

# Policy Manual

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## Policies and Procedures for the Alfred Box of Books Library

**Board of Trustees**

**1/1/2019**

This policy manual is intended to help the Board of Trustees and staff of the Alfred Box of Books Library understand the workings and organization of the library. The Board of Trustees has adopted the policies contained herein. Policies may be changed at any meeting by majority vote of the board by following the proper procedures explained in the by-laws under amendments.

## Mission Statement

Alfred's Public Library is dedicated to the principle that free access to the individual pursuit of knowledge is essential to the support and preservation of democracy. The Library will continue to enhance the quality of life in this small rural area by serving as a center of community interaction and by providing an open and non-judgmental environment, in which all people have access to cultural, educational, and recreational materials, programming and services.

# By-Laws of Alfred Box of Books Library

## PREAMBLE:

We, the Board of Trustees of Alfred's Box of Books Library, acting as the governing body of a New York State Board of Regents chartered library, will promote and enhance the library's role as a community resource for all citizens by focusing services to reflect community needs; provide a facility which is inviting and efficient for patrons, staff, and volunteers; ensure the library has a sound financial foundation sufficient to support its services and ensure its well being; have a knowledgeable and dedicated staff and Board to run the library and provide quality assistance to our patrons in use of library services; actively and effectively cooperate with other libraries to expand local access to materials and services; encourage the Board, Friends, staff and volunteers to preserve past history and current happenings of the Alfred Box of Books Library.

## ARTICLE 1 : BOARD OF TRUSTESSS

- A. The term of office of the members of the Board of Trustees shall be five years. The lengths of the initial terms are established according to the charter, with at least one term expiring each year on December 31.
- B. The Board shall consist of at least five members and not more than nine members, representing the residents of and residing within the Alfred-Almond Central School District.
- C. As their terms expire, successors shall be appointed by the Board for a full term of five years. Vacancies due to cause other than the expiration of term shall be filled for the balance of the unexpired term by the library Board of Trustees.
- D. Members of the Board who wish to resign should submit letters of resignation to the President of the Board.

## ARTICLE 2: OFFICERS

- A. The officers of the Board of Trustees shall be a President, a Vice President, a Secretary, and a Financial Officer.
- B. Officers shall be elected once each year, at the first meeting in January.
- C. All officers shall have the duties and powers associated with their offices as outlined by Robert's Rules of Order.
- D. Vacancies among the officers shall be filled at an election at a regular meeting.

## ARTICLE 3: MEETINGS

- A. A minimum of 10 regular meetings will be held each year.
- B. If any member fails to attend three consecutive meetings or attends fewer than five meetings in a year without an excuse accepted as satisfactory by the Board, he/she shall be deemed to have resigned and the vacancy will be filled.
- C. A simple majority of the Board members shall constitute a quorum.

- D. Board meetings will be open to the public. The Board may decide to hold a closed meeting if personnel and/or contractual issues are to be discussed.

#### ARTICLE 4: COMMITTEES

- A. Ad hoc committees may be appointed by the President with the approval of the Board. Non-board members may be appointed to such committees.
- B. All committee actions are subject to approval by a majority of the Board.

#### ARTICLE 5: PERFORMANCE

- A. The Board shall hire and evaluate the Director. The Director will hire and evaluate the performance of any assistants, work-study students, and other paid staff, and report to the Board as needed.
- B. The Board shall act as the advisor to the Library Director, who shall attend all meetings of the Board and shall have the right to speak on all matters of discussion, but shall not have the right to vote. The Board, with the Director's assistance, will periodically evaluate the library's collection in effectively meeting community needs.
- C. The Board may send representatives to any meeting where action may be taken affecting the interests of the library.
- D. Financial Stewardship
  - a. Budget- the Board shall prepare and administer an annual Budget with January 1<sup>st</sup> as the beginning of the fiscal year. The Board will oversee all fundraising and solicitation of funds.
  - b. Depositories, etc.- All receipts, income, donations, and fees of the Alfred Box of Books Library shall be deposited to its credit in secure bank accounts or certificates of deposit in banks as the Board may select.
  - c. Signature Authority- All checks, drafts or other orders for the payment or transfer of money, and all notes or other evidences of indebtedness issued in the name of the Alfred Box of Books Library shall be signed by the President of the Board of Trustees or the Treasurer, or by such other officer selected by the Board.
- E. The Board will establish and review annually all services, the 5 year plan, and policies governing the library in accordance with the charter and the Southern Tier Library System.
- F. The Board will have the responsibility of negotiating lease agreements and contracts.
- G. The Board will decide on all major building repairs and maintenance work at the library. The Director will keep the Board informed of maintenance and facility improvement needs.
- H. The Board will encourage members, staff, and volunteers to preserve history and current happenings of the library.
- I. The Board will encourage the formation and visibility of a Friends group to support library programs and services and/or to help with facility improvements.

## ARTICLE 6: AMENDMENTS

These by-laws may be amended by a majority of the Board at a regular meeting. Such action may be taken only after the substance of the proposed amendment has been presented in writing at a prior meeting and all the members of the Board are made aware of the proposed amendment and the meeting date at which the vote for the amendment will occur.

### AMENDMENT 1

Every Trustee, Officer, Director and staff member of the Alfred Box of Books Library shall be indemnified by the Alfred Box of Books Library to the full extent that such indemnification may be lawful under the New York not-for-profit corporation law. The foregoing right of indemnification shall not be exclusive to any other right to which such person may be entitled. Amended May 2006

Article 5: A, D, G, I- amended March 3, 2008

Article 5: D (sections 1,2, 3)- amended October 5, 2009

Article 1: B amended August 12, 2019

Article 2: A amended August 12, 2019

## Open Meeting Policy

The public is welcome to attend meetings of the library board. Like all public libraries in New York State, the Alfred Box of Books Library is subject to New York's Open Meetings Law pursuant to Article 7 of the Public Officers Law. The law requires board meetings to be properly posted and advertised and open to the public. 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. A copy of New York's Open Meetings Law is available at <http://www.dos.state.ny.us/coog/openmeetlaw.html>.

### Notice of Meetings

Notice of board meetings shall be published in the Alfred Sun, posted in the library, and published on the Alfred Box of Books Library's website calendar at <https://www.alfredboxofbookslibrary.org> Regular meetings are held monthly (except January and July) on the first or second Monday afternoon in the children's room of the library at 4:00pm. In the event that it is necessary for the Board to change the date of a regularly scheduled meeting or to hold a special or emergency meeting, advance notice will be posted on the library's website and in the library and on library social media at least 72 hours in advance if possible.

### Quorum

According to the Alfred Box of Books Library By-Laws a simple majority of trustees present at a meeting constitutes a necessary quorum to vote. A trustee who is not physically present at a meeting cannot vote. Under New York law, no action can be approved without a "majority of the whole." In other words, because our board consists of 9 members, an affirmative vote of at least five trustees is always required for a motion to pass.

### Executive Sessions

During an open meeting of the board, the board may go into executive session during which the public is excluded. However, executive sessions may be convened for a limited number of purposes specified in the law. These include but are not limited to:

- Discussions regarding proposed, pending or current litigation;
- Collective bargaining negotiations pursuant to Article 14 of the Civil Service 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 the 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, minutes of an executive session must provide a record or summary of the final determination or action the board took in the session.

#### Public Participation in Meetings

Members of the public are welcome to attend Alfred Box of Books Library board meetings. Observers are asked not to participate in any way that might impede the work of the board. New York's Open Meetings Law confers upon the public the right to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy. It does not give the public the right to speak or participate in board meetings. Observers should recognize that the board is under no obligation to brief observers on matters before the board or to take or respond to questions from observers. Observers may participate in discussions only if recognized by the board. The president of the board reserves the right to set a time limit on any public comments.

#### Minutes

As required by the Open Meetings Law, minutes are taken at all board meetings. Minutes of a regular session of the board must consist of a "record or summary of all motions, proposals, resolutions, and any other matter formally voted upon and the vote thereon." Although it is not required by law, most minutes also include a summary of discussions relating to the issues covered. The minutes, along with statements and other official records, are kept in a secure but accessible place and available to the public upon request to the director. Minutes must be on hand for public inspection two weeks after the meeting, even if they have yet to be approved.

Adopted: February 11, 2019

## American Library Association's Library Bill of Rights

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

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

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

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

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948

Amended February 2, 1961, and January 23, 1980,

inclusion of "age" reaffirmed January 23, 1996, by the ALA Council

## Freedom to Read Statement

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

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound

responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety

and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

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

## New York State Minimum Standards for Public Libraries

### New York's 11 Minimum Standards for Public Libraries

- (1) The library is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees;
- (2) The library has a board-approved, written long-range plan of service;
- (3) The library presents an annual report to the community on the library's progress in meeting its goals and objectives;
- (4) The library has board-approved written policies for its operation;
- (5) The library presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service;
- (6) The library periodically evaluates the effectiveness of the library's collection and services in meeting community needs;
- (7) The library is open the following scheduled hours:

<b>Population</b>	<b>Minimum Weekly Hours Open</b>
Up to 500	12
500 - 2,499	20
2,500 - 4,999	25
5,000 - 14,999	35
15,000 - 24,999	40
25,000 - 99,999	55
100,000 and above	60

- (8) The library maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;
- (9) The library provides equipment and connections to meet community needs including, but not limited to telephone, photocopier, tele facsimile capability, and microcomputer or terminal with printer to provide access to other library catalogs and other electronic information;
- (10) The library distributes printed information listing the library's hours open, borrowing rules, services,

location and phone number;

(11) The library employs a paid director in accordance with the provisions of [Section 90.8](#) of the Regulations of the Commissioner of Education:

	<b>Minimum Education Requirements</b>	
<b>Population</b>	<b>Member of a Public Library System</b>	<b>Not a Member of a Public Library System</b>
<b>Below 2,500</b>	No requirement.	No requirement.
<b>2,500 to 4,999</b>	2 academic years of study at an approved college or university.	A bachelor's degree from an approved college or university.
<b>5,000 to 7,499</b>	A bachelor's degree from an approved college or university.	A public librarian's professional certificate.
<b>7,500 or more</b>	A public librarian's professional certificate.	A public librarian's professional certificate.

#### **When Must a Library Meet the Minimum Standards?**

All of the minimum standards for public libraries must be met at the time of application for a library charter or [registration](#). Education Law requires that a library be chartered and registered in order to legally receive local and State funds. See [Chartering a Public Library in New York State](#) for further information.

#### **What if a Library Cannot Meet Minimum Standards?**

If a library cannot meet one or more of the Minimum Standards, the director or board president should contact the library system to discuss available options. [Education Law](#) and [Commissioner's Regulations](#) provide a process for libraries that cannot meet a particular standard because of circumstances beyond the library board's control.

#### **How do Public Library Systems and the State Library Help Libraries Meet the Minimum Standards?**

The Public Library System Directors Organization (PULISDO) and the New York State Library work together in a strong partnership to help public and association libraries meet the minimum standards. See [Helpful Information for Meeting Minimum Public Library Standards](#) for further information.

Last Updated: 12/31/17; last reviewed August 21, 2018 -- asm

## Capital Fund Policy

This Capital/Building Fund policy is established in response to the library's need for an adequate physical facility and to ensure the safety of library space and the continuity of library operations.

The capital fund will hold funds for the purpose of building upkeep and repair, building improvement, and building expansion or construction in the event the library is afforded the opportunity to expand its physical building space. This includes the acquisition of land and property. Capital funds may also be used for the purchase of furniture, fixtures, and equipment.

Capital/Building funds will be placed in a standard savings or money market account locally until they can be expended. The board authorizes up to \$5,000 per year of taxes to be raised to be transferred into the capital funds, and sets the allowable maximum capital fund balance at \$100,000 for current and future building projects. Donations received or fundraising contributions above the \$5,000 taxes raised total may also be designated to the Capital Fund. If the total in the Capital Fund reaches \$100,000, a cap will be imposed and funds will be spent down for the above-mentioned building projects, as they are needed.

*Adopted by the Board of Trustees: March 11, 2019*

## Challenge to Library Materials

### INTRODUCTION:

It is an essential role of the public library to make all, including possible controversial materials, freely available to all patrons. This can mean that the views expressed in a material conflicts with a community member's beliefs or tastes. Having a policy to guide library employees and volunteers in dealing with community challenges to a material ensures each complaint is dealt with fairly and every person in the library knows how to proceed.

The Alfred Box of Books Library supports all members of its community by collecting materials representing all viewpoints. However, it is not the role of the Alfred Box of Books Library to advocate for or endorse any particular idea, opinion, or point of view; nor will the Alfred Box of Books Library or any of its employees, volunteers, or trustees act *in loco parentis* (as a parent to a library patron – either adult or minor).

The Board of Trustees recognizes the importance of providing a procedure whereby the public may voice opinions regarding library materials. A request for reconsideration must be made by completing the Request for Reconsideration of Library Materials Form. These forms are available upon request from the circulation desk. The form must be filled out in its entirety, signed, and given to or mailed to the Library Director. Upon receipt of the signed form, the Library Director will convene a committee with the President of the Board of Trustees and at least two board members.

Within a reasonable timeframe the committee shall:

1. Examine the material in question, the issues raised and the circumstances involved.
2. Make a decision to remove or retain the material in question.
3. Notify the American Library Association and the New York Library Association of any challenges.

The Alfred Box of Books Library Director will respond in writing by certified mail to the patron within two weeks of the committee's decision.

Appeals to any decision by the committee may be made to the Board of Trustees by submitting a letter to the President of the Board of Trustees to request a hearing by the Board. The Board will complete a review of the issue within 90 days and respond to the patron as soon as may be possible after such review. Any further appeal must be made to the Commissioner of Education in Albany, N. Y.

Adopted by the Alfred Box of Books Library Board of Trustees 1/1/2015  
Reviewed and updated by the Board of Trustees 2/15/2022

## Circulation Policy

### 1. Cardholders

New York State residents, students of Alfred University and/or SUNY Alfred State are eligible to receive a free library card. Individuals who carry a current library card from a member library of the Southern Tier Library System may use the library with their home library card.

#### a.) Organizational Cards

Any Allegany County business or organization can receive a free library card once its director or president agrees to accept responsibility for charged materials.

In order to obtain a library card, applicants are required to complete and sign an application signifying their agreement to adhere to Alfred Box of Books Library policies. Children must have their application signed by a parent or guardian.

#### b.) Children's Library Cards

Children are able to obtain a library card in their own name. This is with the understanding that the library and its staff do not regulate or monitor juvenile borrowing. It is also with the understanding that children's library cards will be treated with the same rules of confidentiality and privacy protection outlined in the Confidentiality of Library Records policy.

Patrons are expected to present their library cards or an alternative form of identification whenever they borrow library materials. Exceptions may be made at the discretion of the library staff and director. The library is not responsible for library cards used by unauthorized persons. It is the responsibility of the user to take care of his/her library card.

### 2. Card Expiration and Renewal

Library cards expire every year and will be renewed upon verification of current information.

Inactive patron accounts may be purged from the library's systems and reapplication may be necessary.

### 3. Lost Cards

Patrons may be assessed a \$1.00 fee to replace a lost card. Identification is required to purchase a new card.

### 4. Loan Periods, Renewals, Fines & Limits

While the following table is not exhaustive, patrons will find it useful because it covers the vast majority of items in the collection.

<b>Material</b>	<b>Loan Period</b>	<b>Renewals</b>	<b>Overdue fine</b>	<b>Limits</b>
All books	4 Weeks	1		None
Magazines	4 Weeks	1		None
All DVDs	7 Days	1		7 DVDs
Kits	4 Weeks	1	\$1.00/day	None
eReader Devices	4 Weeks	None	\$1.00/day	1 per family
Inter Library Loans	Set by owning library	None	\$.50/day	None
Holds (within the STLS)	Set by the owning library	None	Set by owning library	None

5. Interlibrary Loan & Member Library Loan

Books and articles may be obtained outside of the Southern Tier Library System through Interlibrary Loan. A patron seeking materials not available in the Southern Tier Library System must complete a form detailing as much information about an item as possible (i.e. author, title, date of publication, publisher, etc.). The majority of loans are free; however if there are fees associated with an item, the patron can decide to pay the costs. Some requests may not be filled. Loan periods vary and are set by the lending library. Renewals are determined by the lending library and may be denied. Overdue fees for ILLs are \$.50/day.

Cardholders have access to the 48 member libraries of the Southern Tier Library System. Materials can be borrowed from these libraries. Loan periods, renewals, and fines are set by the owning library.

Items will only be held for one week. If the patron has not picked the item up by then, the hold will be removed and the item returned to the owning library.

6. E-Reader & Tablet Lending

Library cardholders age 18 years old or older, and with a library card in good standing (under \$5.00 in fines) can check out e-Readers and/or tablets. Patrons must present photo identification and read and sign the Lending Agreement.

7. Overdue, Lost, or Damaged Library Materials

Overdue fines may be accrued until an item is returned depending on the item type. The book drop is available for material returns during closed hours. Cardholder is financially responsible for any items checked out on his/her card and fines/fees associated with the items. The parent or guardian who signed their child’s application will be responsible for any items checked out on that card.

If materials are lost the cardholder will be billed for the cost of the item.

If materials are returned damaged, the cardholder is billed for the cost of the item.

#### 8. Suspension of Borrowing Privileges

Patrons owing more than \$20.00 in fines will have their borrowing privileges suspended until the amount owed is reduced to under \$20.00 and items are returned.

#### 9. Overdue and Lost Material Billing Notifications

Patrons with email addresses on file will be emailed with overdue notifications 1 week after the due date and 2 weeks after the due date. If materials are still not returned, they are assumed lost and a bill notice will be mailed to the patron.

Patrons with no email addresses will be called by library staff at 1 week and 2 weeks after the due date. If materials are not returned, they are assumed lost and a bill notice will be mailed to the patron.

Patrons who return damaged items will be billed for the cost of the item.

Approved: May 2018

## Collection Development and Maintenance Policy

### **Introduction**

The purpose of the Alfred Box of Books Library's Collection Development Policy is to guide the librarian and inform the community about how materials are selected. The primary goal of the library is to acquire and organize library materials to assist users in fulfilling their needs for educational, recreational and cultural information. Materials are selected to meet these needs.

### **Mission and Philosophy**

With regard to selection and use of materials, as well as services and the programming they support, the Board of Trustees supports the American Library Association's Bill of Rights, and its positions on Freedom to Read and Intellectual Freedom.

The Alfred Box of Books Library is a popular materials library, meaning it features current high demand, high interest materials in a variety of formats for persons of all ages. The library also wishes to encourage young children to develop an interest in reading and to serve that interest as they mature. In addition, the library strives to provide basic, current, and accurate information for the community residents and to serve as many diverse outreach populations in the subject areas as possible.

The Alfred Box of Books will not advocate for or endorse any particular idea, opinion, or point of view. The library selects information that supports a wide range or competing and often conflicting ideas and opinions for consideration by library patrons. The collection should and does reflect controversial topics that will generate interest, debate, strongly held and conflicting opinions by many individuals in the community. Provided that materials meet the accepted standards of library selection of the Alfred Box of Books Library, and are deemed to contribute to the goals of the library's collection development, the library will not exclude any library material on the sole basis that it presents extreme points of view, offers one-sided representation of opinions, ideas, or events, or may offend some patrons because of vocabulary or description.

It is the essential role of the public library to make these and other controversial materials freely available to individuals. Within this framework, library staff will assist parents, guardians, and caregivers in finding materials to meet the needs of children in their care upon request.

## **Materials Selection and Acquisition Guidelines**

The term “materials” indicates that Alfred Box of Books Library Collects in a variety of formats. Typically, the formats include books, magazines, audiobooks, and DVD’s. “Selection” refers to the decision that is made to add, to retain, or to remove from the collection.

Ultimate responsibility for the selection of the materials rests with the Board of Trustees who delegates that responsibility to the director. The Library Director is responsible for consulting industry standard professional reviewing literature in making acquisition decisions. Suggestions for acquisitions are welcomed from patrons and should be passed on to the director.

### **Standards for Selection**

The following standards will be considered when selecting materials, either purchased or donated, for inclusion in the collection:

- 1.) Currency; new materials have priority
- 2.) Accuracy of content for nonfiction
- 3.) Historical or permanent value
- 4.) Cost of the materials in relation to other Standards for Selection.
- 5.) Reputation, authority, credibility, and qualifications of the author, editor, artist/producer, or publisher
- 6.) Quality of expression or visual content
- 7.) Importance of the work to the existing collection
- 8.) Contemporary or timely social significance of the topic
- 9.) Availability of other materials on the same topic in the collection
- 10.) Accessibility to the same materials elsewhere in the community, including materials in university, college or in other STLS library collections
- 11.) Suitability of materials in representing varied levels of complexity to reflect the educational backgrounds and reading skills of community members
- 12.) Quality of physical format, including adequate binding, print size, durability and illustrations

A selected work need not satisfy all criteria listed above to be acceptable. A wide range of materials will be selected to meet the demands of the community, including entertaining and ephemeral materials, which may not be of lasting value.

Materials will be acquired, whenever feasible, from the most cost effective and efficient sources.

The Library will consider individual patron requests and purchase materials based on those requests if such materials meet the standards set forth in this policy.

### **Electronic and Digital Resources**

Electronic/ digital resources are those materials that require a computer or other electronic device for access. Electronic resources play an increasingly important role in the library’s collection and shall be

selected in accordance with this policy. These materials include, but are not limited to, databases, downloadable audio and e-books, downloadable and streaming audio and video. Collection of electronic and digital resources is largely done through the Southern Tier Library System's central library, which is Chemung County Library District. When the Alfred Box of Books Library Director is to select electronic or digital resources, the following standards will apply.

The standard criteria used in selecting traditional formats still apply. However, due to the unique issues concerning technology, such as access, maintenance, vendor support, and licensing terms, a separate statement of guidelines is necessary for the materials above:

- Availability of content in other formats.
- Cost in relation to significance of the material in relation to all selection standards.

### **Gifts of Materials & Memorials**

Gifts of materials may be added to the collection, if in the opinion of the library director such gifts meet the criteria for the selection of materials as outlined in this policy. Gifts become the property of the Alfred Box of Books Library with the understanding that the library staff may sell them, recycle them, or add them to the collection at its discretion and according to the guidelines of selection. By law, the library can assume no responsibility for the appraisal of gifts, nor can the library accept gifts under restricted conditions.

Contributions are encouraged for memorials or honorable recognition of community members and such contributions shall be subject to the materials selection policy to the same extent as all other materials.

### **Collection Maintenance**

#### **Inventory & Weeding**

An inventory will be taken at least every 5 years.

Weeding and repair will be done as needed. Materials will be evaluated for deselection based on the following standards:

#### **Standards for Deselection**

As part of the Library's obligation to periodically evaluate the effectiveness of its collection and services in meeting community needs, all collections will undergo continual review. The following factors will be used to determine whether an item should be taken out of circulation:

- 1.) Usage- has the item been checked out frequently and/or recently (last 3-5 years).
- 2.) Physical condition- Items are evaluated for their condition including bindings, wear, damage, etc. Can a damaged item be repaired? Should it be replaced?

- 3.) Duplication- Only in instances where there is sufficient demand for an item will multiple copies be held in the collection, and only for a limited time.
- 4.) Uniqueness- If an item is only held by this library or is unique to the community of Alfred.
- 5.) Accuracy- Does it continue to be factually accurate?
- 6.) Completeness- Is the item part of a series or set of which the library does not have a complete run?
- 7.) Edition- If newer editions of an item are available, and are held by accessible libraries.
- 8.) Relevance- Has it proved relevant to the needs and interests of the library's community?
- 9.) The Library will use *CREW: A Weeding Manual for Modern Libraries* developed by the Texas State Library to guide the weeding and deselection process.

Final deselection decisions shall be the responsibility of the Library Director.

### **Reconsideration of Library Materials**

The Board of Trustees recognizes the importance of providing a process whereby opinions from the public regarding materials selected can be voiced. To comply with this policy, a Request for the Reconsideration of Library Materials (see Appendix) must be filled out, signed and provided to the library director. See Challenge to Library Materials Policy.

### **Collection Development Policy Updates:**

This policy will be reviewed every five years and the director should always be a member of the reviewing committee.

Original policy developed by the sub-committee for collection management: K. Cushing, Director; Diana Luellen, Patricia Martire, Toni Olshan, Chair. Approved by the Box of Books Reading Center's Board of Trustees, October 19, 1992

Amended and updated: September 2004

Revised: August 2, 2005

Revised: January 2018

Reviewed and Revised: February 15, 2022

## Computer and Internet Use Policy

***First-time library Internet users are required to sign the following agreement.***

The Alfred Box of Books Library provides computer workstations for public use. Available resources include but are not limited to Microsoft Office Professional software; research, including access to STLS and NYS library databases; printing; and use of a scanner. The mission of the Library is to ensure that all patrons have the rights and means to free and open access to ideas and information. The use of the computer stations in this library must be consistent with the mission of the Library.

You have the right to confidentiality and the right to privacy. Security, however, is technically difficult to achieve and the computers are located in a public area. Electronic transactions of information and viewing screens could become public. As a result, the Library cannot guarantee privacy or confidentiality.

Please be courteous to others. Remember it is rude to look over another's shoulder to see what he or she is doing on the computer, and it is disturbing to another's concentration to stand by the computer while waiting your turn. Remember that people using the internet after you can easily see which sites you have visited.

**No food or beverages are allowed at the computer workstations at any time.**

#### INTERNET ACCESS:

The Internet is a global electronic network, mostly unregulated, on which anyone may place any content or communicate any content. Alfred Box of Books Library does not endorse or assume responsibility for any content found or any communications made on the Internet.

Alfred Box of Books Library maintains an Internet filtering mechanism for use on all computers. The filtering mechanism will only block access to the three categories of content specified by the Federal Children's Internet Protection Act (CIPA)—visual depictions of material deemed child pornography, obscene, or certain material deemed harmful to minors.<sup>1</sup> The filtering mechanism can be disabled on individual computers as needed by library staff. Alfred Box of Books Library has a responsibility to protect the First Amendment rights of its patrons, including its minor patrons, by not inhibiting access to constitutionally protected speech, including images, language, and video that may be controversial or unappealing to community members.

#### Use of public computers by children:

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children, guiding their children in the use of the Internet and informing them about materials they should not use. The Library, its employees and volunteers, cannot act in place of parents or guardians in restricting access to resources, including those accessed through the internet.

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<sup>1</sup> [www.fcc.gov](http://www.fcc.gov). Children's Internet Protection Act, 2012

To address the issue of safety and security of minors when using electronic mail, and other forms of direct electronic communications, as well as the issue of unauthorized disclosure, use and dissemination of personal identification information regarding minors, Alfred's Box of Books urges minors and their parents or guardians to keep in mind the following safety guidelines;

1. Never give out identifying information such as home address, school name, or telephone number.
2. Let parents or guardians decide whether their personal information such as age, marital status, or financial information should be revealed.
3. Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
4. Never respond to messages that are suggestive, obscene, threatening, or make you uncomfortable. Tell a parent or guardian if you receive such a message.
5. Have parents or guardians report an incident to the National Center for Missing and Exploited Children at 1-800-843-5678 if they become aware of the transmission of child pornography.
6. Remember that people online may not be who they say they are.
7. Remember that everything one reads may not be true.

All children under the age of 18 must have on file an Internet Use Contract signed by both parents and child. **Children under the age of 8 will not be allowed to use the internet without parental assistance and constant attendance at the computer station.** All adults must have a signed Internet Use Contract on file to use our computer workstations. All contracts will be kept at the front desk.

To address the issue of unauthorized access, including so-called "hacking" and other unlawful activities by minors online, minors and all other users of Alfred Box of Books Library are hereby advised that any unlawful activity is strictly prohibited.

#### PROHIBITED LIBRARY ACTIVITY:

Any user of electronic services in any location is strictly prohibited from any illegal activity or unlawful purpose, including but not limited to:

1. hacking;
2. harassing or invading the privacy of other users;
3. attempting to degrade the network or disrupt its performance;
4. using the network for commercial purposes;
5. sending "spam" or unsolicited advertising of any kind;
6. Violation of copyright law, including downloading copyrighted works without authorization by the copyright owner.

While library staff is happy to assist users in accessing the Internet, each user is responsible for his or her own search. Staff can provide in-depth personal training in the use of computers or the internet by making an appointment with the library's Technology Coordinator. **Library staff will not perform reference searches on the internet at the request of telephone customers.**

You cannot save information on the computers' hard drives. USB flash drives are required.

Printing is available from desktops and costs 25 cents per page. Remember to be patient. Other patrons may be issuing print commands at the same time as you, and your print job might not appear instantly. If you use the print command several times, you will end up paying for several copies.

There is no time limit on computer use. Please be considerate of others who are waiting to use the computer. The library staff reserves the right to end your computer session to allow another patron to use the computer.

The user agrees to take proper care of all of the software, hardware documentation and other equipment that are the property of the Library. **At no time will the user change the software settings or windows setups, or move or delete icons, etc.** When there is any problem with the equipment or materials the user should report it to the library staff. Users are not permitted to install software programs on the Library computers. You may only use software applications provided by the Alfred Box of Books Library.

Library computer workstations may not be used to view violent and/or pornographic materials. Any Library staff member or volunteer who observes a person viewing such material will direct that person to remove the material from the computer screen.

Any person who refuses to comply with the directions and rules listed above will be asked to leave the Library premises, and will lose all computer privileges at the Alfred Box of Books Library. Illegal activities will be dealt with in a serious and appropriate manner. The Library reserves the right to terminate the user's public computer use indefinitely. The user may also be subject to legal consequences if applicable.

Approved: September 2018

## Conflict of Interest

### Section 1 Purpose

The purpose of this Policy is to protect the Library's interests in transactions in which a Trustee or officer of the Library has an interest while also permitting Trustees and officers to support the Library

consistently with their fiduciary obligations, all as more fully provided below. The provisions of this Policy are in addition to, and not in replacement of, any applicable law.

## Section 2 Definitions

- A. “Financial interest” is an ownership or investment interest in, compensation from, or a contractual arrangement with, directly or indirectly, any person or entity with whom or with which the Library has a Transaction or Arrangement. For purposes of the preceding sentence:
  - a. A financial interest includes without limitation, a “substantial financial interest” within the meaning of Section 715 (interested Trustees and Officers) of the Not-for-Profit Corporation Law, or any successor action.
  - b. “Directly or indirectly” includes without limitation, any such interest, compensation, or arrangement of a member of the immediate family of the Interest Person.
  - c. “Compensation” includes without limitation, a direct or indirect gift, gratuity, benefit or other consideration which is not insubstantial.
- B. An “Interested Person” is each Trustee and officer of the Library, including ex-officio Trustees, and each member of advisory or honorary committees. It is recognized that “officer” includes any non-Trustee serving on any committee of the Board of Trustees or of the Library that has powers delegated to it by the Board of Trustees.
- C. A “Transaction or Arrangement” is any actual or prospective contractual arrangement or other transaction between the Library, or a parent, subsidiary or affiliate (if any) of the Library, and any other person or entity, other than purchases or sales of goods or services in the normal course of the Library’s operations that are available to the general public under similar terms and conditions.

## Section 3 Disclosure

Each interested Person shall promptly disclose to the Board of Trustees of the Library all material facts concerning each Financial Interest of such Interested Person. Each Interested Person shall annually submit a written statement that the Interested Person (a) has received a copy of this Policy, (b) has read and understands this Policy, (c) agrees to comply with this Policy, (d) understands that the Library is a charitable organization and that in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its charitable purposes and (e) is not aware that he or she has any Financial Interest or, if he or she is aware of any Financial Interest, a description of all material facts concerning it.

## Section 4. Review of Transactions or Arrangements Involving Financial Interests

- A. The existence of a Financial Interest of an Interested Person in a Transaction or Arrangement is not necessarily a conflict of interest for the Interested Person. The Board of Trustees shall

review all the material facts and circumstances concerning the Financial Interest of any Interested Person regarding a Transaction or Arrangement, whether such Financial Interest was disclosed by the Interested Person or discovered by other means, and conduct such investigation as it deems appropriate or necessary. The Interested Person shall be notified of such review and permitted to offer facts and arguments to establish affirmatively that the prospective Transaction or Arrangement was fair and reasonable to the Library, or, if not prospective, that the Transaction or Arrangement was fair and reasonable to the Library at the time it was entered into by the Library. If the Section 4958 of the Internal Revenue Code of 1986, or any successor section, is applicable, then such review may include, without limitation, such facts, if available, as shall tend to establish the “rebuttal presumption” that the benefit to the Interested Person from the Transaction or Arrangement or other transaction or arrangement is reasonable under such statute and the regulations promulgated under such statute.

- B. The Board of Trustees shall determine, by a vote sufficient for that purpose without counting the vote of the Interested Person, whether the Transaction or Arrangement is or was fair and reasonable to the library notwithstanding the Interested Person’s Financial Interest. Without limiting the foregoing, in determining whether the Transaction or Arrangement is or was fair and reasonable, the Board may consider whether a comparable Transaction or Arrangement is or was available from another person or entity on terms that are more advantageous than the Transaction or Arrangement at issue and may consider other factors, in addition to price or cost, that significantly affect the value to the Library of the Transaction or Arrangement, recognizing that the least costly Transaction or Arrangement is not necessarily the most advantageous.
- C. Except as provided above, the Interested Person shall not be present during any of the deliberations or voting under this Section 4, nor shall the Interested Person (if a Trustee of the Library) be counted toward the existence of a quorum.

#### Section 5. Action after Review

If a Transaction or Arrangement is approved, no further action is necessary. If the Transaction or Arrangement is not approved then it may not be entered into by the Library. If the Transaction or Arrangement has already been entered into and is disapproved, the Board of Trustees (i) may pursue such legal remedies as may be available with respect to such Transaction or Arrangement or the Interested Person and (ii) without limiting the foregoing or any applicable law, without being deemed to have elected its remedies, and notwithstanding anything to the contrary in the Library’s By-Laws, may remove the Interested Person from his or her position in the Library.

Adopted:

### Confidentiality of Library Records

The Alfred Box of Books Library supports and complies with New York State Law (New York State Civil Practice Law & Rules 4508, Chapter 112, Laws of 1988) with respect to the confidentiality of Library records. All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations, but will not be disclosed to others except upon the request or consent of the library user, or pursuant to subpoena, court order, or otherwise required by law. Such disclosure may be made only by the President of the Board of Trustees of the library.

New York State Civil Practice Law & Rules 4508, Chapter 112, Laws of 1988

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

Adopted:

## Displays and Community Postings

## Displays & Exhibits

Exhibits are coordinated through the library director with the approval of the Board of Trustees. No stipends or honorariums are provided for displays and exhibits. Exhibitors may be asked to provide an inventory of items displayed and estimated value for each item. The library is not responsible for any inadvertent damage to or loss of displayed items.

## Community Postings

The library allows community groups, organizations and individuals to display flyers and information on bulletin boards.

Permission to post information must be given by library director or staff. All materials must be approved prior to posting. This disclaimer informs readers that the views, thoughts, and opinions expressed in the text belong solely to the author, and not to the staff, volunteers, or trustees of this library.

Materials will be posted and removed at the discretion of the library director and/or library staff.

Approved: September 2018

## Donation and Memorial Items

## **Donations**

The Alfred Box of Books Library may accept small donations of library materials in new or very good condition with the understanding that they may not necessarily be added to the collection. In addition, since we are an “interested party” the IRS prohibits us from assigning a value to gifts that would be valid for tax purposes.

## **Memorials**

- Donations given as memorials will be labeled as such on the item. The donor’s name(s) and the name of the person being honored will be included on this label.
- The Alfred Box of Books Library website will display a list of memorial contributions.
- Memorial books will be displayed in a special section for six months after establishment of the collection. After six months, the items will be placed in the general collection.
- Memorial items can be discarded at the discretion of the Director of the Library.

*Adopted by the Board of Trustees: January 13, 2011*

*Reviewed and revised by the Board of Trustees: August 12, 2019*

The Alfred Box of Books Library has eReaders and tablets that are available for checkout to be used by patrons outside the library.

To borrow an eReader or Tablet (i.e. device), a library patron must:

- Be at least 18 years old
- Have an Alfred Box of Books Library card in good standing (under \$5 in fines) that is at least six months old, and have that card with them
- Have a valid driver's license or state issued photo ID
- Have read and signed the eReader Lending Agreement

The patron takes full responsibility for the device that I am borrowing from the Alfred Box of Books Library. The patron agrees:

- The loan period is 3 weeks with one renewal.
- To handle the device with care.
- To protect the device from liquids, falls, and excessive heat and cold.
- To keep both the device and its charger components in their bag when not in use.
- Not to allow children to use the device unsupervised or lend it to any other person.
- Not to attempt to alter the device's ownership, or make purchases from any website.
- To delete any downloaded files, bookmarks, or notes that I made while using the device before returning it.
- To charge the device fully before returning it.
- **To not return the device through the book drop. A \$25.00 fine will be assessed if the device is placed in the book drop.** I will return the device by hand, directly to a staff person at the Library.
- To pay a \$1.00/day overdue fine.
- **Failure to return the device will result in a charge of \$200.**

The patron will be responsible for any damages assessed at time of discharge.

## Financial Management

### **BUDGET DEVELOPMENT**

**Annual Budget:** The annual operating budget of the Alfred Box of Books Library is the operational plan, stated in financial terms, for the conduct of all programs and services to be delivered during the fiscal year. It is the basis for the establishment of the tax levy.

**Budget Planning:** The Library Director will present a proposed budget to the President of the Board of Trustees, Treasurer of the Board of Trustees and Bookkeeper. In developing a budget proposal, the Library Director will consider year-to-date expenses, future expenses, building repairs. The budget shall be designed to reflect the Board of Trustees' objectives for the provision of library services in the coming year. It shall be carefully organized and planned to provide adequate support for each program, to anticipate the financial needs of programs in development, and to function within the limits of known or anticipated funding sources.

### **ADMINISTRATION OF THE BUDGET**

**Periodic Budget Reconciliation:** The Bookkeeper will create monthly reports of all expenditures and encumbrances of budget appropriations and of all receipts and revenues.

**Encumbrances:** Salaries and purchases for goods and services shall be encumbered against the proper budget appropriations as soon as commitments are made.

**Expenditures:** The expenditure of Alfred Box of Books Library funds is ultimately the responsibility of the Board of Trustees. Specified expenditures are authorized by resolution of the Board of Trustees, such as through the approval of annual salary, approval of written agreements, and for the purchase of goods or services exceeding \$500.

**Revenues:** Receipt of revenues shall be recorded as required by law. All receipts of revenues not anticipated in the budget require approval of the Board of Trustees.

### **INVESTMENTS**

**Authorization:** Whenever the Alfred Box of Books has funds (including operating funds, reserve funds and proceeds of obligations) that exceed those necessary to meet current expenses, the Board of Trustees may authorize the Treasurer to invest such funds in accordance with all applicable laws and regulations, including but not limited to the General Municipal Law of the State of New York and regulations promulgated by the New York State Comptroller.

**Objectives:** The objectives of this investment policy are:

- 1.) Investments shall be made in a manner so as to safeguard the funds of the Library
- 2.) Bank deposits shall be made in a manner so as to safeguard the funds of the Library
- 3.) Investments shall be sufficiently liquid so as to allow funds to be available as needed to meet the obligations of the Library District; and

- 4.) Funds shall be invested in such a way as to earn the maximum yield possible given the first three investment objectives.

## **GIFTS TO THE LIBRARY**

Authority: The Board of Trustees may accept by resolution on behalf of the library any absolute or conditional gifts, devises, or bequests of real or personal property. The Library Director is authorized to accept gifts in value up to \$500.

General Considerations: The Board of Trustees must exercise its independent judgment in the acceptance of all gifts and determine whether any particular gift, after review of all relevant considerations, is a benefit to the mission of the Alfred Box of Books Library. Where the acceptance of a gift might constrain the Library in the performance of its legal obligations or where the acceptance of a gift might create obligations or costs beyond the gift itself, the Board of Trustees retains the option to refer any particular gift to a committee for review and recommendation and to reject any offer not in the best interests of the Library. The Board of Trustees will safeguard the library from commercial exploitation and other undue influences on the mission of the library.

The Board of Trustees will not consider the acceptance of a gift until and unless it receives the offer in writing. Unrestricted gifts are encouraged. Donors should first work with the Library Director to discuss the nature of the gift.

All unrestricted gifts shall be allocated to the general fund.

Gifts to Individuals: The Board of Trustees recognizes that gift giving, especially during the holiday season, may be a common practice for Library employees and patrons. While the giving or exchanging of gifts may be acceptable among staff members, gifts given by patrons to staff members are acceptable if not valued more than \$25 dollars. Gifts exceeding this amount will be returned or donated to charity.

## **BORROWING**

The Board of Trustees may seek financial loans for projects exceeding the annual operating budget should the need arise. This is subject to vote by members of the board. The Board of Trustees will ensure they are safeguarding the mission of the library by seeking loans with terms that are not detrimental to the library.

## **SALE AND DISPOSAL OF LIBRARY PROPERTY**

Equipment, furniture, and other personal property that is obsolete, surplus, or unusable by the Library shall be disposed of in a manner that is advantageous to the Library. The Library Director will be responsible for selling the equipment in such a way so as to maximize the net proceeds of sale which may include a bona fide public sale preceded by adequate public notice. If it is determined that reasonable attempts to dispose the equipment have been made, and such attempts have not produced an adequate return, the Library Director may dispose of the equipment in any manner he/she deems appropriate.

Reading Material: Prior to the discarding of used or surplus books or other such reading materials, the Library Director will seek to donate such materials to a not-for-profit corporation. Net proceeds will be added to the general funds. The library reserves the right to recycle materials not accepted by not-for-profit programs.

## **PURCHASING**

Authority: The Alfred Box of Books Library's purchasing activities shall be part of the responsibilities of the Library Director. The Library Director may be authorized to delegate the Library's normal, routine purchasing activities and functions to a person designated by the Board of Trustees. All Library purchasing shall comply with applicable laws and regulations of the State of New York. The purchasing process should enhance library operations and programs through the procurement of goods and services deemed necessary to meet Library needs.

Principles of Purchasing: The Board of Trustees has the objective to assure the prudent and economical use of public monies in the best interest of the taxpayers. This means that when goods and services are required, they must be of maximum quality at the lowest possible cost under the circumstances. Additionally, the purchasing process must guard against the appearance of and the actuality of and the opportunity for favoritism, improvidence, extravagance, fraud, and corruption. Competitive bidding will be used where required by law. Requests for proposals or quotes should be used whenever permitted.

Competitive Bidding Not Required: The Board of Trustees recognizes its responsibility to ensure the development of procedures for the procurement of goods, services, and public works not required by law to be made pursuant to competitive bidding requirements. These goods, services and public works must be procured in accordance with the procedures established by the Board of Trustees, as follows:

- a.) The Library Director, and such other designee as may be appointed, is authorized to make all purchases of goods and services specifically authorized by budgetary or other appropriations. The Library Director is authorized to make all other purchases of goods and services valued at \$500 or less without prior approval of the Trustees, subject to available appropriations and this purchasing policy.
- b.) Purchases valued at \$1,000 or less do not require the solicitation of proposals or quotations, but the purchaser is expected to exercise reasonable prudence in comparing, where commercially reasonable, the prices, terms, and conditions made available by more than one vendor.
- c.) Purchases valued in excess of \$1,000 but no more than the limits set under the General Municipal Law may be made from the lowest-dollar offeror, provided that at least three written proposals or quotations are received.

Requests for Proposals: The Library shall award contracts for professional services only after an appropriate number of professionals are contacted directly and asked for the submission of written proposals. Requests for proposals and evaluations of proposals can consider price and other factors such as experience, staffing, and suitability for needs, and may include negotiations on a fair and equitable basis.

## **TRAVEL EXPENSE REIMBURSEMENT**

Alfred Box of Books Library Staff shall be reimbursed for approved travel expenses which were incurred on behalf of the Library as stated below:

- a.) Mileage expenses will be reimbursed at the IRS rate in effect on the dates of travel.
- b.) Meal expenses will be reimbursed at the federally established guidelines rates in effect on the dates of travel.
- c.) Other transportation expenses will be reimbursed at cost provided that the lowest cost travel method was utilized under the circumstances.
- d.) Other expenses incurred on behalf of the Library while traveling shall be reimbursed at cost.

No reimbursements shall be made without adequate documentation to support the expenditures.

## **RESERVE FUNDS**

The Board of Trustees may establish such reserve funds to the extent and in the manner permitted by law. The purpose, conditions, for use, and duration of any such reserve fund shall be declared by the Board before funding the reserve.

## **PUBLICATION OF ANNUAL REPORTS**

The Board of Trustees shall cause to be prepared such annual reports as required by law, including, but not limited to, an Annual Report to the Community in accordance with Section 90.2 of the Regulations of the Commissioner of Education; an Annual Financial Statement to the State Comptroller in accordance with Section 30 of the General Municipal Law; and an Annual Report to the State Education Department in accordance with Sections 215 and 263 of the Education Law.

## **FINANCIAL OPERATING PROCEDURES**

Roles of the Treasurer:

- Receive all monthly reports provided by the bookkeeper detailing all expenses and revenues for the month, account balances, and year-to-date budget.
- Present monthly income and expense reports to the Board of Trustees at each monthly meeting.
- Periodically, as determined by the Director, deposit accumulated cash and any revenue received to the checking account.
- Assist in the development of the annual budget.

Roles of the Library Director:

- Initial all incoming invoices and bills and submit to the bookkeeper for payment.
- Utilize the cash register to keep a record of all cash received.
- Sign and approve employee timesheets. Submit timesheets to the bookkeeper for payment.

## Roles of the Bookkeeper:

- Maintain checking ledger and expense ledger.
- Release checks for payment of invoices, bills and other expenses.
- Release checks for payroll one week after timesheets are submitted with all appropriate state and federal withholdings.
- Provide paystub information to all employees.
- Submit quarterly "Employer's Quarterly Federal Tax Return" (Form 941) with payment for income tax, Social Security and Medicare.
- Submit "Quarterly Combined Withholding, Wage Reporting and Unemployment Insurance Return" (Form NYS-45) with payment due for New York State taxes withheld.
- Submit annual "Transmittal of Wage and Tax Statements (W-3) and "Wage and Tax Statement" (W-2) for all employees.
- Assist Library Director in the completion of the financial portion of the Annual Report
- Assist the Library Director and/or Board of Trustees in establishing the annual budget.

## **PETTY CASH**

To meet the need for small cash payments, the bookkeeper may set up a petty cash fund. The money should be kept in the locked cash register. The Library Director will be responsible for the petty cash. Removal of cash from the fund must be supported by a receipt or petty cash voucher. The petty cash voucher is a slip or form recording who received the money, the date, and the purpose of the expenditure; it should be signed by the Library Director. Revenue received from fines, donations, printing and faxing fees, or other money received, shall be added to the petty cash drawer and recorded using the cash register codes. The Bookkeeper or Treasurer may periodically review the petty cash drawer and reconcile the drawer.

## **CAPITAL FUND**

The Board of Trustees has the authority to establish a separate account created for the special one-time, unusually high cost activities such as construction, renovation, or major equipment purchases. End-of-year surplus from the operating fund can be transferred into the capital fund for future use.

## **EXTERNAL AUDIT**

The Board of Trustees can authorize external audits by an independent certified public accountant (CPA) in order to assure that the financial management and control system is functioning properly.

Approved: February 11, 2019

## Law Enforcement Inquiry Policy

REFERENCES: Alfred Box of Books Library Policy on the Confidentiality of Library Records; Civil Practice Laws and Rules Section 4509 Library Records

Procedures for library staff and volunteers if a law enforcement officer requests library records or information about a library user or staff member:

- Ask for the officer's identification.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.
- Refer the officer to the Library Director.
- Attempt to reach the Library Director, or the president of the Board of Trustees. If you cannot reach the Library Director or Board President, utilize the procedures outlined below for use by the Library Director. A written report describing the officer's inquiry should be provided to the Library Director at the earliest opportunity.

Procedures for the Library Director or President of the Board of Trustees in all cases:

- Ask for the officer's identification. Record the information on the identity card.
- If possible, ask a colleague to be present during the interview with the officer.

Requests for voluntary assistance or warrantless searches (the officer does not present a subpoena or court order):

- Explain the library's privacy policy, informing the officer that library records and information about library users and library staff are not made available to law enforcement agencies unless a proper court order in good form has been presented to the library.
- If the officer persists, provide the officer with Southern Tier Library System Executive Director Brian M. Hildreth's information: 607-962-3141 x212.
- If the officer claims that an emergency or other circumstance requires the library to turn over records or provide information without a court order, call the Southern Tier Library System Executive Director Brian M. Hildreth and ask for assistance.
- If the officer employs force to take possession of library records or other library property, do not obstruct the search in any way. Keep a written record describing the incident.
- If a library worker is required to respond to a voluntary request or a warrantless search in the absence of the Library Director or a designated alternate, all materials should be turned over to the Library Director.

If the law enforcement officer presents a subpoena or similar request for records:

- Accept the subpoena. Inform the officer that the library's legal counsel responds to subpoenas on behalf of the library.

- Turn the subpoena over to the library's legal counsel. If a library worker accepts service of the subpoena in the absence of the Library Director or a designated alternate, the subpoena should be turned over to the Library Director.
- The Library Director will work with the library's legal counsel to respond appropriately to the subpoena.

If the law enforcement officer presents a search warrant:

- Read the warrant and any attached documentation. Verify that it is signed by a judge and is issued by a local state or federal court. If you have questions about the validity of the warrant, call the issuing court to verify the validity of the warrant or order.
- Identify the items or records specified in the warrant. If the officer will not wait for legal counsel, you may assist the officer in locating the items or records identified in the search warrant in order to prevent review of records or items not named in the warrant.
- Do not agree to any additional searches, or volunteer information about the items or records in the warrant. Do not sign any documents on behalf of the library without the advice of the library's legal counsel.
- Ask the officers to provide an inventory of the items or records seized. Ask if it is possible to provide copies to the officers or to make copies for the library's own records.
- Do not obstruct the search in any way.
- If the law enforcement officials are unwilling to cooperate with you, simply step aside and let them do their job. Request that the officer sign **an inventory receipt** for the materials. Keep a written record describing the incident.
- If a library worker is required to respond to a search warrant in the absence of the Library Director, all materials should be turned over to the Library Director.

Adopted:

## Library Closing Due to Inclement Weather or Emergencies

The Alfred Box of Books Library makes every effort to maintain its regular hours during inclement weather or emergency situations that may arise. However, in consideration of the safety of staff and patrons, the library may close when conditions deteriorate to the point where they are deemed to be unsafe. When Alfred-Almond Central School closes due to inclement weather, library will also close.

The Library Director is responsible for determining the operational status of the library. If the Director is unavailable, the on-site employee in charge will make the determination after consulting with the President of the Board of Trustees.

### **Procedure:**

- The Library Director will notify the Board President of the closure and contact any staff who might be affected. If the Director is unavailable, the on-site staff member will consult with the Board President and notify other staff that may be affected.
- A sign will be placed in the front window of the entrance to the library.
- Information will be posted on Facebook.
- Closing information will be provided to WGRZ and/or local radio stations.
- Routine closing procedures will be followed prior to leaving the building if conditions warrant.

*Reviewed and/or revised by the Board of Trustees: March 2, 2009.*

*Reviewed and revised by the Board of Trustees: August 12, 2019*

## Meeting Room Policy

The library has meeting space available to the community and community groups. This space is available with the understanding that it is in the children's room of the library and is not confidential space.

The library offers a non-partisan, non-profit, non-sectarian service to the community. Commercial ventures for private gain are prohibited from the premises.

Community and school groups can use the space if it is available. Library programs and meetings take priority.

The meeting space is only available during regular hours of operation.

Groups reserving the space are responsible for setting up the space and cleaning up after the meeting.

The use of alcohol, drugs or tobacco products is not permitted on the library premises.

Meeting space can be reserved by contacting the Library Director.

It is at the discretion of the library director that meetings will be scheduled.

Meetings will be scheduled at the discretion of the Library Director.

Created: 8/9/2018

Approved: October 2018

## Patron Behavior Policy

The Alfred Box of Books Library supports the rights of individuals to:

- Receive friendly, courteous and respectful service without discrimination
- Have free and equal access to information
- Have a clean, comfortable environment to engage in reading, studying, using library materials, attending library programs and other activities associated with the public library.

Patrons are expected to respect each other, library personnel and property.

- No yelling, inappropriate language, destruction of property, disruptive or threatening behavior will be tolerated.
- Young children must be supervised at all times by a caregiver over the age of 14.
- No loitering in the library or on library grounds.

In order to maintain a pleasant environment:

- Patrons who are disruptive may be asked to leave.
- At the discretion of library staff, local police may be contacted to locate the caregiver of unsupervised children.
- In the case of destruction or defacement of library property, the offender will be required to pay for its replacement or repair.

Revised and Board Approved December 11, 2017

In order to ensure the safety and well-being of staff, patrons, and the community during pandemic events:

- All patrons entering the library must adhere to social distancing guidelines- that is a distance of 6 feet between people. The library reserves the right to limit the number of patrons entering the building, and the time allowed inside in order to maintain social distancing protocols.
- All patrons entering the library must wear a face mask that covers the nose and mouth, following CDC guidelines.
- Anyone who violates social distancing or face mask guidelines will be asked to leave.

Revised and Approved by Board of Trustees: May 11, 2020

Revised and Approved by Board of Trustees: Just 14, 2021

## Patron Complaints

The Alfred Box of Books Library strives to provide a warm, welcoming, and friendly environment to all patrons. However, if a library patron encounters a situation he/she feel needs attention from administration, the patron can submit a formal complaint.

**General Complaints:** Complaints by patrons regarding any facet of library operations can often be handled best by staff as the complaint arises. Complaints made to the staff on duty can often be addressed immediately.

**Chain of Command:** If a complaint or related concerns are not resolved by the staff member on duty, or the complaint is made to a student worker, the complaint should be forwarded to the Library Director. This may require that the statement of the complainant be in writing if the director is not immediately available.

**Appeals:** If the complaint or related concerns are not resolved by the Library Director to the satisfaction of the complainant, the complaint may be appealed to the Board of Trustees.

**Responses:** Whenever a complaint is made directly to the Board of Trustees as a whole or to a Trustee as an individual, the complaint will be referred to the Director for investigation and resolution. The Director, following the investigation, should respond appropriately to the person making the complaint, taking care to respect and protect any confidential aspects. If the complaint pertains to an individual employee, the individual employee involved will be advised of the nature of the complaint and given an opportunity to comment.

**Trustee Neutrality:** In light of each Trustee's fiduciary duties, no Trustee should act as a witness or advocate for any individual or group in any complaints where the Trustee was not personally involved.

Complaints against library materials should follow the "Challenge of Library Materials" policy.

Approved: February 11, 2019

## Personnel Policy

### A. Management Policy

The duly appointed Alfred Box of Books Library Board of Trustees shall have all management rights, authorities, and responsibilities as outlined in New York State Education Law.

1. The Library Board shall select, appoint, and when necessary for valid reasons, dismiss the Library Director.
2. The Library Board shall establish all other positions and wages for all Library Staff.
3. The Library Board shall provide an effective orientation for all new Board members to assure the member understands the policies and processes related to the operation of the library; reporting and budgetary requirements that assure accountability and compliance with the law.

### B. Administrative Policy

The person appointed as Library Director shall be charged with the administration of the library. See Library Director Job Description.

### C. Salaries

Salaries will be adopted and reviewed annually by the Library Board. Salaries are subject to budget revision so that they will remain equitable for both the Library and staff.

### D. Performance Reviews

The Library Board of Trustees shall conduct periodic evaluations of the work of the library staff. The purpose of such reviews shall be to help staff make progress in his/her work. The Library Board will conduct the review in Executive Session referring to staff job descriptions. The performance review must be followed by a personal conference with at least two Board members, in which library staff may examine the review and have an opportunity to ask questions or make comments. This process is confidential. Disagreement with the performance evaluation, or parts thereof, may be voiced and objected to. Performance evaluations may be considered as one factor in determining salary increases or dismissals.

### E. Vacation/Leave/ Sick Leave

No benefit provided at this time.

Disability- Employees will become eligible for NYS Disability or NYS Workers' Compensation according to regulations.

### F. Holiday Policy

The Library is closed the following holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The library may be closed for other holidays at the discretion of the Board and Library Director. These holidays are unpaid.

### G. Jury Duty

In the event a library employee is called for jury duty, the library will release him or her and assure no loss of wages. Employee will be paid for hours scheduled- the difference between the jury pay and wages.

H. Work Schedule Policy

The Library is open 39 hours per week. The Library Director will ensure proper staff coverage for these hours. The Library Director with Board approval may authorize closing for inclement weather. See Inclement Weather Policy.

I. Training and Staff Development

The Library Director and staff are encouraged to attend any continuing education opportunities that will aid the Library in fulfilling its mission and goals. Those attending will be paid for the hours of the session(s), as well as the driving time to and from the event. Mileage will be paid at the prevailing NYS allowable mileage rate. The Library Board has final approval of trainings that may impact the library budget.

J. Disciplinary Policy

An employee of the Alfred Box of Books Library may be dismissed for any action or behavior that causes the Library's image or operation to be diminished. This includes but is not limited to incompetence, misconduct, inattention to assigned duties, insubordination, persistent complaints from patrons. Normally termination would be a final step, which would follow a substandard performance appraisal; verbal and/or written warnings; suspension. It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library. The Library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies. While notice of intent to terminate can be expected, the Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

K. Resignation Policy

A library employee wishing to resign from employment must notify the Library Director or the Library Board President as soon as possible. For the position of Library Director a notice of at least one month is preferred.

L. Grievance Procedure

The Board remains available to all library staff at any time.

M. Equal Opportunity Employment Policy/ Affirmative Action Policy

It is the policy of the Alfred Box of Books Library to provide an equal employment opportunity to all qualified persons. Equal employment opportunity shall be according to the provisions of the State and Federal laws and regulations. It is the policy of the Library to administer its personnel system in agreement with State and Federal Affirmative Action Regulations.

N. Drug Free Workplace

In compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited while performing work for the Alfred Box of Books Library, whether work is carried out in the library or outside the library. All employees shall abide, as a condition of employment by the terms this notice.

O. Harassment/ Sexual Harassment

Please see separate Harassment Policy

Approved: March 5, 2018

## Projector Borrowing Policy

The Alfred Box of Books Library, in its efforts to support small, local businesses, has a projector and projector screen available for checkout to library patrons.

The projector and/or screen can only be checked out to Alfred Box of Books Library patrons with a library card in good standing (owing less than \$5.00).

Patrons must be 18 years of age or older.

The Library reserves the right to refuse service to anyone who abuses equipment or is late in returning equipment.

The projector and/or screen is loaned on a first come, first-served basis. It may be reserved in advance and will be held for one (1) day.

Overdue late fees are \$5.00 per day.

Library programs and events which require use of the projector and/or screen are given priority.

The projector and/or screen circulate for **3 days, with 1 renewal.**

Equipment must be returned to the circulation desk at the **Alfred Box of Books Library** during regular hours.

The patron will be charged replacement fees for any items not returned to the library, or for items returned damaged.

- Kodak Pocket Wireless Pico Projector: \$250.00
  - Box Includes:
    - Projector, tripod, remote, HDMI Cable, USB Charging Cable, HDMI Adapter, Instruction Booklet
  - Projector Screen: \$250.00

*Adopted by the Board of Trustees: August 12, 2019*

## Borrower's Agreement

My signature below indicates that I am 18 years of age or older. I have read and agree to the terms of the Projector Borrowing Policy.

\_\_ I agree to return the projector and/or screen back to the **Alfred Box of Books Library** circulation desk in excellent condition during library hours.

\_\_ I will pay a late fee of \$5.00 per day if I fail to return the projector and/or screen by the due date. I understand that the projector and/or screen may be checked out for **3 days with 1 renewal**.

\_\_ I accept full financial liability for the projector and/or screen while it is in my possession and agree to pay all costs associated with damage to, loss of, or theft during my checkout period.

\_\_ I acknowledge that failure to comply with any of these rules and guidelines will result in the loss of projector and/or screen borrowing privileges.

Patron Name: \_\_\_\_\_ Date: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Patron Signature: \_\_\_\_\_

**Patron signature indicates that projector and/or screen are in good condition.**

Date borrowed: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Date Returned: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

*Adopted by the Board of Trustees August 12, 2019*

# Seed Library Policy

## **Seed Library Policy**

The Seed Library at the Alfred Box of Books Library will encourage the tradition of seed saving, nurture locally-adapted plant varieties, and foster a community culture of sharing. The Seed Library will focus on the following two activities:

1. Establishing, expanding, and curating a depository of seeds available to all Southern Tier Library System card holders at no cost.
2. Providing information, instruction and education about sustainable gardening.

### Donation of Seeds:

Alfred Box of Books Library accepts donations of vegetable, herb and flower seeds from individuals and other local, partner organizations with a shared interest in seed collection. Donated seeds must be from open-pollinated, non-genetically modified, non-hybrid and/or heirloom plants. Alfred Box of Books Library reserves the right to refuse or to dispose of donated seeds.

Donated seeds must include the following information prior to acceptance by the library: common name, variety, location of harvest, year of harvest and seed saving technique (dry, wet, fermentation) as well as any notes pertinent to the seeds. Donations can be made at the library's circulation desk.

### Organization of Seeds:

Donated seeds will be sorted, packaged and labeled by library staff or partnering volunteers. Each seed packet label will include information about the type of seed, variety, source and the quantity of seeds. Seeds will be kept at the library in the catalog shelf. Seeds are arranged alphabetically by common name. Inventory will be maintained by library staff.

### Borrowing Seeds:

Southern Tier Library System card holders may check out up to ten (10) seed packets per year, including no more than two (2) packets of any one variety. This limit is subject to change as the seed library expands. Card holders may check out seeds by completing the appropriate form at the Circulation Desk. Check out forms will be treated with the same confidentiality as other library records. No personal information will be shared and records will be retained only as long as administratively necessary.

### Returning Seeds:

Card holders are encouraged to return at least the same number of seeds as they originally borrowed. Seeds should be saved according to best practices, as explained in seed saving workshops offered by the library, materials provided by the library or by advice of partnering organizations such as Cornell Cooperative Extension. Alternately, the library can recommend seed saving books and literature. Seeds should not be returned to the library unless the grower knows how to properly save them. Returned

seeds should be dry and labeled clearly with information specified above in the *Donation of Seeds* section.

Disposal of Seeds:

Seed packets may be disposed of as necessary due to age, exposure, contamination, report of problems, etc. Alfred Box of Books Library reserves the right to cease borrowing of any variety of seed at any time. Alfred Box of Books reserves the right to cease existence of the Seed Library at any time due to the needs of the library.

Approved by the Board of Trustees: September 12, 2016.

# Sexual Harassment Policy

## Introduction

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

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with the Alfred Box of Books Library or with a government agency or in court under federal, state or local anti-discrimination laws.

## Policy

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

6. All employees are encouraged to report any harassment or behaviors that violate this policy. Alfred Box of Books Library will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe to the Library Director and/or Board of Trustees.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring.

### **What is “Sexual Harassment?”**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity, and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

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

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

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

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

### **Examples of sexual harassment**

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

- Physical assaults of a sexual nature, such as:
  - Touching, pinching, patting, grabbing, brushing against another employee’s body or poking another employees’ body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the victim’s job performance evaluation, a promotion or other job benefits or detriments;

- Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person’s sexuality or sexual experience, which create a hostile work environment.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such 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
  - Sabotaging an individual’s work;
  - Bullying, yelling, name-calling.

**Who can be the target of sexual harassment?**

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

**Where can sexual harassment occur?**

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

**What is retaliation?**

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

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

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

**Reporting Sexual Harassment**

Preventing sexual harassment is everyone’s responsibility. Alfred Box of Books 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 Board of Trustees. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, or the Board of Trustees.

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

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

### **Supervisory Responsibilities**

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

In addition to being subject to discipline if they engage 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 retaliation.

### **Complaint and Investigation of Sexual Harassment**

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

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

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

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint the Board of Trustees will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting.
- If documents, emails, or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;

- Create a written documentation of the Investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported and unreported; and
  - The final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in the employer's records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

### **Legal Protections and External Remedies**

Sexual harassment is not only prohibited by Alfred Box of Books Library but is also prohibited by state, federal and, where applicable, local law.

Aside from the internal process at Alfred Box of Books Library, employees may also choose to pursue legal remedies with the following governmental entities **at any time**.

### **New York State Division of Human Rights (DHR)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15 § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

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

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

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

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

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

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

### **United States Equal Employment Opportunity Commission (EEOC)**

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

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

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto: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 the Local Police Department**

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

Adopted: October 2018

## Social Media Policy

### PURPOSE

Social media provides a valuable and timely way for the Alfred Box of Books Library to disseminate information about and promote library news, events, projects, and services. It also serves to inspire conversation and expand the Library's connection with the community. The Alfred Box of Books Library regards social media as equally important as any other venue for the dissemination of library information.

### DEFINITION OF SOCIAL MEDIA

Social media is defined as any web application, site, or account maintained by the Alfred Box of Books Library.

### USAGE RULES

The Alfred Box of Books Library welcomes the comments, posts, and messages of the community and recognizes and respects differences in opinion. However, all comments, posts, and messages will be periodically reviewed and the Alfred Box of Books Library reserves the right to, but is not required to, remove any comment, post, or message that it deems inappropriate or off-topic.

The Alfred Box of Books Library is not responsible for or liable for any content posted by any participant in a Library social media forum who is not a member of the Library's staff.

Users should have no expectation of privacy in postings on Library sponsored social media sites; by using such sites, you consent to the Library's right to access, monitor, and read any postings on those sites. Users must understand that social media is permanent, retrievable, and public. Messages can potentially be read by anyone once posted, regardless of status on Friends, Follower, or Subscriber List. The Library recommends that users do not post their personal information or contact information on social media sites.

The Library reserves the right to reproduce comments, posts, and messages in other public venues; such reproduction may be edited for space or content while retaining the original intent of the post.

Content containing any of the following will be removed from any Alfred Box of Books Library social media forum:

- Obscene content or hate speech
- Personal attacks, insults, or threatening language
- Private or personal information, including phone numbers and addresses, or requests for personal information
- Potentially libelous statements
- Falsification of identity
- Plagiarized material
- Comments, links, or information unrelated to the purpose of the forum

- Spam or other commercial, political, or religious messages unrelated to the Library or its social media postings.
- Solicitation of funds
- Any images, links, or other content that falls into the above categories

The Library reserves the right to ban or block users who have posted in violation of this policy.

In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate Federal and State Law.

The Library asks that individual user complaints be addressed to library staff or administration as outlined in the “Patron Complaint Policy” so they can be addressed quickly and specifically. Social Media is not the mechanism used by the Library to document or address Library user problems and concerns, or influence Library policy, procedures, or programs.

## GUIDELINES

These guidelines are meant to give any staff member the tools they need to manage a successful social media account, in keeping with the Library’s Social Media Policy.

The Library Director is responsible for establishing Library Social Media accounts. The Library Director may use his/her discretion in giving permissions to staff to make social media updates and posts.

Social Media accounts should be updated at least once a day. Staff will make use of post-scheduling options, which allow multiple days’ worth of posts to be planned at once. All social media accounts should be kept active with regular posts and quick responses. Accounts that cannot be regularly updated should be suspended. Staff should not be in the habit of updating, posting, or responding to posts on his or her time off.

If using multiple social media platforms, be sure to create unique content for each one.

Language for social media posts should be conversational and light in tone (though still professional).

You may repost content from other sources if it seems of interest to our patrons. Consider the source before reposting.

### **Responding to Users:**

Managing social media is not just about publishing posts; it requires responsiveness and engagement. Make sure a staff member is assigned to check the account and respond to messages and/or posts in a timely manner. Patrons using social media expect quick responses, especially during hours of operation.

Negative comments or complaints should not be deleted unless content falls into the categories listed above. Engage with the patron as we would with any other complaint, preferably by moving the discussion to a private venue. For example:

- *Thank you for telling us about your experience in the library. We want to address your concern. Please check your direct messages.*

If a complaint or negative post is deleted for being harassing, obscene, personally name staff, or meet other criteria outlined in this policy, send a direct message to the poster explaining why. For example:

- *Thank you for telling us about your experience in the library. We removed your post because it contained language that violates our social media policy. However, we would like to address your concern.*

Approved: February 11, 2019

## Telescope Borrower Policy & Procedure

The Telescope is available to borrow by Alfred Box of Books Library patrons with cards in good standing. Borrowers must be 18 years of age or older. Children MUST be supervised while using the Telescope.

A patron who borrows the Telescope is required to complete a Borrower's Agreement. First time borrowers will receive training from Library Staff prior to borrowing the device.

The Library reserves the right to refuse service to anyone who abuses equipment or is late in returning the Telescope.

Equipment Includes:

- Telescope-
- 17mm Orion Explorer Eyepiece
- 6mm Orion Explorer Eyepiece
- Orion 1.25" Moon Filter
- Orion Shorty 1.25" 2X Barlow Lens
- *50 Things to See with a Small Telescope*
- Orion Star Target
- Bag
- Instruction Manual

The Telescope is loaned on a first-come first- served basis. It may be reserved in advance and will be held for one (1) day. Patrons will be notified by telephone and must pick up the Telescope during library hours of operation.

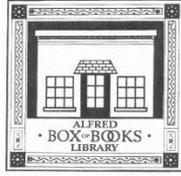
The Telescope circulates for **seven (7) days with no renewals**. The Telescope must be returned to a Library Staff Member at the Circulation Desk at **the Alfred Box of Books Library only**.

Overdue late fees are \$5.00 per day.

The patron will be charged replacement fees for any items not returned in the Telescope kit or for items returned damaged.

- Telescope- \$220.00
- 17mm Orion Explorer Eyepiece- \$30.00
- 6mm Orion Explorer Eyepiece- \$30.00
- Orion 1.25" Moon Filter- \$26.00
- Orion Shorty 1.25" 2X Barlow Lens- \$42.00
- *50 Things to See with a Small Telescope*- \$10.00
- Orion Star Target- \$14.00
- Bag- \$13.00
- Instruction Manual-\$10.00

**Approved by Board of Trustees: May 8, 2017**



## Telescope Borrower's Agreement

My signature below indicates that I am 18 years of age or older. I have read and agree to the terms of the Telescope Borrower Policy.

\_\_\_\_\_ I will NOT look at the Sun through the telescope. The Library is not responsible for any damages the borrower, or borrower's children, inflicts upon oneself or the Telescope.

\_\_\_\_\_ I agree to return the Telescope and all accompanying materials back to the Alfred Box of Books Library circulation desk in excellent condition during library hours.

\_\_\_\_\_ I will pay a late fee of \$5.00 per day if I fail to return the telescope by the due date. I understand the telescope may be checked out for one week.

\_\_\_\_\_ I accept full financial liability for the Telescope and accessories while it is in my possession and agree to pay all costs associated with damage to, loss of, or theft during my checkout period.

- Telescope- \$220.00
- 17mm Orion Explorer Eyepiece- \$30.00
- 6mm Orion Explorer Eyepiece- \$30.00
- Orion 1.25" Moon Filter- \$26.00
- Orion Shorty 1.25" 2X Barlow Lens- \$42.00
- *50 Things to See with a Small Telescope*- \$10.00
- Orion Star Target- \$14.00
- Bag-\$13.00
- Instruction Manual- \$10.00

\_\_\_\_\_ I will always supervise children during use of the telescope.

\_\_\_\_\_ I will not attempt to clean or adjust telescope mechanisms on my own. If the lenses and/or mirrors appear to need cleaning or adjustment, I will inform library staff.

\_\_\_\_\_ I acknowledge that failure to comply with any of these rules and guidelines will result in the loss of telescope borrowing privileges.

Patron Name: \_\_\_\_\_

Patron Address: \_\_\_\_\_

Patron Library Card Number \_\_\_\_\_

**Patron Signature indicates that all materials are in the Telescope kit and are in good condition.**

Patron Signature \_\_\_\_\_

Date Borrowed: \_\_\_\_\_

Staff Initials \_\_\_\_\_

Date Returned: \_\_\_\_\_

Staff Initials \_\_\_\_\_

**Approved by Board of  
Trustees: May 8, 2017**

## Whistleblower and Ethical Behavior Policy

The Alfred Box of Books Library requires trustees, employees, and volunteers to observe high standards of business and personal ethics in carrying out their duties and responsibilities. Employees and representatives of the Alfred Box of Books Library must practice honesty, fair dealing, and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. The Board embraces the organization's values of integrity, honesty, ethical behavior, loyalty to the organization, courtesy, civility, respect for and cooperation among staff, trustees, vendors and patrons. Harassment because of sex, race, age, color, creed, religion, sexual orientation, disability or any other reason, whether conducted by, or affecting, an employee, Board Member or volunteer or other individual connected with Alfred Box of Books is strictly prohibited. This policy applies to all employees, directors, officers, volunteers, and agents of Alfred Box of Books Library, including the Board of Trustees.

The objective of the Alfred Box of Books Whistleblower and Ethical Behavior Policy is to establish standards of conduct and procedures for:

- The submission of concerns, on a confidential basis, regarding
  - a.) Harassment and bullying, sufficiently severe or pervasive to create a hostile work environment, or resulting in a tangible change in an employee's employment status or benefits,
  - b.) Questionable accounting or auditing actions by employees, trustees, officers and other stakeholders of the organization,
  - c.) Wrongful conduct such as a violation of applicable State and/or Federal laws and regulations; a serious violation of Alfred Box of Books Library policy; or the use of Alfred Box of Books Library property, resources or authority for personal gain or other non-Alfred Box of Books Library purpose except as provided under Alfred Box of Books Library policy.
- The receipt, retention, and treatment of complaints received by the organization regarding harassment, accounting, internal controls, auditing matters or other wrongful conduct.
- The protection from retaliatory actions of trustees, employees and volunteers reporting concerns.

### **Reporting Responsibility**

Each trustee, employee, and volunteer of the Alfred Box of Books Library has an obligation to report in accordance with this Whistleblower and Ethical Behavior Policy a.) Harassment or bullying, b.) Questionable or improper accounting or auditing matters, c.) Violations and suspected violations of this policy and d.) Wrongful conduct.

### **Authority of the Board of Trustees**

All concerns submitted in writing will be forwarded to the President of the Board of Trustees in accordance with the procedures set forth below. The President shall be responsible for designating the appropriate committee to investigate and make recommendations to the Board of Trustees with respect

to the following: a.) concerns that originate from trustees and other non-employees or b.) concerns submitted by employees that have not been resolved by the Alfred Box of Books Library Director to the satisfaction of the complainant.

### **Reporting Procedures and Corrective Action for Employees and Volunteers**

Employees and volunteers should first discuss their concern, in confidence, with the Library Director. If, after speaking with the Director, the employee or volunteer is convinced that their concern is unwarranted or that, in the opinion of the employee, the Director will take appropriate steps to resolve the employee's concern no further action is required by the employee.

- However, further action is required if the employee a.) continues to have reasonable grounds to believe the concern is valid and that the response of the Director is not adequate or b.) the Director recommends that the issue should be referred to the Board of Trustees. In this situation the employee should write a formal complaint which the Director is to take to the President of the Board of Trustees within a reasonable timeframe.
- The President of the Board of Trustees shall inform the employee of receipt of the complaint. The President of the Board of Trustees shall investigate the circumstances of the complaint in a timely fashion and, where warranted, take disciplinary and other actions. At the completion of the investigation the President of the Board shall provide the employee initiating the complaint a written summary of the action taken.
- Notwithstanding the procedure stated above, if the Director is the subject of the employee's concern or is possibly involved, the employee may choose to discuss their concern directly and in confidence with the President of the Board of Trustees and then write a formal complaint. It is the responsibility of the Board of Trustees to investigate promptly the circumstances of the complaint in the manner stated in the previous paragraph.

### **Reporting Procedures and Corrective Action for Volunteers or for Individuals not Employed by the Library**

Trustees and the general public should submit concerns in writing to the President of the Board of Trustees. If the President of the Board of Trustees is not available or is the subject of the concern, the complaint should be directed to the Vice-President of the Board of Trustees.

- The President shall be responsible for designating an appropriate committee, as circumstances dictate, to investigate and make appropriate recommendations to the Board of Trustees, with respect to all concerns received in writing. The designated committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resources deemed necessary to conduct a full and complete investigation of the allegations.
- The President shall inform the individual who submitted the complaint that the complaint has been received. All trustees of the Library shall be informed of the nature of the complaint with emphasis on maintaining the confidentiality appropriate for personnel issues.

- The Board of Trustees and its designated committee shall resolve all complaints in a timely fashion and inform the individual submitting the complaint of the Board's final action.
- If the concern, for any reason, is not dealt with by the Board of Trustees to the satisfaction of the complainant, he or she may request a review by the State Librarian.

### **Acting in Good Faith**

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates harassment or bullying; a questionable or improper accounting or auditing practice; a violation or suspected violation of this Alfred Box of Books Policy; or wrongful conduct.

### **Confidentiality**

Reports of concerns and their investigations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

### **No Retaliation Provision**

This Whistleblower and Ethical Behavior Policy is intended to encourage and enable employees, trustees, volunteers and others to raise concerns within Alfred Box of Books for investigation and appropriate action. With this goal in mind, no trustee, employee, or volunteer, who in good faith reports a concern, shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, an employee, trustee or volunteer who retaliates against someone who has reported a concern in good faith shall be subject to discipline, up to and including termination of employment or dismissal from the trustee or volunteer position.

Adopted: October 2017

# Forms

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**Alfred Box of Books Library  
Complaint Form for Reporting Sexual Harassment**

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

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to President of the Board of Trustees, Allison Snyder. The form can be submitted via email at [alzsnyder@gmail.com](mailto:alzsnyder@gmail.com) or submitted via mail to:

Alfred Box of Books Library  
Attn. President of Board of Trustees  
1 West University Street  
Alfred, NY 14802.

Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, your employer is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit [ny.gov/combating-sexual-harassment](http://ny.gov/combating-sexual-harassment)

**COMPLAINANT INFORMATION**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Work Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Communication Method: \_\_\_\_\_

**Supervisory Information**

Immediate Supervisor's Name & Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Address: \_\_\_\_\_

**Complaint Information**

1. Your complaint of Sexual Harassment is made against:

Name: \_\_\_\_\_ Title \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

---

Relationship to you:  Supervisor  Subordinate  Co-Worker  Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing?  Yes  No

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

*The last two questions are optional, but may help facilitate the investigation.*

5. Have you previously complained or provided information (verbal or written) about sexual harassment at Alfred Box of Books Library? If yes, when and to whom did you complain or provide information?

*Employees that file complaints with their employer might have the ability to get help or file claims with other entities including federal, state, or local government agencies or in certain courts.*

6. Have you filed a claim regarding this complaint with a federal, state or local government agency?   
Yes  No

Have you instituted a legal suit or court action regarding this complaint?  Yes  No

Have you hired an attorney with respect to this complaint?  Yes  No

*I request that Alfred Box of Books Library investigate this complaint of sexual harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Instructions for Employers**

If you receive a complaint about alleged sexual harassment, you must follow your sexual harassment prevention policy by investigating the allegations through actions such as:

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

You should create a written document of the findings of the investigation, along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.



## Request for Reconsideration of Library Materials

### INTRODUCTION:

This form is in reference to the Challenge to Library Materials Policy and should be made available to any patron who would like the library to remove an item from the collection.

### Alfred Box of Books Request for Reconsideration of Library Materials

Please fill out following form completely and mail to Library Director, Alfred Box of Books Library, 1 West University Street, Alfred NY 14802.

Name: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_ An Organization? \_\_\_\_\_

Resource on which you are commenting:

Book \_\_\_ Video/DVD \_\_\_ Audiobook \_\_\_ Multi-media Kit \_\_\_ e-Book \_\_\_ Electronic  
information/network (please specify) \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

Library owning this title: \_\_\_\_\_

What brought this title to your attention?

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Did you read, view, or listen to the entire work? If no, what parts?

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What do you believe is the theme of this title?

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---

---

What specifically concerns you about this title? Please cite pages, scenes, items, etc.

---

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---

---

Are there, in your judgment, any positive elements in this title? Please describe:

---

---

---

Please share any reviews of this title that support your point of view

---

Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

---

---

---

Signature: \_\_\_\_\_

Reconsideration action:

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Date request received: \_\_\_\_\_

Findings of Reconsideration Committee:

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Date response sent to patron: \_\_\_\_\_

Adopted by the Alfred Box of Books Library Board of Trustees [Date of meeting where adopted]

# Disaster Policies & Procedures

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# Disaster Response Policy and Procedures

## Disaster Phone Tree

In the event that an emergency condition (fire, flood, etc.) should cause damage to any library collection, notify the following people:

- Alfred Fire Company                      911
- National Fuel                                800-444-3130
- Police (non-emergency)                607-587-8877
- Library Director
- Richardson & Stout Insurance        585-593-2785

The Director will contact members of the Disaster Action Team as needed. The team consists of volunteers who have indicated a willingness to assist in recovery activities.

## Disaster Action Team

\*\*\*\*\*

## Responding to Emergencies

In the event of a disaster, it may become necessary to coordinate a large number of people and activities and commit significant amounts of money. Success of the recovery effort depends on action that is quick but organized and deliberate. Clear definitions of duties and chain of command are necessary to avoid confusion and to ensure the safety of the people working at the recovery site.

The following guidelines are designed to expedite the process of organizing a Disaster Action Team and to provide a summary of technical information the team may need to plan and carry out the initial recovery operation. Since by far the most common library disasters involve water, special emphasis is given to the salvage of wet material.

### A. CHECKLIST OF IMMEDIATE STEPS

It is assumed that appropriate action has been taken to protect the safety of staff and patrons. The following is concerned with the salvage and recovery of collections.

- Alert appropriate staff members; name a meeting point.
- Contact and coordinate with emergency services (Police, Fire Department) to determine when and where it is safe to enter building.
- Take action to contain damage, e.g., spread plastic sheeting over shelves.
- Reduce temperature and relative humidity to ensure good air circulation to control mold growth; reduce heat (but do not turn off heat needed to keep pipes from freezing); use fans, open windows, etc. to keep air circulating.
- Large commercial dehumidifiers may be brought into the facility if needed. Monitor temperature and relative humidity throughout the recovery process.
- Assess nature and extent of damage; take photographs for record purposes.
- Identify a disaster command post, with necessary telephones, desks, and supplies for directing the recovery effort.
- Make recovery plans; **do not start removing material until a general plan of action is made. Use “Form for Damaged Material” located in the “Forms” section of this manual.**

Decisions must be made and action taken quickly; mold can start growing on wet material within 48 hours.

### PREPARATION FOR AIR DRYING OF MATERIALS

This section includes steps to be taken prior to the air drying of materials on site. The next section provides directions for the air drying of books and other materials. The Annex freezer at Cornell is available for storage of wet materials if air drying is delayed or more time is needed to make critical decisions.

1. Staff: Gather staff and volunteers. A general rule is that two people, working as a team, can handle up to 100 volumes.

At least one staff member or volunteer should be trained in handling and air drying wet library materials.

2. Space: A clean, dry, secure area with good air circulation and temperature and humidity as low as possible is necessary for air drying books. Note: Air drying can take from one day up to a week and the area chosen should be available for that time.

In choosing areas for air drying consider:

- Accessibility (e.g. for wheeled trucks)
- Clear path to a loading area in case moving the collection is required.
- Proximity to collection
- Air circulation and potential for controlling the environment (windows, separate air conditioning units, electrical outlets for fans, etc.)
- Availability of open, flat surfaces
- Security

Designated areas for air drying books:

- Alfred Village Hall

Access (persons to contact for keys to above areas):

- Village Clerk- 607-587-9188

3. Environment: Reduce temperature and humidity of the affected area. Reduce heat (but do not turn off heat in winter or pipes may freeze), or open windows to ventilate area and bring fans or dehumidifiers to the scene (be sure they are grounded) to help prevent mold growth.

4. Equipment and Supplies: Assemble necessary supplies, equipment, and services. The Library has an Emergency Disaster Kit with basic disaster supplies located in the Library Storage Closet.

In addition, the location and availability of the following need to be identified:

- Electric fans
- Wet/Dry Vacuum
- Mops/Buckets
- Floor Squeegees
- Garbage Containers
- Book Trucks

For additional supplies:

Herrick Memorial Library- 871-2184

Physical Plant. 871-2154 or 871-2108

The Library Director is authorized to commit funds for additional supplies.

## PROCEDURES FOR AIR DRYING BOOKS

The main objective in the air drying of wet books is to remove water as efficiently as possible and, at the same time, contain structure distortion. Structure distortion (e.g. excessive swelling of the fore-edge area, concavity of the backbone) can be avoided if proper judgment is used in determining the appropriate point at which the book should be opened. The following procedures assume that the covers are in good condition and still attached to the book. If the covers must be removed (because of delamination, color running out of the binding materials, board swelling and warping, etc.) the books should be stood on edge as described below, but supported by loose pieces of binder's board, blocks of wood, or book ends.

Note: Depending on the degree of saturation, a book can take from one day up to a week to dry.

### 1. Books that are Thoroughly Wet

Do not attempt to open. Do not attempt to fan leaves. Do not remove from covers.

Place book in a closed position (with boards slightly open) on its head on sheets of absorbent paper. To permit water to drain efficiently, place small pieces of binder's board at the fore edge. Place absorbent sheets of paper between the text block and the binding. Change paper on the table, as it becomes wet. Providing that the books are placed in a moving current of air, they should soon dry to the point where they may be opened for the next step.

### 2. Books that are Partially Wet

Books may be carefully opened partially (at a fairly shallow angle) and interleaved with absorbent paper. Brown paper towels are ideal for this purpose. Begin at the back of the book and interleave every 20 or so leaves. Given good drying conditions, the book may be left flat until the interleaving material has absorbed some of the water, probably after one hour. Change interleaf material periodically until book is only slightly damp; then go to step 3.

### 3. Books that are Damp

Books that are damp should be stood on their edge, slightly fanned, and allowed to dry in a current of air. If the binding is damper than the text, place paper between the boards and the book. When almost dry, go to next step.

### 4. Books that are Almost Dry

When almost dry, lay the book flat, push the back and boards gently into position, and place under a light weight, and leave in this position until book is thoroughly dry.

## CAUTION

- Coated paper (shiny paper used for periodicals and art books and occasional illustrations) requires immediate attention. Once paper starts to dry it fuses together and can rarely be

separated. It may be possible to salvage the item by interleaving every page with sheets of wax paper. If time or staff is not available for this, make arrangements to freeze the book and KEEP IT WET until it is placed in the freezer.

- Water Soluble Inks or Media (manuscripts, drawings, watercolors)  
Rare or unique items  
Non-paper material (film, disks, oil paintings)  
Contact the Cornell Conservation Department at 607-255-9440.
- Manuscripts or books printed or bound in vellum or leather. DO NOT AIR DRY except under the direction of a specialist.

## PROCEDURES FOR AIR DRYING PAPER DOCUMENTS AND PAMPHLETS

Do not attempt to air dry manuscripts, drawings, or materials with water-soluble colors except under the advice of a conservation specialist. Do not attempt to separate leaves that are very wet or that are sticking together unless you have been trained to do so.

1. Pamphlets may be hung over fish line to dry.
2. Single pages or small stacks of documents can be laid out on tables, floors, and other flat surfaces, protected if necessary by paper towels or unprinted newspaper.
3. Clotheslines may be strung close together and documents laid across them for drying.

## CAUTION

Take care that contents of folders and boxes are not separated from each other- label new boxes or drying areas as necessary to expedite returning the collection to order after drying.

### **B. Packaging and removal of wet books and materials**

Care and organization at the removal stage can make the whole salvage and rehabilitations process more efficient and less costly.

#### 1. Organization

Identify and secure before packing starts:

- Place (air drying location, freezer, storage) to which materials will be moved
- Packing area, with room to sort and pack materials
- Loading area with accessibility for vehicles bringing supplies and removing packed boxes.
- Route by which materials will be removed from building.
- Rest area for workers; organize refreshments and if necessary, portable toilets.

#### 2. Workers

Salvage work is arduous, dirty, and exacting. Plan breaks for rest and refreshments about every hour and a half and augment workers with relief shifts as necessary.

- Identify library staff members who have recovery training
- Consider other staff members willing to assist with salvage
- Paid temporary employees
- Volunteers

### 3. Equipment

- Plastic crates or cardboard boxes
- Waxed paper or freezer wrap
- Waterproof marking pens, clipboards, paper, tags for labeling boxes and recording
- Protective clothing (hard hats, aprons, rubber boots, rubber gloves, respirators)
- Lighting, fans, dehumidifiers, electric generators as necessary
- Book trucks, hand trucks

Limited supplies are stored in the Emergency Disaster Kit located in the Library Storage Closet.

### 4. Sorting and Packing

- Bring, prepare and assemble packing materials (boxes, cut waxed paper)
- Remove and pack damaged material. During packing, sort material (and label boxes):
  - For air drying
  - For freezing
- Record, in summary, what is being removed; label boxes. Identify packed boxes by call number or by range of call numbers; or make a chart of the shelves and code the boxes to that chart; or pack the boxes in shelf order and number the boxes consecutively.
- Move crates and boxes to loading point and load trucks.

### 5. Priorities

- Consult the library's priority list in organizing the order of removal
- Discard easily replaceable materials unless damage is minimal
- Assign a low priority to material with a low chance of recovery (e.g. books or periodicals on coated paper that has already dried).
- Start from areas closest to the point of access and work back.
- Clear aisles and passageways first. Use a human chain to pass items out separately to a packing area. When the aisles are clear bring the packing crates to the shelves.
- Remove the wettest books first; if water has come from above, start working with the top shelves; if from below, with the bottom shelves.
- If the packing and removal operation will take more than ten hours, loosen tightly packed shelves or boxes so the books and paper do not jam as they swell. Otherwise leave material packed together on shelves or in record boxes where it will present less surface area for mold growth.

- Books that are actually submerged in water are likely to be in less danger than books that are wet but no longer submerged. After the damage of the initial wetting, submerged books will remain more stable and be less vulnerable to mold attack than wet materials exposed to air.

## 6. Mud and Dirty Water

Washing of mud and dirt from library materials should be carried out only under the direction of a trained conservation specialist. Skip the washing step if time or staff is short; the first priority is to remove the collection from further danger or from conditions that would promote mold growth.

If time and staff permit, some mud or dirt can be removed from water-damaged materials as they are assembled for packing. Set up an area with a source of clean, running water, drainage, and a succession of non-rusting containers (e.g. plastic garbage cans) in which to rinse the material.

## LIBRARY SALVAGE PRIORITIES

The library should identify those parts of the collection which are to be protected or salvaged first after an emergency. Listed below, in order of priority, are those library materials, records and collections that should be salvaged first. Establishing priorities within collections is equally important (e.g. call numbers of specific items within collections). Consider the following in establishing priorities:

- What is the monetary and intrinsic value of the collection as a whole or as individual items?
- How fragile is the material? (e.g. brittle, unbound issues or serials, etc.)
- How vulnerable is the material to damage from a disaster? (e.g. location, under pipes, near water fountains, etc.)
- Is the material replaceable?
  - Can the majority of the items be replaced in the same or a different format?
  - What are the costs (direct and hidden) of deaccessioning materials?
  - What are the legal requirements, if any, for retention of documents/material?
  - What materials can be discarded instead of salvaged?
- Why is preservation of this material critical? Importance of collections, importance to university programs?
- In addition to the collections, what other items are valuable for operations (e.g. catalog, shelf list, and terminals).

## NON-WATER DISASTERS

Smoke/Charring: Book and paper material with fire damage only (no water) is quite stable provided it is not handled. Handling can smear charred areas and cause embrittled paper to break. Do not open books. Do not move material unless fire damage to the building puts the collections at a further risk. Contact Cornell's Conservation Department for advice.

Earthquake, structural collapse of shelves. Organize removal of material as outlined above for the packing of wet materials.

## Cornell Library Annex Freezer

**Background:** The Cornell Annex Freezer was established in order to help disaster-stricken libraries in the Central New York Region gain some extra time to organize their resources by providing cold storage for wet library materials. Funds for the purchase and installation of the Annex Freezer were included in a coordinated preservation project grant of 1989/90 from the New York State Program for the Conservation and Preservation of Library Research Materials. Participating institutions included: Cornell University, SUNY Binghamton, Syracuse University, and the University of Rochester.

**Location:** The Freezer is located adjacent to the Annex Library, Cornell University. Approach to the Annex Library is by Orchard Road opposite the intersection of Route 366 and Caldwell Road (next to the Cornell Orchards) in Ithaca, NY.

**Use:** The Freezer is available as a regional resource to the universities participating in the original coordinated grant and to nonprofit libraries, archives, historical societies, and museums in the Central New York area. Use is subject to the conditions stated and must be under the supervision of Cornell University Library Conservation Department personnel.

**Cost:** A library using the freezer will be charged on a cost-for-use basis covering the immediate expenses (electricity, repair, and replacement of supplies) related to a particular incident. The user library may be asked to provide staff to help with cleanup after the freezer is emptied.

**Time Limits:** To insure the general availability of the Freezer and avoid its being tied up with one collection for long periods, users are encouraged to organize the ultimate disposal of their materials and arrange vacating the Freezer in a timely fashion, normally within four weeks.

**Minimum Load Limits:** Small disasters- involving fewer than 500 books- are usually best dealt with by immediately organizing air drying operations. Except under special circumstances, the use of the Freezer for very small loads will be discouraged. Staff of the Preservation and Conservation Department can be contacted for advice on dealing with small disasters. 607-255-9440

**Capacity:** The Freezer can accommodate about 9,000 books or 900 cubic feet of documents. Actual capacity may vary widely depending on the material, the type of crates or boxes used, and packing methods. The load capacity of the freezer box is significantly less than the calculated cubic feet because of space occupied by the refrigeration equipment and the need to allow air circulation around the packed materials.

Inside measurements of Freezer: 12'10" x 17'8" x 7'9" high

Floor area: 227 square feet

Total volume: 1,757 cubic feet

**Temperature:** Operating temperature of the Freezer is -20°F, + 5°.

**Liability:** A responsible administrator from an institution using the Annex Freezer will be asked to sign an agreement stating that the institution uses the Freezer at its own risk.

**Contact:** Cornell University Library Preservation/ Conservation Department:

Main Telephone: 607-255-9440

Director: 604-255-9687

## Fire Safety or Natural Gas Leak

Signal: Smoke Alarm or Voice Advisory

All Clear: Patrons and staff will be advised by the Fire Chief or Director when it is safe to re-enter the library.

Each room has directions for evacuation clearly posted.

1. Upon hearing an alarm or voice advisory, patrons and staff are to leave the library at a fast walking pace. If time permits, the Director or other Staff should close all windows and doors.
2. Everyone will leave the building.
3. Patrons and staff are to move at least 50 feet from the building after exiting the doors. All roadways and entrances should be kept clear. Everyone should gather at the Bandstand to make sure all are accounted for.
4. Upon the all-clear signal from the Fire Chief or Director, patrons may re-enter the library.
5. The Director or Staff has the authority to close the library for the remainder of the day.

In the event of a fire (no matter how small) or a natural gas leak, your first obligation is to the safety of the patrons and the staff. Evacuate the library immediately and notify the fire department regarding the location of the fire or National Fuel regarding a gas leak.

Know the recommended exit route for every room.

Fire extinguishers are located in the Children's Room next to the exit door and in the main room beside the alcove with the television.

## Bomb Threats

The paramount concern will be for the safety of the patrons and staff of the library.

A bomb threat is a declared sudden emergency requiring everyone to leave the endangered buildings immediately. Any staff or patron who receives information that a bomb threat to the library has been issued shall notify the Director or Staff. Law enforcement officials should also be notified.

1. The library shall be evacuated immediately of all patrons and staff, except for the Director, Police Chief and personnel assigned to aid in the search. No patrons or staff will be permitted to re-enter the library until the Director and law enforcement officials are satisfied that the best possible search has been completed and the library is safe.

2. Emergency go-home procedures shall be in effect. Law enforcement officials shall be called to aid in the search for the bomb and apprehending the perpetrator. The fire department shall be contacted and put on station alert.

Library authorities, after consulting with the law enforcement officials, must make an informed decision about re-entry into the building. The Director has the authority and legal responsibility to decide when everyone may re-enter the library after a criminal investigation. Based on information received, one of the following decisions may occur:

1. Re-enter the library
2. Relocate patrons to another facility.
3. Re-enter the library within a set time limit.
4. Close the library for the day.

Any individual receiving a bomb threat over the telephone should refer to the following page and complete the questions to the best of their ability.

### Telephone Procedures- Bomb Threat Checklist

Instructions: Be calm, be courteous, listen, do not interrupt the caller. Notify another individual by pre-arranged signal while caller is on the line.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Caller's Identity: SEX:  Male  Female AGE:  Adult  Juvenile Approximate Age: \_\_\_\_\_

Origin of call:  Local  Long Distance  Booth  Internal (from within building)

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### Bomb Facts

Pretend difficulty hearing--- keep the caller talking—If caller seems agreeable to further conversation, ask questions like:

When will it go off? Certain hour? \_\_\_\_\_ Time remaining: \_\_\_\_\_

Where is it located: \_\_\_\_\_ Area: \_\_\_\_\_

What kind of bomb? \_\_\_\_\_ Where are you now? \_\_\_\_\_

How do you know about the bomb? \_\_\_\_\_

What is your name/address? \_\_\_\_\_

If building is occupied, inform the caller that detonation could cause injury or death.

Did the caller appear familiar with building by his description of bomb location? Write out the message in its entirety and any other comments on a sheet of paper and attach to this checklist.

Voice Characteristics:	Accent	Manner	Background Noise
<input type="checkbox"/> Loud	<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Music
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Foreign	<input type="checkbox"/> Rational	<input type="checkbox"/> Office
<input type="checkbox"/> Raspy	<input type="checkbox"/> Race	<input type="checkbox"/> Coherent	<input type="checkbox"/> Trains
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Region	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Traffic
<input type="checkbox"/> Soft		<input type="checkbox"/> Angry	<input type="checkbox"/> Animals
<input type="checkbox"/> Deep		<input type="checkbox"/> Irrational	<input type="checkbox"/> Voices
<input type="checkbox"/> Pleasant		<input type="checkbox"/> Incoherent	<input type="checkbox"/> Quiet
<input type="checkbox"/> Other		<input type="checkbox"/> Emotional	<input type="checkbox"/> Factory/Machines
		<input type="checkbox"/> Laughing	

Speech	Language
<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent
<input type="checkbox"/> Distinct	<input type="checkbox"/> Fair
<input type="checkbox"/> Stutter	<input type="checkbox"/> Foul
<input type="checkbox"/> Slurred	<input type="checkbox"/> Good
<input type="checkbox"/> Slow	<input type="checkbox"/> Poor
<input type="checkbox"/> Distorted	<input type="checkbox"/> Other
<input type="checkbox"/> Nasal	
<input type="checkbox"/> Lisp	
<input type="checkbox"/> Other	

## Earthquakes

Earthquakes may strike without warning. The following procedures should be followed:

1. Indoors: Action Drop Procedure (See Below) Drop on the floor away from glass areas. Do not try to leave the building.
2. Outside: Get away from the building, utility poles and trees. Immediately take protective position.

When the earthquake ends:

1. Provide guidance to the patrons and staff, check for injuries, assess damage.
2. Unless imminent danger, stay put, do not leave the area.
3. Assessment will be made of the building and an advisory issued.

### Action Drop Procedure

The drop procedure is to be taken at the instant a disaster such as an earthquake or explosion is detected. Action drop is accomplished by assuming the protective position: drop to your knees or remain standing hunched over, clasp both hands behind the neck, bury your face in your arms, make your body as small as possible, close your eyes, and cover your ears with your forearms. Be sure that your body is turned away from windows or other glass that may shatter.

The signal for action drop will be a verbal command from the Director or staff. A disaster, such as the shaking of the earth in an earthquake will also signal an action drop.

## Tornado/ Severe Weather

### Definitions:

Tornado Watch- the weather is right for the production of tornadoes.

Tornado Warning- A tornado has been sighted visually or by radar.

1. Upon receiving a tornado watch, all persons shall immediately be alerted to await further instructions.
2. Upon receiving a tornado warning or other severe weather warning, notification shall be given to all patrons and staff to move in orderly fashion to the library's work room closet and hallway. The bathroom door should be shut.
3. Staff should try to treat the situation in as "routine a way" as possible to avoid panic.
4. Be prepared to assist patrons who may have emotional reactions to the situation.
5. After taking shelter, if the storm is imminent, persons in the shelter area should take one of the following positions:
  - a.) Drop procedure: down on knees, lean forward, cover as much of exposed body as possible by crossing arms and burying face in the arms with backs to the natural light.
  - b.) Cross legs, sit on floor, cover face with folded arms with backs to the natural light.
6. Children will only be released to parents and/or guardians. This release will be done only by the Library Director or staff in charge.
7. All persons shall remain in the shelter area until the all-clear signal is received or it becomes unsafe to remain in the shelter area.
8. Closing the library due to weather conditions is at the discretion of the Director or staff in charge.

## Violence Intervention

There are two general categories of violent behavior that we may be confronted with in our libraries: physical fights and individuals who are threatening harm either with or without a weapon. Below are strategies for dealing with both types of incidences.

### Breaking Up Fights

1. Pay attention to warning signs and intervene before actual physical altercations, if possible.
2. Get assistance.
3. Remove obstacles, possible weapons, and others- dismiss any audience.
4. Identify yourself; attempt verbal intervention; use noise distraction- shout, clap, drop a book.
5. Give specific commands; remain non-judgmental.
6. Identify the aggressor; intervene to separate by removing the aggressor after first energy peak falls.
7. If one of the participants has a weapon, don't try to disarm. Wait for help.

### Dealing With An Individual Who Is Threatening With a Weapon

1. Use emergency notification, if possible.
2. Use reflective listening to deal with the individual until help can arrive:
  - a.) Say "I hear"; "You sound angry/upset/worried."
  - b.) Talk about your family, etc. to try to bond with the person-he/she will be less likely to hurt you if they see you as an individual; listen
  - c.) Try to get the subject to say he/she won't hurt you.
  - d.) Use "where, what, how" to ask questions; not "why"
3. Make no quick moves; be passive; cooperate; maintain a distance and allow the person an escape route.
4. DON'TS
  - a.) Don't confront or antagonize (don't ask why)
  - b.) Don't negotiate- a professional will be there to do that.
  - c.) Don't tell the person to relax or calm down.
  - d.) Don't empathize ("I understand how you feel")
5. Remember that time is your ally
6. In the early stages, attempt to get the person to let others leave- but don't push the issue

## Pest Infestation

The purpose of this policy is to prevent and address insect infestations within the library and within library materials.

### Prevention:

#### Routes of Entry

Windows and doors should be tightly sealed; weather stripping may be necessary. Any cracks or holes on the outside of the building, including entry points for utilities and pipes should be sealed. Keep tree branches and shrubbery well-trimmed and away from the building.

#### Water Sources

Pipes in collections areas and other sources of water such as restrooms, kitchens, or climate-control equipment should be inspected routinely to guard against water leakage. Roofs and basements should be inspected periodically to ensure that there is no standing water or flooding. Where problems recur, frequent inspections are necessary.

#### Food Sources

If functions that include refreshments are held in library spaces, all leftovers should be tightly sealed or removed. Vacuuming and kitchen cleanup should be done immediately. All food should be stored in tightly sealed glass or metal containers or refrigerated, and a plastic garbage can with a tight-fitting lid should be provided for food waste. Trash should be removed from the building daily.

#### Incoming Collections

It is particularly important to develop strict procedures for dealing with newly acquired collections, since such collections have often been stored in attics or basements that are hospitable to pests.

Examine incoming material immediately to see if there is evidence of infestation. Work over a clean light colored surface. Remove all objects from storage or shipping enclosures and look at the binding, pages, and hollow (if any) in books. Examine frame backings and mats, wrappings, and other accompanying materials. Look for live creatures, insect droppings, larvae, or bodies.

#### Pest Monitoring

Effective implementation of a pest management program requires routine monitoring of pest activity. Routine monitoring using traps provides information about the type of insect(s), their entry points, the number of insects, where they are taking up residence, and why they are surviving. This information allows for identification of problem areas and development of a species-specific treatment program.

The most commonly used insect traps are sticky traps, available from most hardware and grocery stores. Several types are available: flat traps, rectangular box-shaped traps (motels), and tent-shaped traps. Many conservators recommend the tent traps as the easiest to handle. Whatever type and brand is chosen, consistency should be maintained so that data can be interpreted accurately.

The basic procedure for monitoring is as follows: 1) identify all doors, windows, water and heat sources, and furniture on a building floor plan; 2) identify likely insect routes, and mark trap locations on a floor

plan; 3) number and date the traps; 4) place the traps in the area to be monitored, as indicated on the floor plan; 5) inspect and collect the traps regularly; and 6) refine trap placement and inspection as necessary, according to the evidence collected. Relocate traps (if initial results are negative) and try again.

### Treatment of Pest Problems Within the Building

It is important to remember that sighting one or two insects is an occasion for monitoring to determine the extent of the problem; it is not necessarily a crisis situation. In the past, insect sightings often occasioned an indiscriminate use of pesticides.

If a serious insect infestation occurs, or if insect problems do not respond to the preventive techniques discussed above, direct treatment for insect infestation may be necessary. This strategy should be used as a last resort. Both chemical and non-chemical treatments are available; non-chemical means should be used wherever possible. The library will consult with professional exterminators on infestation of the library building.

### Procedures for Handling Infested Books

Action must always be taken quickly to prevent the spread of pests and damage.

Please be sure to examine all books and other materials that are discharged or donated for insects as well as for damage. (In the case of hardcover books, it is important to open the book to check the spine.)

Bed bugs are commonly transported to the library via library materials. If a staff person finds a crawling insect in library materials, they can determine if it is a bed bug using internet search images. Staff should also look for insect feces on the pages of the book, dead insect skins, and treat the material as if it had a live insect.

Bed bugs are very small, brownish-red insects that are about the size of an apple seed. They cannot fly or jump. They remain hidden in daylight and avoid air movement, so they will be likely to hide in the tight dark space of a library book spine. They do not travel on animal or people, but occasionally travel on jackets or in bags.

One visible sign of bed bugs are small black specks from their feces. These are typically found on the pages near the spine of a book.

*If insects are found in the book(s),*

1. Keep calm. (Please do not alarm the public. Information will be disseminated through appropriate personnel if needed.)
2. Hold the material away from your body, so they cannot travel on your clothing unnoticed.
3. Seal the book in a zip-lock plastic bag located at circulation desk.
4. Label the bag "DO NOT OPEN." And date the bag.
5. Place the book in the freezer of the staff refrigerator.
6. Examine books in the immediate vicinity of the contaminated book for other bugs. (This should include the books in the delivery it came from as well as the shelf where the book would normally reside.)
7. Notify your Library Director.

8. When you get home, take all the clothes you were wearing and put them directly into the dryer on the highest setting for 30 minutes. This will kill bed bugs at all stages of development.

The Library Director will inform the board of trustees, STLS Delivery team, if necessary, and will communicate necessary messaging to the public and to staff.

If infested materials were found in the book drop, the cart will be emptied of items and placed in Ziploc bags. The book drop will be locked and/or a sign placed on it that it is temporarily out of use.

Suspending interlibrary loan: The library will communicate with the Southern Tier Library System delivery team to assess the interlibrary loan. In the case that it is not recommended that materials be shared from Alfred, the Library will temporarily suspend interlibrary loan, working with STLS staff to coordinate this process.

The Library Director will work with pest control services to treat any areas that are severely infested.

Destroying and discarding infested furniture: If unusable and placed outside for removal by waste management services or someone with an open truck.

Destroying infested books: If it is deemed necessary to discard a book, it should be placed in a garbage bag and into the dumpster while still encased in the plastic that was around it in the freezer to eliminate the chance for scattering of insect larvae or eggs.

Adopted by the Board of Trustees: February 15, 2022