

**WEEDSPORT FREE
LIBRARY
POLICY MANUAL**

This policy is determined by the Board of Trustees and is subject to review and revision at the discretion of the Board. Appeals to any of these policies may be submitted to the Board of Trustees in writing.

Adopted: October 10, 1996

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Weedsport Free Library

Mission Statement

The Weedsport Free Library is an organization dedicated to providing facilities and materials for education, recreation, personal growth, and information to those residing in its service area.

Please Note: *The Weedsport Free Library Service Area includes the Town of Brutus.*

Weedsport Free Library
2795 East Brutus Street
Weedsport, New York 13166

Weedsport Free Library

Library Roles

The Weedsport Free Library has selected the following three roles as those it will focus on during the course of the long range planning period:

Popular Materials Library

The library will feature current, high-demand, high-interest materials in a variety of formats for persons of all ages.

Reference Library

The library will actively provide timely, accurate, and useful information for community residents, in a variety of formats.

Community Door to Learning

The library will offer programs and activities for adults and children that will encourage life-long learning and use of the library.

Weedsport Free Library
2795 East Brutus Street
Weedsport, New York 13166

Weedsport Free Library

Weekly Hours of Operation

The Library Board of Trustees, hereafter referred to as "the Board", has approved the following weekly hours of operation:

| | |
|-----------|--------------------|
| Sunday | Closed |
| Monday | 10 AM-7 PM |
| Tuesday | 10 AM-7 PM |
| Wednesday | 10 AM-7 PM |
| Thursday | 10 AM-7 PM |
| Friday | 2:30 PM-7 PM |
| Saturday | 10:00 AM – 2:00 PM |

Observed Holidays

The Library will be closed on the following holidays:

*New Year's Eve Day

*New Year's Day

Memorial Day (Observed)

*Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

*Christmas Eve Day

*Christmas Day

*Observed holidays may be contingent on specific calendar year pending Board of Trustees approval.

Weedsport Free Library
2795 East Brutus Street
Weedsport, New York 13166

Revised 12/14/2023

Weedsport Free Library

Library Closures

1. When the county declares a state of emergency the Library will close.
2. When Weedsport Central School District, hereafter called school, closes due to inclement weather, the library shall be closed.
3. When afternoon and evening activities at school are cancelled due to inclement weather, the library will close at 5pm.
4. If school closes early, the Library Director will use their discretion in conjunction with the Board President or other Board member as to an early closing time for the library.
5. In the event school delays opening, the Pre-School Story Hour will be cancelled. The Library will open at its regular time.
6. If the Library has to be closed for weather-related conditions on days when school is not in session, the Library Director will consult the Board President or other Board member and post the closure on the Library website and Facebook page, television stations, and if possible, the esign and a sign on the door.
7. In the event of a non-weather emergency situation, the Library Director shall consult, when possible with the Board President or other Board member as soon as possible as to the reason for such closing.

We are a public institution; every effort is made to maintain regular hours for the public. The intent of this policy is to promote safety and an unambiguous course of action regarding inclement weather closures. In addition to the safety of employees, it is important to us that patrons not risk travel to the library during potentially dangerous weather conditions.

Approved: 01/26/17

Revised: 06/09/22

Weedsport Free Library
2795 East Brutus Street
Weedsport, New York 13166

Weedsport Free Library

Regulations Governing Use of the Library By the Public

The Weedsport Free Library, established under the laws of the State of New York and chartered by the New York State Board of Regents, is committed to providing educational, recreational and informational materials and services to the residents of the Weedsport Free Library service area. The Board of Trustees of the Weedsport Free Library, under Section 262 of the New York State Education Law, establishes the following rules of behavior in order to facilitate the broadest and most equitable use of the facilities of the Library:

1. Respect for the rights and needs of all library users shall be maintained at all times and use of the library's materials shall be so supervised that the broadest number of people can be adequately served.
2. All members of the public will so conduct themselves that they will not interfere, by their actions or speech, with the legitimate rights of other library users.
3. Conduct considered improper in the library includes, but is not limited to:
 - a. Public disturbance
 - b. Offensive or abusive language
 - c. Sleeping
 - d. Gambling
 - e. Loitering
 - f. Using, possessing, or being under the influence of alcohol, narcotics or hallucinogenic drugs.
4. The consumption of food and beverages within the library is forbidden. Programs approved by the library director may be exempt from this rule.
5. No smoking is permitted in the library or on library grounds, at any time.
6. For reasons of safety and hygiene, no one may use the building unless wearing shoes and a shirt.
7. Library furnishings and materials are not to be rearranged or disarranged by patrons without permission of the library staff.
8. No tacks, pins, Funtack, or tape of any kind will be allowed on the woodwork, walls, or other inappropriate areas.
9. All patrons shall obey the reasonable request of the library staff.
10. No loitering in or overcrowding of toilet facilities shall be permitted at any time. One person at a time is allowed in the toilet facilities, unless a parent or guardian is accompanying a child.

11. Solicitation of funds, distribution of literature or promotional material, or sale of goods is forbidden by any person or agency other than the library, without library director/Board of Trustees approval.

12. Packages, briefcases and any other containers may be examined before patrons leave the building.

Any person who violates the above rules or fails to use the library's materials or equipment according to regulations established by the library director or designee will be subject to expulsion from the building. Infringement of any of the regulations here stated shall be grounds for denial of future services.

Revised: 06/09/22

Weedsport Free Library
2795 East Brutus Street
Weedsport, New York 13166

Weedsport Free Library

Meeting Room General Rules of Use

Use of the meeting room in the Weedsport Free Library is primarily for programs conducted or sponsored by the library, and secondarily, for programs of established and recognized institutions, groups, and associations with educational, cultural or civic purposes. All meetings must be open to the public, but need not be public meetings.

Programs which are planned by the library take precedence over meetings of outside groups. The library reserves the right to preempt the use of meeting space.

As long as meetings do not conflict with one another, there is no objection to regular meetings of the same group; however, in fairness to the numerous groups of the community, reservations are taken not more than three (3) months in advance.

No admission fees or required donations may be charged.

The sponsor of a meeting or program may request a fee from participants only to the extent that such fee covers the cost of materials furnished to participants. Such charges should not be construed as an admission fee, and attendance may not be limited to those individuals who pay the fee. No portion of any fee shall accrue to the benefit of an organization or individual.

APPLICATION: An organization requesting the use of the meeting room for the first time must complete a meeting room application. An individual responsible for the changes or cancellations to the scheduled meeting date should communicate with the library staff as soon as possible.

General Rules of Use

1. The meeting room is available for use during the library's normal hours of operation. Specific requests for after hours use may be made to the library director.
2. The meeting room may not be used for religious services, sales promotion, social functions such as showers, birthday parties, etc., or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sale of merchandise is strictly prohibited.
3. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses, or meetings closed to the public.
4. Except as a designation of location the name of the library may not be used in any publicity relating to use of meeting rooms.
5. No cooking may be done or food served without the approval of the library director. No alcohol may be served at any time. No smoking is permitted at any time in the library or on library grounds.

6. Programs should be planned so that meeting space will be vacated 15 minutes before closing time.
7. Meeting rooms must be left in acceptable, unlittered condition. Tables and chairs must be returned to the positions in which they were found. Groups are expected to vacuum the floor if necessary. See staff for vacuum.
8. No illegal gambling may be played.
9. Meetings must be conducted in such a way as not to disturb library operations.
10. Library personnel will not move or rearrange heavy equipment
11. The library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
12. The applicant accepts liability for either damage to library facilities or loss of library property.
13. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices. etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
14. Library personnel must have free access to meeting room at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.
15. All users of the meeting room shall abide by the New York State Public Officers Law, Article 7 (Open Meeting Law).

Reviewed: 06/09/22

Weedsport Free Library

Meeting Room Application

(Complete all sections below)

ORGANIZATION INFORMATION

Organization Name _____

Organization Address _____

Purpose of Organization _____

APPLICANT INFORMATION

Name & Title of Applicant _____

Telephone Number _____ Best Time to Call _____

Cell Phone Number _____

MEETING INFORMATION

Date Requested _____ Day of week _____

Time: From _____ To _____

Purpose of Meeting _____

Expected Attendance _____ May not exceed occupancy limit (29).

I have read and understand the "Rules for Meeting Room Use" and agree to abide by them.

Print Name _____ Organization _____

Signature _____ Date _____

Request Approved _____ Request Denied _____

Library Director's Signature _____

Reviewed: 06/09/22

Weedsport Free Library

Bulletin Board Rules for Use

1. The Library Bulletin Board is to be used for the posting of notices of:
 - a) library business or activities
 - b) Educational, cultural, nonprofit and civic interest.
2. Any other notices for personal or commercial purposes shall be posted on the Community Bulletin Board at the discretion of the library director.
3. Only authorized library personnel may post notices on the Library Bulletin Board. Any notice to be considered for posting must be submitted to the library director for approval.
4. All notices intended for posting on the Library Bulletin Board must contain the following.
 - a) name of sponsoring agency.
 - b) contact information of sponsoring agency or authorized representative.
 - c) date of posting.
5. Notice size (physical dimensions) on can be restricted if deemed necessary to maximize available space on the Library Bulletin Board or the Community Bulletin Board.
6. Notices may be removed after two weeks, when they are no longer timely, or when space is required for more current items.
7. The library does not necessarily advocate or endorse the content of notices on the Library Bulletin Board or the Community Bulletin Board. The library accepts no responsibility for loss or damage to any item accepted for posting.

***Failure to comply with these rules may result in denial
of future posting privileges.***

Reviewed: 06/09/22

Weedsport Free Library
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Weedsport, New York 13166

Weedsport Free Library

Electronic Sign Policy

The purpose of the electronic message board sign is to promote and market Library services, programs, events and resources. Content is limited to Library sponsored or co-sponsored events, Library services and resources, or community announcements in which the library is a participant. Community announcements shall be determined by the Library Director, Assistant Director, or the Library Board of Trustees.

1. Messages on the sign are only to be posted with the authorization of the Library Director, Assistant Director, or the Library Board of Trustees.
Requests to post messages are to be directed to the Library Director in writing a minimum of two weeks in advance.
2. The sign will operate between the hours of 6:00 AM to 10:00 PM.
3. Messages from non-profit community organizations will be incorporated into the library's rotating messages at the discretion of the Library Director, Assistant Director, &/or the Board of Trustees.
4. Messages of a political, religious, personal, or commercial nature will not be considered.
5. Messages may be removed after two weeks, when they are no longer timely, or when space is required for more current items.
6. Emergency public service announcements may be posted as circumstances warrant.

Reviewed: 06/09/22

Weedsport Free Library
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Weedsport Free Library

Electronic Sign Request

Please refer to the Electronic Sign Policy on the back of this paper for further guidelines.

Name _____ Date _____

Contact phone number _____ Email address _____

On behalf of (organization)

Message

Requested dates

Approved by

Weedsport Free Library
2795 East Brutus Street
Weedsport, New York 13166

Weedsport Free Library

Display/Exhibit Space Rules for Use

1. Library display spaces are intended for exhibits/displays related to:
 - a) library business or activities.
 - b) Public service items of educational, cultural, or civic interest to the community.
2. Displays may not be used for advertising or for commercial purposes.
3. Identification of the sponsor/exhibitor must be included in the display on a card or plaque no larger than 3" X 5". Such identification must contain the following:
 - a) name of sponsoring agency.
 - b) address and telephone number of sponsoring agency or authorized representative.
4. The duration of any display or exhibit is established at the discretion of the library director. The requirements of the library take precedence over those of exhibitors.
5. Installation and subsequent removal of display/exhibit are the responsibilities of the applicant.

Displays/exhibits which are not removed on or prior to the date established by the library director will be removed by the library. Any expense for such removal becomes the responsibility of the exhibitor.

6. Neither the library nor the Board of Trustees accepts responsibility for loss or damage to any exhibit/display.
7. The library does not necessarily advocate or endorse the content of displayed items.
8. Potential exhibitors must complete:
 - (a) an application.
 - (b) a release form before the library director will consider any exhibit or display.
9. No installations are permitted without authorization of the library director.

Failure to comply with these rules may result in denial of future exhibit/display privilege.

Reviewed: 09/08/22

Weedsport Free Library
2795 East Brutus Street
Weedsport, New York 13166

Weedsport Free Library

Display/Exhibit Space Application

(Complete all sections below)

ORGANIZATION INFORMATION

Organization Name _____

Organization Address _____

Purpose of Organization _____

APPLICANT INFORMATION

Name & Title of Applicant _____

Telephone Number _____ Best Time to Call _____

Cell Phone Number _____

EXHIBIT/DISPLAY INFORMATION

Dates Requested _____

Set Up Date: _____ Removal Date: _____

Purpose of Exhibit/Display _____

Display Case Required (check one) Yes _____ No _____

Floor Space Required (check one) Yes _____ No _____

If exhibit is free-standing, approximate area, in square feet: _____

Contents/Description (Please list number and type of items, etc. The library may require visual representation or layout. Attach additional sheets as necessary)

I have read and understand "Display Cases/Exhibit Space Rules for Use" and agree to abide by them.

Print Name _____ Organization _____

Signature _____ Date _____

Request Approved _____ Request Denies _____

Library Director's Signature _____

Weedsport Free Library

Art Display Space Rules for Use

1. Library display spaces are intended for exhibits/displays related to:
 - a. library business or activities.
 - b. art items of educational, cultural, or civic interest to the community.

2. Art Display Requirements
 - a. Artist will be required to sign an “Art Display Disclaimer Form”.
 - b. Artwork must be matted, preferably framed.
 - c. Artist(s) must submit (on an 8½” x 11” sheet of paper) information that contains a short biography and artist statement. This document will be displayed with the artwork.
 - d. The library will be responsible for maintaining the exhibit schedule.
 - e. Artwork will be displayed for an agreed upon period of time. At the end of the exhibit the artist is responsible for retrieving their artwork.
 - f. The library reserves the right to monitor content of artwork and decline artwork deemed unsuitable for public display.

Reviewed: 09/08/22

Weedsport Free Library
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Weedsport Free Library

Art Display Disclaimer

I, the undersigned, hereby lend the following work(s) or other materials to the Weedsport Free Library for exhibition purposes only. I hereby release the Weedsport Free Library any responsibility for loss, damage, or destruction while work(s) is (are) in possession of the library.

Description of art/materials loaned to the library:_____

Name (Contact Person)_____

Address_____

Telephone and /or Cell_____

Email_____

Date_____

Signature_____

Library Representative

Date_____

Signature_____

Weedsport Free Library

Gift Policy

The Weedsport Free Library accepts gifts under the following conditions:

1. The donor may request special conditions or restrictions on the gift pending library director/Board of Trustees approval.
2. Gifts/Donations which exceed \$500 and which have no restrictions placed upon them by the giver/donor shall be placed in the appropriate reserve fund or funds as designated by a simple majority vote of the Library Board of Directors.
3. Gifts/Donations which do NOT exceed \$500 and which have no restrictions placed upon them by the giver/donor shall be included as revenue for the annual library operations.
4. Collective donations in an individual's name which exceed \$500 and which have no restrictions placed upon them by the giver/donor shall be placed in the appropriate reserve fund or funds as designated by a simple majority vote of the Library Board of Directors.
5. Gift materials will be judged by the same materials selection standards that apply to purchased materials. The Library Director may use discretion in accepting donations for consideration by the Board.
6. Gifts of library materials (books, magazines or other media) will be accepted with the understanding that the library reserves the right to add them to its collection, distribute them to other libraries, sell or discard them.
7. Personal property, art objects, portraits, antiques, and other collectibles will be accepted only on the condition that they may be sold, given away or discarded at the discretion of the library Board of Trustees and the library director.
8. Gift items will be formally acknowledged, if the donor wishes. The library will not appraise or estimate the value of gift donations. The responsibility for such assessment lies with the donor.

Reviewed: 09/08/22

Weedsport Free Library
2795 East Brutus Street
Weedsport, New York 13166

Weedsport Free Library

Statement of Physical Property Donation

I, _____ of _____
(Full Name) (Legal Address)

give the following property: _____

valued at \$ _____ to the Weedsport Free Library.

I hereby give the aforementioned property to the Weedsport Free Library freely and without restrictions.

I understand the Weedsport Free Library reserves the right to utilize the property in its sole and absolute discretion.

I further understand that if there comes a time when said property is of no use to the Weedsport Free Library, the Board reserves the right to dispose of said property as it sees fit.

Dated _____ Signed: _____

The Weedsport Free Library hereby gratefully accepts the above described gift.

Dated _____ Signed: _____

Title: _____

Reviewed: 09/08/22

Weedsport Free Library
2795 East Brutus Street
Weedsport, New York 13166

Weedsport Free Library

Materials Selection Policy

I. Responsibility For Materials Selections

The material selection process is carried out by the library staff. Final authority and responsibility for materials selection rests with the library director.

II. Criteria For Materials Selections

General considerations for selection shall include:

1. Compliance with the American Library Association's Library Bill Of Rights. (see Appendix I)
2. Relevance to patrons' needs, interests, and demands.
3. Relation of materials to existing collection.
4. Budgetary considerations.
5. Timeliness and popularity of subject
6. Quality of content.
7. Physical nature of material (binding, format, etc.)
8. Community Standards and common sense, with the understanding R rated videos will not be loaned to anyone under the age 17 without parental approval.
9. Physical limitation of building.
10. Reviews in media and opinion of experts.
11. Access to material within the Library System to avoid duplication of services.

III. Material Reconsideration Request

Should a patron question a specific item in the collection they can complete a Materials Reconsideration Request Form, which will be reviewed by the library director and Board of Trustees. The patron will be notified of the outcome.

Weedsport Free Library

Material Reconsideration Request

(Complete all selections below)

Author _____ Format: (Book, DVD, for example) _____

Title _____

Publisher _____

Request Initiated By _____

Telephone Number _____ Address: _____

Email Address: _____

Complainant Represents: _____

1. What do you feel is objectionable in the material? (Please be specific)

2. What do you feel might be the result of seeing these materials?

3. Do you feel this material would be more appropriate for a different age group? _____

4. If yes, what age group?

5. Did you review the entire material? _____ What parts? _____

6. What would you like your public library to do about the material?

Print Name of Complainant _____ Date: _____

Signature of Complainant _____

Weedsport Free Library

Circulation Policy

1. The library shall grant free basic services to all residents of the Weedsport Free Library Service Area.

Please Note: The Weedsport Free Library Service Area includes the Town of Brutus.

2. New library patrons are required to register by giving full name, permanent address, and telephone number where they can be contacted. Proof of address, such as a driver's license or photo I.D., must be offered if requested. Children will be issued a library card upon request when they enter kindergarten.
3. In general, no limits are set regarding the number of books that may be checked out at one time. A total of five DVD/Blu-rays (any combination) will be loaned per family at one time.
4. All materials except DVDs and Blu-rays may be kept for a period of three weeks. Videos and DVDs are due back in one week.
5. The library is fine free as of 3/1/2021. [Approved by Board on 4/8/2021.]
6. Patrons with items overdue by 10-30 *days* will be notified by phone. If the material is not returned within 60 days, a billing notice will be sent, which will include replacement costs and any associated processing charges.
7. As outlined in NYS Education Law Section 265, patrons not responding to late notices will be referred to the appropriate law enforcement agency.
8. Patrons are allowed to renew items, provided the item is not new and/or there is no reserve list on the item.
9. Patrons will be charged all replacement costs for damaged or lost materials.
10. E-reader devices will be loaned to any Weedsport Library Card holder. See agreement on next page.

Revised: 11/11/21

Weedsport Free Library
2795 East Brutus Street
Weedsport, New York 13166

Weedsport Free Library

E-reader Device Borrower Agreement

I understand the following terms of use for borrowing an E-reader:

- The E-reader device has a three-week loan period with no renewal.
- The E-reader device must be returned to the lending library circulation desk – not in the drop box.
- I will use this responsibly and return it in good condition. In the event that the device is damaged or lost, I will be charged all replacement costs.

Name of Borrower: _____

Name of Parent/Guardian: _____
(If under age 17)

Library Barcode: _____

Signature: _____

Parent/Guardian Signature: _____
(If under age 17)

Date: _____ **Phone:** _____

NOTE: Any lost or missing E-reader device will be deactivated and will be not useable.

Approved: 06/09/22

Weedsport Free Library
2795 East Brutus Street
Weedsport, New York 13166

Weedsport Free Library

Computer Use Policy

- Computer users under the age of 12 must be supervised by a parent/legal guardian with a signed Computer/Internet Permission Form.
- Children ages 12-16 may access the Internet with a parent/guardian present a signed Computer/Internet Permission Form.
- Computer users are required to reserve 30-minute computer use with the discretion of library staff.
- Patrons may not use their own software programs on the library computers.
- Patrons may save work using their own memory device.
- Computer users may print up to two black and white pages without charge. A charge of twenty-five cents per page will be charged for additional pages. All color copies are twenty-five cents. Payment is to be made at the circulation desk prior to leaving the library. There is a limit of 25 pages per day.
- Tampering with, altering, editing or damaging computer hardware and/or software is grounds for revocation of computer privileges and may result in criminal charges and/or suspension of library privileges.
- In the event that the computer is damaged or tampered with, the patron will be charged repair or replacement costs.

Revised: 10/13/22

Weedsport Free Library
2795 East Brutus Street
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Weedsport Free Library Internet Use Policy

- All Internet users must be registered CayugaConnect library card holders.
- All Internet users must complete a Computer/Internet Permission Form. Children under the age of 12 are not permitted to use the Internet unless they are accompanied by an adult/legal guardian. Children ages 12-16 are permitted to use the Internet without parent/legal guardian supervision as long as the adult completes the form and presents it in person.
- Individual users and/or parents must accept responsibility for determining the reliability, suitability and appropriateness of the Internet content.
- Users must respect the privacy and sensibilities of others. Displaying or printing images which are sexually explicit, obscene, or harmful to minors is expressly prohibited according to the N.Y.U.C.C. Penal 235.00-235.24 (Consol. 2004).
- Internet computers and network services may not be used for illegal activities, including the harassment of others. Users may not misrepresent themselves when using the Internet.
- U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of fair use. The library expressly disclaims any liability or responsibility resulting from copyright infringement or any violation of local, state or federal laws.
- Internet users are cautioned that the Internet is not a secure medium and all transactions, files and communications, including personal information, are vulnerable to unauthorized access, and, therefore, should be considered public. The library will not release information on the use of electronic resources by members of the public except as required by law.
- The library staff will take appropriate actions when they are aware of violations. Violations may result in a loss of privileges and/or legal action.

To comply with the Children's Internet Protection Act and restrict access to online content that may be considered harmful to minors or offensive to adults, the library employs technology protection measures (filters) on all computers with Internet access. As required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed as obscene, child pornography, or harmful to minors. Users are cautioned that filters are not foolproof and due to technological limitations cannot obstruct access to all potentially harmful or offensive content. In addition, filters may block access to some legitimate or constitutionally protected material found on the Internet. By law, individuals who have attained the age of 17 have the right to unfiltered Internet access for bona fide research or other lawful purposes.

Reviewed: 10/13/22

Weedsport Free Library
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Weedsport Free Library

Wireless Internet Policy

- Wireless access is permitted only during regular library hours. The wireless network is configured to turn off during closed hours.
- Remember that wireless access is unsecure and your data may be viewed by other users on the wireless connection.
- There is no printing available from your laptop computer.
- The following actions will not be allowed in the use of wireless Internet:
 - Sending or displaying obscene or disruptive messages or images
 - Changing or adding files to the network
 - Harassing, insulting or attacking others
 - Violating copyright laws or software license restrictions
- The library is not responsible for loss of information or damage to the patron's personal laptop that might result from using the wireless network.
- Wireless usage is subject to monitoring to assure these rules are followed.
- The library staff reserves the right to ask wireless users to leave if they have evidence of or suspect any inappropriate use of the wireless network access.

Revised: 10/13/22

Weedsport Free Library
2795 East Brutus Street
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Weedsport Free Library

Computer/Internet Permission Form Children (Ages 4-16)

A library card and this form are required for children ages 16 and younger who wish to use the library's computers. A parent or guardian must sign this form and present it in person at the circulation desk.

Children ages 12-16 may access the Internet without a parent/guardian present with this signed permission form.

DATE: _____

NAME OF CHILD: _____ DATE OF BIRTH: _____

NAME OF PARENT/LEGAL GUARDIAN: _____

ADDRESS: _____

PHONE: _____

I have read and agree to the Weedsport Free Library's Computer Use Policy and the Internet Policy.

_____ **I permit this child to use the library's computers, without Internet access.**

_____ **I permit this child to use the library's computers with Internet access.**

SIGNATURE OF PARENT/LEGAL GUARDIAN: _____

FOR OFFICE USE ONLY

Patron code: _____ Child-Internet

_____ Child-No Internet

Staff Initials: _____

Registration updated: _____

Weedsport Free Library

Computer/Internet Permission Form Adult (Age 17 and Over)

A library card and this completed form are required for all library patrons who wish to use the library computers.

DATE: _____

NAME: _____

BIRTHDATE (IF 17 OR 18 YEARS OF AGE): _____

ADDRESS: _____

PHONE: _____

I have read and agree to the Weedsport Free Library's Computer Use Policy and the Internet Policy.

SIGNATURE: _____

FOR OFFICE USE ONLY

Patron code: _____ **Adult**
 _____ **Adult-No Internet**
 _____ **Young Adult (age 17-18) – Internet**
 _____ **Young Adult (age 17-18) – No Internet**

Staff Initials: _____ **Registration updated:** _____

Weedsport Free Library

Reserve Funds Policy

Purpose and Scope

The General purpose of this policy is to provide a clearly defined approach to the utilization of the financial reserves of the Weedsport Free Library that ensures that the library building and its operations will be adequately funded for the present and future and that it will be able to adapt to the changing needs of the community it serves.

Definition of Funds

1) **Building Maintenance Reserve Fund:** Funds designated for the expressed purpose of anticipated as well as unanticipated future expenses that involve major repairs or upgrades that maintain the integrity of the building. This fund usage is generally limited to those expenses of \$5,000 or more.

-Expenditures from this fund that are utilized for its stated purpose need to be approved by the Library Board of Directors by a simple majority vote.

-Any use of this fund other than its stated purpose shall be permitted but will require a 2/3 majority vote of the board for approval.

2) **Capital Improvement Reserve Fund:** Funds designated for the expressed purpose of providing “seed money” for possible future major capital expenditures such as, but not limited to, the purchase of land, the purchase and construction of buildings or structures, the construction of additions or improvements to existing structures, or major technological upgrades.

-Expenditures from the fund that are utilized for its stated purpose require a simple majority vote by the board for approval.

-Any use of the fund other than for its stated purpose shall be allowed but will require a 2/3 majority vote of the board for approval.

3) **Operations Reserves Fund:** Funds designated for the expressed purpose of the supplementing public revenues and other revenue sources to ensure that the operational needs of the library are being met.

Examples include, but are not limited to:

- Reduction of operations budget shortfalls
- Payment for minor repairs above budgeted amounts should they occur
- Purchase of equipment, materials, furniture or supplies in excess of budgeted amounts should the need arise.
- Any expenditure from this fund that represents 5% or less of the fund balance at that time requires a simple majority vote by the board for approval.
- Any expenditure from this fund that represents more than 5% of the fund balance at that time requires a 2/3 majority of the board for approval.

Reserve Funds Repository

Reserve Funds will be placed in a separate bank account.

Purchasing Policy

Any expenditure outside of the operating budget over \$500 needs Board approval, under \$500 does not.

Reviewed: 10/13/22

Introduction

Weedsport Free Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Weedsport Free Library commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Weedsport Free Library. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. Weedsport Free Library policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Weedsport Free Library. In the remainder of this document, the term “employees” refers to this collective group.
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 (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Weedsport Free Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Weedsport Free Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or Weedsport Free Library. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, “gig” workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Weedsport Free Library to liability for harm to targets 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 allow such behavior to continue, will be penalized for such misconduct.
5. Weedsport Free Library will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Weedsport Free Library will keep the investigation confidential to the extent possible. 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. Weedsport Free 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 or become aware of to the Library Director.
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 provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

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, self-identified or perceived sex, gender expression, 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 reporting 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 includes, but is not limited to, 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 report 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 acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's 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 target'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 or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

- 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. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, 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, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage 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 (e.g., threats of physical violence outside of work hours).

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:

- made 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;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. Weedsport Free Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Library Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the 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 target 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 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 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, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, 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. Weedsport Free Library will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Library Director will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, 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 basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.

- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

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

Aside from the internal process at Weedsport Free Library employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all 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 the Division of Human Rights (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 sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Weedsport Free 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 sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment 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 of 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. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

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.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (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. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work 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 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

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.

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Contact the Local Police Department

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

Weedsport Free Library

Whistleblower Policy

It is the responsibility of all members of the Board of Trustees and all employees of the Weedsport Free Library to report violations or suspected violations of the Code of Ethics (the “Code”) in accordance with this Whistleblower Policy.

No director, officer or employee who in good faith reports a violation of the Code 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 the organization prior to seeking resolution outside the organization.

Employees should generally share their questions, concerns or complaints with the Library Director. However, if an employee believes that the Library Director is not the appropriate person or is not satisfied with the Library Director’s response, the employee is encouraged to report violations or suspected violations of the Code to the President of the Board of Trustees. The President of the Board shall address all reported concerns regarding corporate accounting practices, internal controls or auditing. Allegations concerning the President of the Board shall be made to the Vice-President or another officer of the Association.

Anyone alleging a violation or suspected violation of the Code of Ethics must act in good faith and have reasonable grounds for believing that the information disclosed indicates a violation of the Code. The making of an allegation that is proven not to be substantiated and proven to have been made maliciously or with knowledge that the allegation is false will be viewed as a serious disciplinary offense.

Allegations may be submitted on a confidential basis or anonymously by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. All allegations will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The complainant shall be notified of the outcome of the investigation promptly after its completion.

Approved: 11/11/21

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Weedsport Free Library

Bed Bug Policy

Bed bugs are an increasing problem worldwide, although they do not pose a hazard to human health. While they are mostly found where people sleep – such as dorms, hotels, and apartments – they can occasionally appear in library materials.

The Library works to prevent, contain, and eliminate bed bugs and other pests in all library materials and on library property through ongoing monitoring, prompt reporting of all sightings, and the immediate destruction of any discovered bed bugs and bed bug eggs. In order to accomplish this, the Library has set forth this policy and related procedures.

The Library will:

- Take proactive measures to reduce the risk to staff and patrons;
- Consistently monitor library materials and facilities to provide a prompt and appropriate response;
- Contract with qualified pest control companies to work in the Library facilities; and
- Review related policies and procedures regularly to ensure they remain consistent with best practices.

In the event a patron discovers a bed bug or evidence of bed bugs in library material, they should do the following:

- If the material is still in the library, leave it where it is, inform a library staff member, and bring the staff member to the material.
- If the material is not in the library, the items should immediately be put into a sealable plastic bag (such as a Ziploc bag) and then the bag should be sealed and the seal reinforced with tape. Return the items directly to library staff and inform them of the issue; do not return the material to a book drop.
- Patrons should not attempt to treat library materials with known or suspected bed bugs themselves. The patron will be responsible for any damage to library materials resulting from self-treating.

If a patron discovers that their home or work has a bed bug problem, they should refrain from borrowing library materials until the problem has been dealt with. If they currently have library materials in the infested area, they should call the library to discuss what should be done with the material. The Library understands that bed bugs can be a sensitive issue and will work with the patron to find a resolution.

Approved: 11/11/21

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Weedsport Free Library

Purchasing Policy & Petty Cash Policy

Purchasing Policy

Purpose: This policy sets forth procedures for Library purchases of supplies, equipment and services.

Procedure:

- Purchases of items less than \$500 may be made by the Library Director or with the Library Director's prior approval.
- The Library Director can make purchases over \$500 following notification and approval by the Board of Trustees. Competing quotes should be obtained when possible.
- The Friends of the Library may make purchases of items less than \$250.
- The Friends of the Library can make purchases of items over \$250 following notification and approval by the Board of Trustees.

Petty Cash Policy

Purpose: It is the policy of The Weedsport Free Library to create a petty cash fund for the purpose of providing either cash advances or reimbursements for minor expenses.

Policy Interpretation and Implementation:

The following procedures will be followed in the management of a petty cash fund:

- A. Petty cash fund shall be kept in a locked safe in a secure area.
- B. The amount in the petty cash funds should be maintained at approximately \$200 and shall be replenished at the end of the month.
- C. The Director must approve all advances and reimbursements.
- D. When money is added to the petty cash fund, this addition is to be noted stating the date and amount.
- E. Receipts are required for reimbursements and for cash advances. When money is paid out of the petty cash fund for advances and reimbursements, receipts must be kept in the petty cash envelope with the date, to whom the payment is made, purpose of the payment, and account to be charged.
- F. The Bookkeeper and Director will review the purchases each month.

Approved: 12/09/21

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Weedsport Free Library

Disaster Response Policy

The purpose of the Disaster Response Policy is to create action guidelines and systems of prevention and recovery to deal with potential threats to the Library.

Planning and Prevention

1. Keep the Disaster Response Policy available in appropriate locations, including an outside location such as the home of the Library Director and/or President of Board of Trustees. The Contact List will be available for use in the Libaray.
2. The staff and director need to be aware of its location and contents.
3. The Library Director will review and update the Operations Continuity Contact list as needed.
4. Maintain fire alarms, fire extinguishers, and smoke detectors.
5. Keep access to exits, fire equipment, electrical panels and plumbing valves clear.
6. Store valuable records/materials in the most fire/waterproof area available.
7. Maintain a disaster kit and update the emergency supply inventory twice a year. It should include:
 - First Aid kit
 - Rubber/latex gloves
 - Battery-powered radio
 - Flashlights
 - Extra batteries
 - Tape
 - Scissors
 - Blanket, zip-loc bags, snacks, water

Advice for Specific Conditions

The building should be evacuated whenever remaining in the building becomes dangerous or upon the request of government authorities. Staff will clear the building, checking the bathroom, and leave the building. Close the doors and windows if it can be done safely. Prepare for power outage. Turn off computers.

Severe Thunderstorms – Close all exterior doors and windows. Stay inside away from windows.

Tornadoes – If there is a tornado warning and definite indication of an oncoming tornado, encourage patrons and staff to stay in the building. Take refuge in an interior room away from windows.

Floods – Listen to flood warnings and excuse staff if there is a danger of closed roads. Call the Library Director and Board President.

Hurricanes – Any time that a hurricane is predicted, excuse staff in a timely manner. If staff aren't able to leave safely stay in the building. Use contents of the disaster kit and prepare for a power outage.

Fire – The Library has a fire and smoke detection alarm. If the alarm sounds, a staff member will call 911 and quickly search the building for smoke or fire. Staff will wait outside for the Fire Department to arrive. Call the Library Director. When and if the Fire Department says the condition is all clear, the staff will return to the building.

Health Emergencies* – If anyone's health is in question, call 911 for evaluation. Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be

obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. No medication, including aspirin, should ever be dispensed to the public. Call the Library Director. If person is a minor, call parent/guardian.

Bomb Threats – If the bomb threat is by phone, remain calm and keep the caller on the line as long as possible. Pass a note to another employee to call 911 and evacuate the building. Do not hang up even if the caller does. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation ask for this information. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds that may indicate the location from which the call is originating. Listen closely to the voice (male/female), voice quality (calm, excited), accents and speech impediments. The Police will handle the actual bomb search. If the bomb threat is delivered in person: evacuate the building. Call 911.

Discovery of a Biohazard

Leave the suspicious substance where it was found. Do not take any action that might spread it to another area. Evacuate the building. Call 911.

Active Shooter

EVACUATE – Run: If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Help patrons and staff evacuate, if possible but evacuate regardless of whether others agree to follow.
- Call 911 when you are safe.

SHELTER-IN-PLACE – Hide: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door).
- Not trap you or restrict your options for movement.
- To prevent an active shooter from entering your hiding place:
 - a. Lock the door.
 - b. Blockade the door with heavy furniture.
- If the active shooter is nearby:
 - a. Lock the door.
 - b. Silence your cell phone
 - c. Hide behind large items (i.e. cabinets, desks).
- PROTECT YOURSELF – Fight:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - a. Acting as aggressively as possible against him/her.
 - b. Throwing items and improvising weapons.
 - c. Yelling.

Oversight and Management

The Library Director is responsible for reporting an emergency to the appropriate authorities (calling 911). In the event the library director is not present, a staff member should contact appropriate authorities and notify the library director and president of board of trustees. If an emergency occurs when the library is closed, the Library Director and Board President are responsible for overseeing the management of the situation.

Contact List

Director: Nicole Quinn, (315) 730-4056

Board President: Sarah Pickering, (315) 730-4367

Police: 911

Village Police: (non-emergency to leave a message): (315) 834-9110

Cayuga County Sheriff non-emergency: (315) 253-1222

Fire: 911 or (315) 834-9754

Ambulance: 911

Approved: 12/9/21

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Weedsport Free Library

Unattended Children Policy

The Weedsport Free Library welcomes children and hopes that children who use the Library perceive it as a wonderful place to be. The Library believes that the library experience will be most positive for children when accompanied by a parent, guardian or other adult designated by the parent or guardian.

It is not safe to leave young children unattended in the Library, as it is a public place with strangers and no supervision possible by the staff. It is also not fair to other library patrons. Unattended children may become restless, noisy and even destructive. This behavior will cause staff to ask, and if that is not successful, then tell, the child to behave, which may create a negative experience for the child.

For the protection and well-being of our patrons, adults and children alike, the following policies have been established for children **under the age of 12**.

- With some exceptions, children under the age of 12 may not be left unattended at the Library. They must be accompanied by a parent, guardian or other adult aged 18 or more approved by the parent or guardian.
- Parents of children aged 7 and under must remain in the same room as the child. Very young children must have an adult in arm's reach at all times with eyes on the child because the library is not baby or childproofed. Shelving, small toys, large books can be dangerous to young children. Therefore, parents may not use computers while their young children play unwatched.
- Most of our children's programs are designed for both the child and their parent. Parents must attend any meeting, program, or event at which their child is present and, must remain in the Library building for the duration of the meeting or program and retrieve their child immediately at the conclusion of the event.
- If a program is a "drop-off" program, parents will be informed and a pick up time will be given. Children attending programs will be supervised by library staff or the volunteer running the program only while the program is ongoing.
- If a parent of a child under the age of 12 wishes to leave the building, it is their responsibility to request another adult be responsible in their absence, and notify the library staff. This provision also applies to any adult who may bring the children of friends or relatives, etc. to a meeting, program or event.

Approved: 11/11/21

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Weedsport Free Library

Open Meeting Policy

The Weedsport Free Library Public Library Board of Trustees adheres to the New York State's Open Meetings Law, as well as Education Law Title 1, Article 5, Section 260a. Text of both follows this summary. The Weedsport Free Library follows any NY State guidance on any suspensions or amendments to Open Meetings Law that is directed by NY State.

These laws require that board meetings must be properly posted and advertised and open to the public. The minutes of the open meeting are compiled and distributed to members of the Board of Trustees and are also available upon request. The minutes of the open meeting consist of a record or summary of all motions, proposals, resolutions and any matter formally voted upon and the vote thereon. In addition, working sessions of the board (even if they are not formal meetings) must be advertised and open if a quorum of the board is expected to attend. Notice of all board meetings must be sent to the news media and posted in a public place such as the library. Executive sessions, meetings from which the public and the news media may be excluded, may be convened during an open meeting for a limited number of specific purposes:

- Discussions regarding proposed, pending or current litigation;
- Collective [bargaining] negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law);
 - The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
 - The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

An executive session is convened only as part of a public board meeting. The board must vote to enter executive session and state the general nature of the session for its minutes. The board may take formal action and vote on any matter in executive session except the appropriation of public monies. Minutes of executive sessions are required only if the board took formal action in the executive session. If no vote or other action is taken, no minutes are required. Otherwise, the minutes of an executive session must provide "a record or summary of the final determination" or action the board took in the session.

EDUCATION LAW TITLE 1, ARTICLE 5, SECTION 260a § 260-a. Meetings of board of trustees. Every meeting, including a special district meeting, of a board of trustees of a public library system, cooperative library system, public library or free association library, including every committee meeting and subcommittee meeting of any board of trustees in cities having a population of one million or more, shall be open to the general public. Such meeting shall be held in conformity with and in pursuance to the provisions of Article seven of the Public Officer's Law. Provided, however, and notwithstanding the provisions of subdivision one of section ninety-nine of the Public Officer's Law, public notice of the time and place of a meeting scheduled at least two weeks prior hereto shall be given to the public and news media at least one week before such meeting.

PUBLIC OFFICERS LAW, ARTICLE 7

OPEN MEETINGS LAW

Section 100. Legislative declaration.

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§100. Legislative declaration. It is essential to the maintenance of a democratic society that the public business be performed in an open and public manner and that the citizens of this state be fully aware of and able to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy. The people must be able to remain informed if they are to retain control over those who are their public servants. It is the only climate under which the commonwealth will prosper and enable the governmental process to operate for the benefit of those who created it.

§101. Short title. This article shall be known and may be cited as "Open Meetings Law".

§102. Definitions. As used in this article: 1. "Meeting" means the official convening of a public body for the purpose of conducting public business, including the use of videoconferencing for attendance and participation by the members of the public body. 2. "Public body" means any entity, for which a quorum is required in order to conduct public business and which consists of two or more members, performing a governmental function for the state or for an agency or department thereof, or for a public corporation as defined in section sixty-six of the general construction law, or committee or subcommittee or other similar body of such public body. 3. "Executive session" means that portion of a meeting not open to the general public.

§103. Open meetings and executive sessions. (a) Every meeting of a public body shall be open to the general public, except that an executive session of such body may be called and business transacted thereat in accordance with section one hundred five of this article. (b) Public bodies shall make or cause to be made all reasonable efforts to ensure that meetings are held in facilities that permit barrier-free physical access to the physically handicapped, as defined in subdivision five of section fifty of the public

buildings law. (c) A public body that uses videoconferencing to conduct its meetings shall provide an opportunity to attend, listen and observe at any site at which a member participates.

§104. Public notice. 1. Public notice of the time and place of a meeting scheduled at least one week prior thereto shall be given to the news media and shall be conspicuously posted in one or more designated public locations at least seventy-two hours before such meeting. 2. Public notice of the time and place of every other meeting shall be given, to the extent practicable, to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior thereto. 3. The public notice provided for by this section shall not be construed to require publication as a legal notice. 2. If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations.

§105. Conduct of executive sessions. 1. Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys: a. matters which will imperil the public safety if disclosed; b. any matter which may disclose the identity of a law enforcement agent or informer; c. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed; d. discussions regarding proposed, pending or current litigation; e. collective negotiations pursuant to article fourteen of the civil service law; f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; g. the preparation, grading or administration of examinations; and h. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof. 2. Attendance at an executive session shall be permitted to any member of the public body and any other persons authorized by the public body.

§106. Minutes. 1. Minutes shall be taken at all open meetings of a public body which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. 2. Minutes shall be taken at executive sessions of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the freedom of information law as added by article six of this chapter. 3. Minutes of meetings of all public bodies shall be available to the public in accordance with the provisions of the freedom of information law within two weeks from the date of such meeting except that minutes taken pursuant to subdivision two hereof shall be available to the public within one week from the date of the executive session.

§107. Enforcement. 1. Any aggrieved person shall have standing to enforce the provisions of this article against a public body by the commencement of a proceeding pursuant to article seventy-eight of the civil practice law and rules, and/or an action for declaratory judgment and injunctive relief. In any such action or proceeding, the court shall have the power, in its discretion, upon good cause shown, to declare any action or part thereof taken in violation of this article void in whole or in part. An unintentional failure to fully comply with the notice provisions required by this article shall not alone be grounds for invalidating any action taken at a meeting of a public body. The provisions of this article shall not affect the validity of

the authorization, acquisition, execution or disposition of a bond issue or notes. 2. In any proceeding brought pursuant to this section, costs and reasonable attorney fees may be awarded by the court, in its discretion, to the successful party. If a court determines that a vote was taken in material violation of this article, or that substantial deliberations relating thereto occurred in private prior to such vote, the court shall awards costs and reasonable attorney's fees to the successful petitioner, unless there was a reasonable basis for a public body to believe that a closed session could properly have been held. 3. The statute of limitations in an article seventy-eight proceeding with respect to an action taken at executive session shall commence to run from the date the minutes of such executive session have been made available to the public.

§108. Exemptions. Nothing contained in this article shall be construed as extending the provisions hereof to: 1. judicial or quasi-judicial proceedings, except proceedings of the public service commission and zoning boards of appeals; 2. a. deliberations of political committees, conferences and caucuses. b. for purposes of this section, the deliberations of political committees, conferences and caucuses means a private meeting of members of the senate or assembly of the state of New York, or of the legislative body of a county, city, town or village, who are members or adherents of the same political party, without regard to (i) the subject matter under discussion, including discussions of public business, (ii) the majority or minority status of such political committees, conferences and caucuses or (iii) whether such political committees, conferences and caucuses invite staff or guests to participate in their deliberations; and 3. Any matter made confidential by federal or state law.

§109. Committee on open government. The committee on open government, created by paragraph (a) of subdivision one of section eighty-nine of this chapter, shall issue advisory opinions from time to time as, in its discretion may be required to inform public bodies and persons of the interpretations of the provisions of the open meetings law.

§110. Construction with other laws. 1. Any provision of a charter, administrative code, local law, ordinance, or rule or regulation affecting a public body which is more restrictive with respect to public access than this article shall be deemed superseded hereby to the extent that such provision is more restrictive than this article. 2. Any provision of general, special or local law or charter, administrative code, ordinance, or rule or regulation less restrictive with respect to public access than this article shall not be deemed superseded hereby. 3. Notwithstanding any provision of this article to the contrary, a public body may adopt provisions less restrictive with respect to public access than this article.

§111. Severability. If any provision of this article or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction such judgment shall not affect or impair the validity of the other provisions of the article or the application thereof to other persons and circumstances.

Approved: 11/11/21

Weedsport Free Library
2795 East Brutus Street
Weedsport, New York 13166

Weedsport Free Library

Conflict of Interest Policy

I. Purpose

The purpose of this Conflict of Interest policy is to protect the Weedsport Free Library's interests when it is considering any transaction or arrangement that might benefit the private interests of any Weedsport Free Library Trustee, Committee Member, or employee. This policy is intended to supplement any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

II. Definitions

Covered Person: any member of the Weedsport Free Library Board of Trustees, Weedsport Free Library Board Committees and any Weedsport Free Library employee.

Interested person: any member of the Weedsport Free Library Board of Trustees, Weedsport Free Library Board Committees or any Weedsport Free Library employee having a direct or indirect financial interest, as defined below.

Financial interest: a covered person has a financial interest if the person has, through business, investment, or family:

- a. An ownership or investment interest in any entity with which UHLS has a transaction or arrangement;
- b. A compensation arrangement with UHLS or with any entity or individual with which UHLS has a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors.
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which UHLS is negotiating a transaction or arrangement.

III. Procedures

Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose that interest and present all material facts to the Weedsport Free Library Board of Trustees.

Recusal: Any covered person may recuse at any time from involvement in any decision or discussion in which he/she believes that there may be a conflict of interest, without going through the process for determining whether a conflict of interest actually exists.

Procedures for Addressing the Conflict of Interest:

- a. After disclosure of all material facts, and after any discussion with the Weedsport Free Library Board of Trustees, the covered person shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon.
- b. The Board President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board of Trustees shall determine whether the library can obtain with reasonable efforts an equal or more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If an equal or more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Trustees shall determine by a majority vote of the disinterested trustees, whether the transaction or arrangement is in the best interests of Weedsport Free Library and whether it is fair and reasonable. Pursuant to that determination, the covered person shall be free to enter into the proposed arrangement or transaction.

Violations of the Conflicts of Interest Policy

a. If the Board of Trustees has reasonable cause to believe a covered person has failed to disclose actual or possible conflicts of interest, it shall inform the covered person of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the covered person's response and after making further investigation as warranted by the circumstances, the Board of Trustees determines the covered person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action, up to and including removal and/or termination.

IV. Records of Proceedings

The Minutes of the Board and all Board committees must contain:

- a. the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest;
- b. the nature of the financial interest;
- c. any action taken to determine whether a conflict of interest was present;
- d. the Board's decision as to whether a conflict of interest in fact existed;
- e. the names of the persons who were present for discussions and votes relating to the transaction or arrangement;
- f. the content of the discussion, including any alternatives to the proposed transaction or arrangement.

V. Compensation

A covered or interested person who receives compensation, directly or indirectly, from Weedsport Free Library is precluded from voting on matters pertaining to the compensation.

VI. Annual Conflict of Interest Disclosure Form

Each covered person shall annually sign a statement which certifies:

- a. that they have received a copy of this policy and have read and understand this policy;
- b. that during the previous year they were not an interested person.

Approved: 11/11/21

Weedsport Free Library

Board Member Conflict of Interests Disclosure Form

Name: _____

A conflict of interest, or an appearance of a conflict, can arise whenever a transaction, or an action, of Weedsport Free Library conflicts with the personal interests, financial or otherwise, of a board member, or an immediate family member of a board member, or the board member's employer.

Please describe below any relationships, transactions, or positions you hold (volunteer or otherwise), or circumstances that you believe could create a conflict of interest, now or in the immediate future, between Weedsport Free Library and your personal interests, financial or otherwise:

_____ I have no conflict of interests to report.

I have the following conflict of interests, or potential conflicts of interests, to report:

1. _____
2. _____
3. _____

I understand that it is my obligation to disclose a conflict of interests, or appearance of a conflict, to the Board President when a conflict, or appearance of a conflict, arises, and that for transactions in which I have a conflict, I will abstain from any vote on the matter involving the conflict.

Signature: _____ Date: _____

Approved: 11/11/21

Weedsport Free Library
2795 East Brutus Street
Weedsport, New York 13166

Weedspport Free Library

Code of Ethics

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

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

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

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

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and

associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

Approved: 11/11/21