sponsored by the Library, Friends of the Library or other Library-related groups.
 - (b). The sale of books, media, and other items by authors or artists as part of a Library program.
- Meeting room may not be used for religious services or political campaigns (religious study groups and political forums are permitted).
- Functions must end, and meeting rooms vacated, no later than 15 minutes before the library closes.
- In the event that the Library closes due to inclement weather or other emergency, all activities shall be cancelled.
- All functions will be conducted in a manner not to disturb other patrons in the library.
- Groups must provide their own meeting supplies. The library is not responsible for the loss of personal items, equipment or displays used by groups.
- Library needs will preempt any other scheduled event.
- **The Meeting room door will be kept unlocked and the windows uncovered at all times.**
- Library staff are not available to accept calls or relay messages or page persons using the room, except in emergency situations.
- Displays may not be affixed directly to the walls of the meeting room. Library fixtures may not be removed from the walls.
- Due to tight schedules, each organization will be admitted to and must vacate the room at the appointed time.
- The Library Board of Trustees or its Designee reserves the right to approve or disapprove each application for the use of the Conference Room. It may impose added restrictions it deems appropriate for a particular program or use. The Library Director shall be authorized to implement procedures for the use of the Conference Room consistent with this Board-approved policy.
- Permission for use of the library facilities will be denied to any group that violates library regulations.

Reservations:

- Requests for use of a meeting room may be made by contacting the library. Requests will be honored on a first-come, first-served basis.
- Person or groups wishing to reserve a meeting room shall file a Meeting Room Scheduling Request Form with the library director or her/his agent. [Form attached]
- To reserve the meeting room, the person in charge must be over 18 years of age.
- Reservations are accepted up to one month in advance.
- Notice of cancellation should be made as soon as possible. After 30 minutes a group by forfeit its reservation if it fails to appear as schedules.
- If a group fails to show for two meetings in a row and does not call to cancel, all future reservations are forfeited until the group calls to reschedule.
- If a group is unable to keep the room reservation, it is requested that they give the library at least a 24-hour notice. Notice may be given by phone or in person.
- Meetings will not be scheduled before or after library hours. Group representatives may not enter the library building before the regular opening time unless prior approval has been given by library Administration.
- Groups may not assign their reservations to other groups.
- The organization or business agrees to indemnify the Library and hold the same harmless against any and all claims, demands, damages, costs and expenses, (including reasonable attorney's fees for defense of such claims), arising out of the organization's use of the Community Room. A representative of the organization or business must sign the indemnification form.

Care and Use of Facilities

- Please leave meeting rooms as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
- Furniture and/or equipment from the main area of the Library may not be brought into meeting rooms.
- Equipment, supplies, or personal effects cannot be stored or left in Library meeting rooms before or after use.
- Attendance at meetings will be limited to the capacity of the meeting room.
- Simple refreshments including coffee, doughnuts, box or sack lunches, may be served, but kitchen facilities or equipment will not be provided by the Library.
- Participants must announce fire exits prior to the start of the meeting/program.
- The use of open flames or candles in the room is prohibited.
- The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
- Permission to use Library meeting rooms may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages the room, equipment, or furniture, or causes a disturbance.

Approved and Adopted 12-17-18

Amended 4-29-19

Fulton Public Library Political Activity Policy

Purpose

The Fulton Public Library serves as an information resource for the entire community and seeks to make information available to all area residents on a wide variety of political issues and candidates. However, in order to avoid the appearance of an endorsement by the library of any candidate for office or issue appearing on the ballot, a policy with respect to political activity on library premises has been adopted.

Political Literature

- The library will provide a space for campaign literature or position papers and make these available at the library for inspection and distribution.
- The library will make campaign literature available from any and all candidates or issues, but the library makes no claim as to the accuracy of the information.
- It is the responsibility of the candidate, not the library, to ensure that an adequate supply of literature is available of distribution.
- Petitions, nominating papers and the like may be placed in designated areas; however, active solicitation is not allowed on library property.
- All political information will be removed in the library within 24 hours prior to Election Day.

Use of Library Facilities for Political Activity

- Public presentations by candidates for office or supporters of ballot issues are permitted in the library's meeting room if they are sponsored by a nonpartisan organization and all candidates or sides of an issue are invited to participate.
- The library's facilities may not be used as a campaign headquarters or meeting site for campaign committees.
- Any Current Legislative Representative is welcome to use the library meeting room to discuss **Constituency Concerns and Issues** involving the District he/she represents.

Employee Conduct

As paid representatives of the library,

- It is understood that Fulton Public Library staff members have an obligation to maintain the political neutrality of the library,
- And as a consequence, will refrain from any active or passive campaign activities while acting as agents of the library.

Approved and Adopted 12-17-18

Fulton Public Library Code of Ethics

It is the goal and responsibility of the Fulton Public Library staff and Board of Trustees to provide quality library services to the residents of the community we serve. The Code of Ethics represents our commitment to a standard of professional behavior and conduct that ensures quality service.

- The management of the library is the responsibility of the Library Director. It is the responsibility of the Board of Trustees to set policies for library operations while keeping in mind its fiscal obligations to the taxpayers of the library district.
- We treat all individuals with dignity, respect, and fairness, without regard to individual differences, whatever they may be.
- We protect each library user's right to privacy and confidentiality with respect to information sought or received, resources consulted, borrowed or transmitted.
We maintain confidentiality in carrying out our responsibilities.
- We uphold the principles of intellectual freedom and will resist any and all efforts to censor library resources.
- We distinguish between our personal convictions and our professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our library.
- We avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or taxpayers.
- We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills and by encouraging the professional development of the staff.

Approved and Adopted 1-28-19

Fulton Public Library Conflict of Interest Policy

It is the Fulton Public Library's goal to avoid both actual and perceived conflicts of interest in the conduct of its business. A conflict of interest exists in any situation where a trustee or staff member of the Fulton Public Library has been empowered to make decisions on behalf of the Library and who, as a result of that power, can potentially benefit personally, directly or indirectly, from an entity or person conducting business with the Library.

Examples of potential conflicts of interest include, but are not limited to:

- A library trustee or staff member provides goods or services to the Library for financial consideration.
- A friend or relative of a trustee or staff member provides goods or services to the Library for financial consideration
- A vendor or business acquaintance with which a trustee or staff member has an outside business relationship provides goods or services to the Library for financial consideration.
- A trustee or staff member receives a referral fee or other valuable consideration from a vendor, paid promoter, fund raising event sponsor, or any other outside party, for referring the Library business to such party.

All potential conflicts of interest concerning Board trustees are to be reported to the Board president prior to discussion of the issue before the Board. If the Board rules the declaration constitutes a conflict of interest the trustee shall not engage in discussion or vote, and shall be required to withdraw from the meeting for the duration of the debate.

All potential conflicts of interest concerning staff are to be reported to the Fulton Public Library Director, who will make a decision - in consultation with the Board if necessary - as to whether the relationship is an appropriate one for the Library.

Approved and Adopted 1-28-19

Fulton Public Library Public Relation Policy

Public relations goals of the Fulton Public Library:

- To promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public
- To promote active participation in the varied services offered by the library to people of all ages
- To ensure that the public receives consistent and accurate information about library policies, procedures, programs and services
- To ensure that the best possible image of the library is presented to the public

All press inquiries are to be directed to the Library Director and/or Board President and Vice President as they are the spokespersons for the Library. Examples as follow:

- The Board recognizes that public relations involve every person who has connection with the library.
- Materials to be used by press, radio, television or social media shall be approved by the Director of the Library. (In case the Library Director is unavailable; then approval must come from the Board of Trustees President or its Vice President.)
- Contacts with the media shall be arranged by the Library Director. Children's programming and services shall be arranged by the Children's Programming Coordinator after consultation with the Director. Upon completion, a copy of programming and services releases shall be filed with the Director and may not be released to the media until approved by the Director.
- Contacts made by the media with the library shall be directed to the Library Director or to his/her designee.
- Letters to the editor, designed to speak for the library in an official capacity, shall not be submitted by library staff without prior approval of the Library Director.
- Contacts made by the media with the Board of Trustees shall be directed to the Trustee President and/or Vice President.

Emergency situations:

- In an emergency situation, official statements to the public and media shall be made by the Library Board President and/or Vice President, the Library Director or one of their designees.
- If it is necessary for the library staff to provide the public information, library administration (the Director and board members) shall inform staff what is to be said.

Approved and Adopted 11-28-18

Fulton Public Library Financial Policy

The Fulton Public Library Board of Trustees establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of the Library's mission and goals, and compliance with appropriate laws and ordinances.

Budget

- The Director and the Library Board shall establish an annual budget, according to the Budget Committee guidelines, and submit it to the Library Board of Trustees Any increases approved by the Board of Trustees will be placed on the ballot at the May school budget vote.
- The Board delegates to the Director the authority to spend monies, as determined by the budget, for library materials and for all library operations.
- On an annual basis, all Library will conduct a financial review at the end of the fiscal year. This annual review report shall be communicated with the Library Board of Trustees. Library finances shall also be annually reported to the Department of Library Development. The Treasurer and the Board Vice President of Finance shall ensure that an annual review financial statement is prepared and filed.
- Every 5 years a full audit will be conducted.

Expenditures

- The Director and the Vice President of Finance shall review expenditures of budgeted funds and forward invoices to the Library Board for approval.
- On a monthly basis, the Vice President of Finance shall present a list of all expenditures to the Board for review and approval. The Vice President of Finance will also present a monthly financial report showing the status of all accounts and funds.
- The director is authorized to make a single purchase not to exceed \$2,500 for general Library operational needs, without Board approval.

Receipts

- Monies received by the Library from overdue fines, copies, faxes, refunds, and payments for library service will be part of the Library's general revenue.
- Library staff will implement petty cash procedures when immediate payment or reimbursement for a purchase or service is required.

Credit Card

- The Director shall have use of the credit card with a \$2,500 limit.
- The Sales Tax Exemption information shall be used for all purposes.
- Personal use of the business card is prohibited.

Investments

The primary objectives of the Library's financial investments are (in priority order):

- Preservation of Capital- The preservation of capital is the foremost objective of the investment program. At no time should the safety of the portfolio's principal investment be impaired or jeopardized. All investments shall

be undertaken in a manner that first seeks to preserve capital and secondly attempts to fulfill other investment objectives.

- Liquidity- The Library's investment portfolio is to remain sufficiently liquid to enable the Library to meet those operating requirements that might be reasonably anticipated.
- Return on Investments (Yield)- The Library's investments should generate the highest available return without sacrificing the first two objectives.

Reporting

The Treasurer shall provide to the Library's Board of Trustees monthly investment reports which clearly provide the following information regarding the investment portfolio: types of investment, depository institutions, principal balances, rates of return and maturities.

Approved and Adopted 4-29-19

Fulton Public Library Whistleblower Policy

General

The Fulton Public Library requires trustees, director and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the Fulton Public Library must practice honesty and integrity in fulfilling responsibilities and must comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all trustees, director and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

- No director, trustee or employee who in good faith reports an ethics 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 of employment.
- This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Fulton Public Library prior to seeking resolution outside Fulton Public Library.

Reporting Violations

- To report suspected waste, fraud or abuse a written report should be filed with the Library Director. If it would be inappropriate to make the report to the Library Director, a report may be filed with any Board member.
- Any written report needs to include the date, time, participants and description of incident/issue.
- An appropriate investigation will be undertaken and report summarizing findings will be provided to the person making the report. Steps will be taken to deal with the issue, and if warranted, law enforcement personnel will be contacted.
- The report will be investigated and, if determined not to be waste, fraud, or abuse, the individual making the report will not be retaliated against for making the report. There will be no punishment for reporting problems, including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination.

Approved and Adopted 1-28-19



Mobile Hotspot Lending Policy

In order to improve access to the internet for our community members, the Fulton Public Library is offering 5 Sprint Coolpad Mobile Hotspots for patrons to checkout. These hotspots provide unlimited access to the internet where 4G access is available and can connect up to 10 devices.

- Patrons, 18 years or older, with a North Country Library System library card in good standing can check these devices out for a 7-Day period. The wireless service will be disabled if the device is not returned by the due date.
- In order to ensure as many patrons as possible get the chance to use these devices, after returning a hotspot, patrons must wait **7 days** before they are able to check out another device.
- No holds or renewals are allowed and hotspots must be returned to the circulation desk during our open hours. *Please do not place Mobile Hotspots in the book return drop-box.*
- By borrowing and initiating use of the Library's hotspot, the user agrees to abide by the Library's policies and rules, and agrees to hold the Library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the Library's hotspot and internet access provided by the Library. Deliberate altering of any files or modifying the configuration of Library-owned equipment is strictly prohibited. Unlawful use of the internet or use that violates library policies is prohibited and may result in the loss of privileges.
- **Hotspots must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures).**
- Parents/guardians are responsible for the use of the Hotspot by minors.

Fees:

If returned late: \$1 per day
Lost or damaged hotspot: \$195
If returned in drop-box: \$5

I agree to the terms and conditions of the Fulton Public Library's Mobile Hotspot Lending Policy.

Print Name

Date

Signature

Board adopted February 24, 2020



Virtual Programming Policy

In the event that the library is closed due to an emergency situation, all in-library programming is/will be cancelled. Staff will continue to work to provide programs of interest on virtual platforms (see links below). All virtual programming will follow the library mission and programming policy.

Virtual Platforms

The library will host activities on Facebook and other social media platforms. To access these social media platforms please visit our website at www.fultonpubliclibrary.org

Program Schedule

<https://ncls.libguides.com/virtualbranch/>

Please note that the virtual programming schedule may change without notice. The library website and Facebook page will be periodically updated.

Copyright

The library will abide by all copyright laws pertaining to any titles used during a virtual program.

Internet Safety/Privacy

The safety of patrons is a high priority. The library will take all measures necessary to ensure the online safety and privacy of program attendees. These measures may include, and are not limited to:

- Requiring registration for an online event
- Conducting programs as “private” events where access is encrypted
- Identifying children by first name only during a live interactive event

Approved and adopted by Fulton Public Library Board of Trustees

June 9, 2020



Pandemic Emergency Closure Policy Fulton Public Library

1. Purpose

The Purpose of the Pandemic Response Policy is to provide the staff and trustees of the Fulton Public Library the guidance needed in order to effectively prepare and respond to a health pandemic while ensuring the safety of staff, trustees and patrons.

2. Definition of Pandemic

A pandemic is an event in which a disease emerges, infects people and spreads between people sustainably. Because there is little to no pre-existing immunity against the disease, it spreads worldwide.

3. Response Service Plan (3-part approach)

I. Precautionary Measures

In the event of an increased communicable illness, the library will add precautionary measures to help prevent the spread of disease. These measures will be taken during common seasonal outbreaks of infectious diseases while the library remains open and providing normal service. Precautionary measures to include and not limited to:

- Performing additional routine cleaning of high touch points.
- Promoting healthy habits among employees and patrons.
- Reducing contact with difficult to clean items or areas. (Toys, games, puzzle and other hard-to-clean items).

Additional precautionary measures will be taken as needed as outlined in the library's **Infectious Disease Policy**.

II. Reduced Hours and Services

The library strives to provide the best service possible to our community. However, the safety of staff and patrons is the library's highest priority. In addition to adhering to the above precautionary measures, the library reserves the right to reduce library hours, suspend programming, Interlibrary loan, community room use, and public restroom use as necessary to reduce disease exposure to staff and patrons. Decisions about the suspension and continuation of services will be made based on guidance from local health officials.

III. Closure

The library may completely close the building to the public and suspend all in-person programs, services, and events. The Library Board of Trustees will approve a closure through a formal vote of the board. Reasons for closing may include, but are not limited to:

- Safety of the employees or patrons is at risk.
- Employees are too ill to work, have self-quarantined, or are under mandatory quarantine by health officials.
- Employees are under a stay-at-home order by government agencies.
- Recommendations by recognized library organizations such as the New York Library Association (NYLA) and/or the American Library Association (ALA).
- Recommendations or mandates by local, county, state, or federal agencies.

4. Pandemic Response Committee

Upon or after closing the library, the library board will appoint a Pandemic Response Committee. This committee will monitor and coordinate events around the pandemic, as well as create work rules that could be implemented to promote safety through infection control. This committee will also meet periodically throughout the closure to advise the library board on pandemic best practices and re-opening procedures based on guidance from the library system, local health officials and state mandates. The Pandemic Response Committee will consist of the library Director, the Board President and other trustees who wish to be on the committee.

5. Working Remotely During a Pandemic

Library staff **MAY** be able to work remotely during a pandemic, whether from home or another approved location. Working remotely allows for the library to maintain a connection to the community and also allows for a continuation of work flow for projects, programs, services, continuing education, and other tasks that do not directly involve the public through in-person or face-to-face contact.

The library board will approve all telecommuting arrangements based on the library's **Employee Telecommuting Policy**.

6. Resuming Partial and Full Service Following a Pandemic

The library will resume regular operations on a partial or full basis as soon as reasonably possible, depending on recommendations by government officials, library trustees, and the library system. In an effort to provide services while mitigating risk to staff and patrons, the library will resume services using a phased approach. The phases, including their service details and procedures are outlined below.

Re-opening (at any phase level) will be dictated in part by state and local government mandates and guidance as well as the availability of disinfecting supplies and personal protective equipment (gloves, masks, or other protection).

It will also be expected that employees will follow precautionary measures outlined in the library's **Infectious Disease Control Policy** when they are permitted to return to work.

In all phases, the health, wellness, and safety of library employees, library patrons, and the greater community must be balanced with the programs and services offered by the library.

Document reopening plan to be determined per situation

See link for current COVID-19 – Guidelines

https://ncls.libguides.com/ld.php?content_id=54687939

7. Communication

Changes in status will be communicated to the community via signage, the library's website, social media, and news outlets.

The library Director shall maintain regular contact with staff and trustees for the duration of the pandemic. The library Director will also maintain contact with library system staff in order to receive timely updates and system information related to the pandemic.

Any temporary changes in patron services will be reflected in the corresponding service policies. This may include, but not be limited to, the library Circulation Policy, Meeting Room Use Policy, Printing/Photocopier Use, etc. Any policy changes and updates will be communicated via the library's website and library signage.

8. Health and Safety Equipment

The library will provide personal protective equipment (PPE) to employees as recommended or mandated by law and as each situation warrants, and to the best extent possible. This may include gloves, masks, and/or other appropriate health and safety equipment.

Employees must wear appropriate health and safety equipment according to library policy, when required by health and safety officials, or when mandated by local, state, or federal regulations or laws.

In an effort to keep patrons and staff safe while in the library, patrons may be required to wear masks and may be subject to other safety precautions. The measures will be outlined in the library's **Patron Code of Conduct Policy** if necessary.

Approved and adopted by Fulton Public Library Board of Trustees

June 29, 2020



The Fulton Public Library Infectious Disease Control Policy

The Fulton Public Library will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of the Fulton Public Library during any such time period, to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The Fulton Public Library is committed to providing information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

1. Preventing the Spread of Infection in the Workplace

The Fulton Public Library will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, meeting rooms, door handles and railings.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We have installed alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

2. Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions may be eligible, all requests for temporary telecommuting should be submitted to the Director for consideration.

3. Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness.

See Employee Handbook

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Examples may include vomiting, fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are

free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications as well as vomiting. Employees who report to work ill will be sent home in accordance with these health guidelines.

4. Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you to confirm your need to be absent, to show whether and how an absence related to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

5. Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record as outlined in HIPPA.

6. Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, the Fulton Public Library may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees may be requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in meeting/break room, computer room or other areas where people socialize.
5. Bring lunch and eat away from others (possibly stagger times to eat in the meeting room to lessen contact between employees).
6. Encourage patrons and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Approved and Adopted by Fulton Public Library Trustees

June 29, 2020



Fulton Public Library's Patron Safety Practices Policy

The Fulton Public Library is committed to serving its community during hard times and good.

The year 2020 has brought unprecedented challenges to our nation, state, and area of service.

To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted the below Temporary Safety Practices Policy.

The safety measures in this policy have been confirmed with the Oswego County Health Department.

The board's authority to adopt these measures is found in our charter, bylaws, New York Education Law Sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-profit corporation law. We also consider it our duty to develop these measures to keep our services accessible at this time.

Staff at the Fulton Public Library have the authority to enforce these measures like any other of the Library's Rules. Concerns about this policy should be brought to the Director's attention. Thank you for honoring these measures, which are designed to keep our community safe, while allowing access to the library.

Fulton Public Library Temporary Safety Practices – Phase 2 of Reopening

Scope of Temporary Safety Measures

The Fulton Public Library operates per relevant law and Executive Orders, including those pertaining to mandatory workforce reductions. Therefore, the temporary practices in this Policy may be further modified as needed to conform with relevant Orders.

Activities

Until the board votes to revoke this temporary policy, only the following routine activities may be performed on site at the library:

Curbside Pickup

Safety Practices

Until the board votes to revoke this temporary policy, the library will require all people on the premises to abide by the following safety practices:

See attached Phase 2 Safety Plan

ADA

In the event any safety requirement is not practicable on the basis of a disability, please contact the library at (315) 592-5159 to explore a reasonable accommodation.

Communication

To aid the community in honoring these requirements, the Library will transmit this policy through social media, and use a variety of health authority-approved, age-appropriate, multi-lingual and visual means to transmit this message in a manner consistent with our mission and our identity as a welcoming and accessible resource to the community.

Code of Conduct

Adherence to these practices shall be enforced as a requirement of the Library's Code of Conduct until such time as this temporary policy is revoked.

Approved and adopted by Fulton Public Library Board of Trustees

June 29, 2020



Emergency Closing Policy

The closing of the library may be required by natural, mechanical or other emergencies; these situations will be handled as follows:

- o The responsibility for closing the library rests with the Library Director or his/her designee.
- o In the event of an emergency situation, the Library Director shall inform the President of the Board of Trustees or an officer as soon as possible as to the reason for closing.

Inclement Weather

- It is expected that the Fulton Public Library will be open on all scheduled days. The closing of the Library due to inclement weather **may** align, at the discretion of the director, with the Fulton City School District Policy.
- In times of inclement weather, watch for alerts that encompass
 - A delayed opening
 - Early closing
 - Complete closure
- Any weather-related schedule changes will be posted on the local television channels and local news media websites; and also, the Library Website and Facebook.

Fulton Public Library Board Approved February 24, 2020

To be in effect July 1, 2020

Reviewed and Fulton Public Library Board Approved, June 9, 2020



Library Curbside Pickup Policy

Anyone with a library card can use curbside pickup.

Don't have a library card? Use this link to apply for a temporary card online:

[https://catalog.ncls.org/client/en_US/nclscat/search/registration/\\$N?pc=SYMWS](https://catalog.ncls.org/client/en_US/nclscat/search/registration/$N?pc=SYMWS) You will receive an email with a temporary card number that can be used for online resources and placing holds for curbside pickup.

Available Materials

Only materials housed at Fulton Public Library including books, DVDs, CDs, multimedia backpacks, etc.

Not Available

Items through Interlibrary Loan services.

Request Materials

1. Login to your library account at https://catalog.ncls.org/client/en_US/nclscat/ with your card number and PIN or call the library at 315-592-5159 to make a reservation.

2. Search for materials in our catalog and click "Place Hold" to reserve them. You can only reserve items that are available at the Fulton Public Library. You can have up to 10 holds per library card (3 holds if you just signed up and have a temporary card)

3. Wait for a notification from library staff that your materials are ready for pickup

4. Follow instructions for curbside or delivery detailed below (see curbside flyer).

You may also request materials by calling 315-592-5159.

Book Donations

The library is not accepting book donations at this time.

Disinfecting Materials

Returned items are quarantined according to recommendations from the CDC before being re-shelved or released for reserves, based on the most current information available.

Safety Precautions

The library will take every step possible to ensure the safety of staff and patrons and will follow all safety protocol and guidance provided by the state and local health departments. It is expected that patrons follow any and all safety measures that library staff put in place. This may include, but not limited to, social distancing, mask wearing, and staying home when you are sick.

Contactless Curbside Pick-Up (Or “Grab and Go”) Procedure

Patrons may place holds:

- By placing holds at www.ncls.org (holds will be available June 8th)
- By calling the library at 315-592-5159 during curbside hours.

Curbside pickup hours will be

- Monday 10AM TO 2PM
 - Tuesday 2PM TO 6PM
 - Wednesday 10AM TO 2PM
 - Thursday 2PM TO 6PM
 - Friday 10AM TO 2PM
-
- Staff will pull holds that are available, use SIRSI to check out items to patrons, bag items, and label bags with the patron's name.
 - Staff will call patrons to notify them their order is ready.
 - A maximum of 2 new items per card.
 - Items are fine free until further notice.
 - Items will be held for two pick up days. If items are not picked by the end of the 2nd pick up day, they will be put back into circulation for other patrons.
 - Staff cannot take any payment for past fines or lost items as part of this service.
 - To pick up, the patron will call the library at (315) 592-5159 upon arrival.
 - Staff will have a table set up outside the front entrance door at the bottom of the stairs. Bagged items will be put on the table after the patron phones. We will place a table in front of the front entrance door if inclement weather makes an outside table difficult.
 - Patrons will be instructed to wait in their vehicle until the bag of items has been deposited on the table and the staff member has returned to the library building.
 - Note: If patrons are unable to physically leave their vehicle or have other concerns about the curbside procedure, they will be asked to notify staff when calling and accommodations will be made.
 - Staff members will not handle returned items. Patrons will be instructed to put their returned items in the book drop on the shed.
 - At the end of the designated pick up times, staff will wear gloves, clean the table with disinfectant spray and bring in the lobby for next use.
 - Wearing gloves, staff will empty book drop onto book carts labeled with date and quarantine in the shed. Carts will then be in quarantine for up to 7 days before books will be discharged and put back into circulation.

Returning Library Materials

Please use the book returns. Staff are not able to take items from you at your vehicle.

Library Holds

Once you receive a notice that your item is ready, we will hold it for 2 days. If you need an item held for longer than 2 days, please contact us by phone at 315-592-5159.

Approved and adopted by Fulton Public Library Board of Trustees June 9, 2020

Pandemic Paid/Quarantine Leave Policy [DRAFT]

Fulton Public Library

Paid Leave During Emergency Closure

When the Fulton Public Library temporarily closes due to a declared state of emergency, and all or some employees are instructed not to come in to work, upon a vote of the board, compensation shall continue as follows:

Full-time staff shall be paid at their regular rate of pay. Part-time staff shall be paid for their regularly scheduled shifts. To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and able to work remotely on projects identified by the Director or Designee during their regularly scheduled working hours unless alternate hours have been approved by the Director or Designee, and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the process agreed on for logging hours.

Quarantine Leave

- A.** If a full or part-time employee who is not personally ill is required to **work from home** because of quarantine **recommendations** imposed by a governing authority, such employee shall be compensated for their routine hours unless alternate hours have been approved.

See Telecommuting Policy

- B.** If during a declared emergency **where the library is in a modified/phased reopening**, an employee determines to self-quarantine and such employee presents a written statement of the attending physician or local health officer proving the necessity of such absence, **such employee may apply to telecommute, use available vacation, personal leave or sick time or request an unpaid leave of absence.**

Prior to return to duty, such employee may be required to submit a written statement, from the local health officer having jurisdiction, that return to duty will not jeopardize the health of other employees.

To be eligible for compensation during quarantine leave, employees must be ready, willing and able to work remotely on projects identified by the **Director/Designee** during their regularly scheduled working hours unless alternate hours have been approved by **the Director/Designee**, and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the process agreed on for logging hours.

See Telecommuting Policy

- C.** **If a full or part time employee becomes ill from the pandemic disease, they may apply for FLMA (Family and Medical Leave Act).**

Overtime

Under the Fair Labor Standards Act, employees in the professional/managerial classifications are exempt employees and are under its provisions, not entitled to overtime or compensatory time for hours worked in excess of forty (40) hours per week.

Sample Resolution Enacting Policies

WHEREAS on March 18, 2020, the Governor of the State of New York issued Executive Order 202.6 and New York State on PAUSE, effecting a 100% reduction in on-site employees unless performing an essential function; and

WHEREAS, as a result of the world-wide pandemic underlying the state disaster emergency, the library system will need to close, reduce hours, or reduce staff reporting for duty; and

WHEREAS, the board has duly reviewed the public safety and budget considerations of reducing operations and continuing regular pay during the state of emergency; and

WHEREAS, the board recognizes that to best serve its area of service and protect the health of the community and its employees, employees may need to be directed to report to work at the library system, to work remotely, or to be on-call but not report to work during routine hours; and

WHEREAS, the library system is a system resource responsible for critical infrastructure and information at this time, and must remain ready to respond to community needs as is within its capacity and budget;

BE IT RESOLVED that the board adopts the attached policies on "Quarantine Leave" and "Paid Leave During Emergency Closure;" and

BE IT FURTHER RESOLVED that as part of this transition, the board exercises its right to discontinue to the use of "compensatory time" for any employee, and directs the Executive Director to develop an appropriate transition plan for such determination; and

BE IT FURTHER RESOLVED that the board shall continue to compensate full and regularly scheduled part-time staff as allowed by law and provided by the policy for Quarantine Leave and Paid Leave During Emergency Closure between March 23rd, 2020 and April 17th, 2020; and

BE IT FURTHER RESOLVED that the system director and the Executive Committee of the board shall maintain ongoing communication and monitor the best approach to address safety and operational concerns, and shall inform the full board of same; and

BE IT FURTHER RESOLVED that the board shall reconvene on April 9th, 2020 to reconsider the continuation of compensation in light of what may be needed for the community and the library system to recover from the state of emergency and return to normal operations.



The Fulton Public Library Telecommuting Policy and Procedure [DRAFT]

Telecommuting

Telecommuting allows employees to work at home or in a satellite location for all or part of their workweek. The Fulton Public Library considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a benefit, and it in no way changes the terms and conditions of employment.

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any formal telecommuting arrangement made will be on a trial basis for a time, as arranged with the Director, and may be discontinued at will and at the request of either the telecommuter or Director. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care, and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Eligibility

Employees are eligible for regular, occasional, and emergency telecommuting where their function is absolutely necessary for the department to continue critical functions, operations, and services. Eligibility may also be adjusted for a staff member who has a disability and needs to work from home.

Before entering into any telecommuting agreement, the employee and Director, will evaluate the suitability of such an arrangement, reviewing the following areas:

- **Employee suitability.** The employee and Director will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- **Job responsibilities.** The employee and Director will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- **Equipment needs, workspace design considerations and scheduling issues.** The employee and Director will review the physical workspace needs and the appropriate location for the telework.
- **Tax and other legal implications.** The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
- **Additional considerations.**

- o Do key duties require ongoing access to equipment, materials, and files that can only be accessed on the Fulton Public Library property?
- o Do key duties require extensive face-to-face contact with Director, other employees, on the Fulton Public Library property?
- o Do security issues require the key duties to be conducted on the Fulton Public Library property?
- **Compensation** The employee shall be granted pay for the period of the telecommuting arrangement. Such pay shall cover the employee's routine hours/alternate hours (part-time hours will be based on an average of the most recent three pay periods, or as set by the board.
- **Compensation During Quarantine Leave:** The employee will be compensated for their routine hours unless alternate hours have been approved as based upon the type of Quarantine Leave (A, B).
See Pandemic Paid/Quarantine Leave Policy

If the employee and Director concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the Director, and weekly face-to-face or virtual meetings to discuss work progress and problems. At the end of the trial period, the employee and Director will each evaluate the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and Director will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the Director and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Regular, Occasional, and Emergency Telecommuting

There are three types of telecommuting: regular, occasional, and emergency.

Regular Telecommuting - the employee will have an established, predictable schedule. For example: Tuesdays and Thursdays, or every other Wednesday. Another form of regular telecommuting could be for an entire workweek(s) but only for a limited period of time. In any case, the regular telecommuting days and the duration of the telecommuting arrangement, if for a limited period of time, are identified and agreed to at the outset and are specified in the Telecommuting Agreement. They may be changed upon agreement between the employee and the Director. Employees may be required to be available during core business hours to enhance communications and member library support.

Occasional Telecommuting - is characterized by situations when an employee will telecommute sporadically, generally on an as-needed basis. Because occasional telecommuting will only occur once in a while, the Director should keep that in mind when evaluating the employee's and the position's suitability. To handle an occasional telecommuting scenario, the Director and employee can establish the parameters of the telecommuting arrangement in advance, such as identifying the telecommuting location and specifying how often the employee is expected to check email and return phone calls on telecommuting days.

Emergency Telecommuting - is a temporary arrangement whereby, during a crisis or emergency situation at the Fulton Public Library, the employee telecommutes because his or her job responsibilities must still be fulfilled to provide for continuity of operations. Examples of a crisis or emergency situation are a pandemic, natural disaster, weather

emergency, or other situation that presents a significant overall threat to the Fulton Public Library staff and facilities. Telecommuting is a means of providing for fulfillment of important functions.

Equipment

On a case-by-case basis, the Fulton Public Library will determine, with information supplied by the employee and the Director, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement.

Equipment supplied by the Fulton Public Library will be maintained by the library. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Fulton Public Library accepts no responsibility for damage or repairs to employee-owned equipment. The Fulton Public Library reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Fulton Public Library property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of telecommuting arrangement, all Fulton Public Library property will be returned, unless other arrangements have been made.

The Fulton Public Library may supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Library may reimburse the employee for other business expenses (mailing letters or packages, etc.) with preapproval from the Director. The employee will establish an appropriate work environment within his or her home for work purposes. The Fulton Public Library will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the Fulton Public Library's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of library and patron information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, locking their workstation when not in use and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The Fulton Public Library will provide each telecommuter with a safety checklist that must be completed. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Time Worked

Telecommuting employees will be required to accurately record all hours worked using the Fulton Public Library's time-keeping system. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

Procedure

Complete the following forms and submit a copy to your Director:

1. Fill out and sign the Fulton Public Library's Telecommuting Application Form
2. Complete the Telecommuting Self-Assessment
3. Complete the Safety Checklist

The Director will set up a time to meet with you and review these materials to determine if telecommuting would be appropriate. If so, the Director will determine the level of support (equipment, etc.) you will need and a final determination will be made.

In the event the Director requests a telecommuting arrangement, this policy and procedure process will apply and the Board of Trustees will assess and determine qualification.

Approved and Adopted by Fulton Public Library Trustees

_____ 2020

Fulton Public Library Telecommuting Application Form – STAFF

Applicant Name _____ Title _____

Department _____ Director/Designee _____

Number of days week/month I would like to telecommute:

Anticipated duration of telecommuting agreement:

Location I anticipate working from:

Please describe how you think your job responsibilities are suited for telecommuting:

TELECOMMUTING APPLICANT

I have discussed telecommuting with the Director and understand that my application does not guarantee that I will be eligible to telecommute. I have read the telecommuting policy and understand that it is not an entitlement and that it is not appropriate for every employee. I understand that telecommuting can be terminated at any time by the Fulton Public Library or me.

I have completed the Telecommuting Safety Checklist

I have completed the Telecommuting Self-Assessment

Telecommuting Applicants Signature _____

Date _____

DIRECTOR

I have discussed the possibility of telecommuting with the above-mentioned employee.

Director's Signature _____ Date Application Received _____

DIRECTOR/DESIGNEE

Approval _____ Disapproval _____

Signature _____ Date _____

Fulton Public Library Telecommuting Application Form – DIRECTOR

Applicant Name _____ Title _____

Number of days week/month I would like to telecommute:

Anticipated duration of telecommuting agreement:

Location I anticipate working from:

Please describe how you think your job responsibilities are suited for telecommuting:

TELECOMMUTING APPLICANT

I have discussed telecommuting with the Board of Trustee’s President or Designee and understand that my application does not guarantee that I will be eligible to telecommute. I have read the telecommuting policy and understand that it is not an entitlement and that it is not appropriate for every employee. I understand that telecommuting can be terminated at any time by the Fulton Public Library or me.

I have completed the Telecommuting Safety Checklist

I have completed the Telecommuting Self-Assessment

Telecommuting Applicants Signature _____

Date _____

Board of Trustee President/ Designee

I (we) have discussed the possibility of telecommuting with the above-mentioned employee.

Board of Trustee President/Designee Signature _____

Date Application Received _____

Board of Trustee President/ Designee

Approval _____ Disapproval _____

Signature _____ Date _____

Fulton Public Library Telecommuting Self-Assessment

Applicant Name:

General

- Do you have sufficient portable work for the amount of telework proposed? Briefly describe.
- Are you comfortable working alone for the amount of days you have requested to telework?
- Will your teleworking affect your coworkers? Do they need you in the office to complete work? Will they be doing extra work because you are teleworking?
- Are you willing to be flexible about the telework arrangement to respond to the needs of the manager, the workgroup, and the work?

Self-Management

- Do you have the ability to do work with minimal direct supervision?
- Do you have organized work practices?
- Do you have good planning skills?
- Do you have effective time management skills? Are you able to meet schedules and deadlines?

Technology

- Do you feel comfortable with the technologies, if any, that will be needed to telework?
- Are you willing to learn any new technologies required to telework?
- Are you planning to use your own personal computer, monitors, mouse, keyboard, phone, etc. or are will you need the Fulton Public Library to provide equipment?

Communication

- Do you have the ability to ensure good communication with your Director, co-workers, and patrons?

- Will you return emails, calls, and other messages in a timely manner as established by the Director/Supervisor?

Appropriate Space

- Is the telework office space conducive to getting your work done?
- Is the telework office space safe?
- Are dependent care (i.e., child care, elder care, or care of any other dependent adults) arrangements in place?
- Will you be able to work effectively in the telework office space (e.g., by children, friends, television, or other responsibilities)?
- Do you have a comfortable desk and chair, locking file cabinet or drawer, and other furniture that would allow you to work comfortably and keep all Fulton Public Library data secure?

Fulton Public Library Telecommuting Safety Checklist - Staff

Applicant Name: _____

General	Yes	No
1. Workspace is away from noise distractions, and is devoted to your work needs?		
2. Workspace accommodates work station, equipment and related material?		
3. Floors are clear and free from hazards?		
4. File drawers are not top-heavy and do not open into walkways?		
5. Phone lines and electrical cords are secured under a desk or along wall and away from heat sources?		
6. Temperature, ventilation, and lighting are adequate?		
7. All stairs with four or more steps are equipped with handrails?		
8. Carpets are well secured to the floor and free of frayed or worn seams?		
Fire Safety		
9. There is a working smoke detector in the workspace area?		
10. A home multi-use fire extinguisher, which you know how to use, is readily available?		
11. Walkways, aisles, and doorways are unobstructed?		
12. Workspace is kept free of trash, clutter, and flammable liquids?		
13. All radiators and portable heaters are located away from flammable items?		
14. You have an evacuation plan so you know what to do in the event of a fire?		
Electrical Safety		
15. Sufficient electrical outlets are accessible?		
16. Computer equipment is connected to a surge protector?		
17. Electrical system is adequate for the office equipment?		
18. All electrical plugs, cords, outlets, and panels are in good condition? No exposed/damaged wiring?		
19. Equipment is placed close to electrical outlets?		

20. Extension cords and power strips are not daisy chained and no permanent extension cord is used?		
21. Equipment is turned off when not in use?		
Computer Workstation		
22. Chair wheels are secure and the rungs and legs of the chair are sturdy?		
23. Chair is adjustable?		
24. Your back is adequately supported by a backrest?		
25. You have enough leg room at your desk?		
26. There is sufficient light for reading?		
27. The computer screen is free from noticeable glare?		
28. The top of the screen is at eye level?		
29. There is space to rest the arms while not keying?		
Other Safety/Security Measures		
30. Files and data are secured?		
31. Materials and equipment are in a secure place that can be protected from damage and misuse?		
32. You have an inventory of all equipment in the office including serial numbers?		
33. If applicable, do you use up-to-date anti-virus software, keep virus definitions up-to-date, and run regular scans?		

Reviewed by: Director/Designee: _____

Date: _____

Employee: _____

Date: _____

Fulton Public Library Telecommuting Safety Checklist - Director

Applicant Name: _____

General	Yes	No
1. Workspace is away from noise distractions, and is devoted to your work needs?		
2. Workspace accommodates work station, equipment and related material?		
3. Floors are clear and free from hazards?		
4. File drawers are not top-heavy and do not open into walkways?		
5. Phone lines and electrical cords are secured under a desk or along wall and away from heat sources?		
6. Temperature, ventilation, and lighting are adequate?		
7. All stairs with four or more steps are equipped with handrails?		
8. Carpets are well secured to the floor and free of frayed or worn seams?		
Fire Safety		
9. There is a working smoke detector in the workspace area?		
10. A home multi-use fire extinguisher, which you know how to use, is readily available?		
11. Walkways, aisles, and doorways are unobstructed?		
12. Workspace is kept free of trash, clutter, and flammable liquids?		
13. All radiators and portable heaters are located away from flammable items?		
14. You have an evacuation plan so you know what to do in the event of a fire?		
Electrical Safety		
15. Sufficient electrical outlets are accessible?		
16. Computer equipment is connected to a surge protector?		
17. Electrical system is adequate for the office equipment?		
18. All electrical plugs, cords, outlets, and panels are in good condition? No exposed/damaged wiring?		
19. Equipment is placed close to electrical outlets?		

20. Extension cords and power strips are not daisy chained and no permanent extension cord is used?		
21. Equipment is turned off when not in use?		
Computer Workstation		
22. Chair wheels are secure and the rungs and legs of the chair are sturdy?		
23. Chair is adjustable?		
24. Your back is adequately supported by a backrest?		
25. You have enough leg room at your desk?		
26. There is sufficient light for reading?		
27. The computer screen is free from noticeable glare?		
28. The top of the screen is at eye level?		
29. There is space to rest the arms while not keying?		
Other Safety/Security Measures		
30. Files and data are secured?		
31. Materials and equipment are in a secure place that can be protected from damage and misuse?		
32. You have an inventory of all equipment in the office including serial numbers?		
33. If applicable, do you use up-to-date anti-virus software, keep virus definitions up-to-date, and run regular scans?		

Reviewed by: Trustee President/Designee: _____

Date: _____

Director: _____

Date: _____

American Library Association

Library Bill of Rights

- I. The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.
- II. 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.
- III. 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.
- IV. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- V. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- VI. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VII. 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27,

1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Access to Library Resources and Services for Minors

An Interpretation of the Library Bill of Rights

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

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and 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. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

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 through the library in print, sound, images, data, games, software, and other formats. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.² 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 or not content is 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 and guardians. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." 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. Librarians and governing bodies should maintain that only parents and guardians have the right and the responsibility to determine their children's-and only their children's-access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

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, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Brown v. Entertainment Merchant's Association, et al. 564 U.S. 08-1448 (2011): a) Video games qualify for First Amendment protection. Like protected books, plays, and movies, they communicate ideas through familiar literary devices and features distinctive to the medium. And 'the basic principles of freedom of speech ... do not vary' with a new and different communication medium."

Erznoznik v. City of Jacksonville, 422 U.S. 205 (1975): "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the

First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

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

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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:

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

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process.

Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

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

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

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

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ,

and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

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

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

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

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

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

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

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

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

A joint Statement by:

American Library Association

Association Of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression

The Association of American University Presses

The Children's Book Council Freedom to Read
Foundation

National Association of College Stores National
Coalition Against Censorship National Council of
Teachers of English

The Thomas [Jefferson Center for the Protection of
Free Expression

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

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council