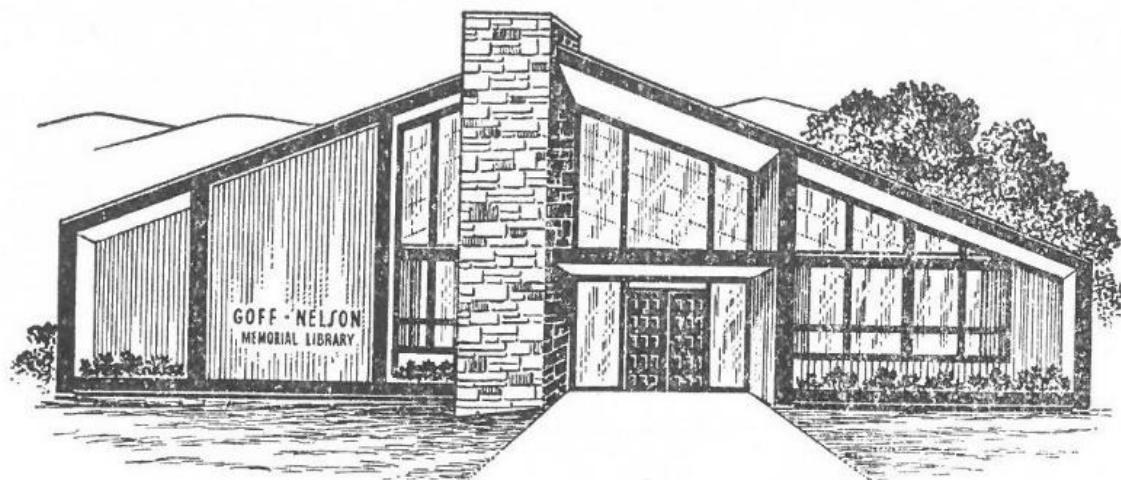


# **Tupper Lake Public Library**

## **Policy Manual**



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# Contents

Bylaws.....	5
Article I: Name .....	5
Article II: Management.....	5
Article III: Officers .....	5
Article IV: Meetings .....	5
Article V: Indemnification.....	6
Article VI: Library Director.....	6
Article VII: Amendments .....	6
Board Meetings .....	6
Circulation.....	7
Hours.....	7
Patron Confidentiality.....	7
Library Card Registration .....	7
Items needed for a Library Card .....	7
Patron Responsibilities.....	7
Cards for Children.....	8
Renewal Date for Library Cards .....	8
Fees, Lost and Damaged Items, and Borrowing Limits .....	8
Interlibrary Loan .....	9
Collection.....	9
Responsibility for Selection.....	9
Criteria for Selection.....	9
Interlibrary Loan .....	10
Gifts and Donations .....	10
Weeding .....	10
Potential Problems or Challenges .....	10
Challenged Materials .....	10
Library Behavior Policy.....	11
Child Behavior and Safety Policy.....	12
Unattended Children .....	12
Volunteering at the Library.....	13
Philosophy.....	13
Principles.....	13
Animals in the Library Policy.....	13
What is a service animal?.....	13
What is <b>not</b> a Service animal? .....	14
When might a patron be asked to leave with an animal?.....	14
Special Exceptions .....	14
Technology .....	14
Computer Workstations .....	14
Wireless.....	15
Appropriate/Inappropriate Use .....	15
Meeting Room Policy .....	15

General Guidelines.....	15
Reservations .....	15
Rental Fees.....	16
Meeting Rules .....	16
Additional Notes .....	16
Policy Violations.....	16
Walk-In Use (Simmons Room) .....	16
Whistleblower Policy.....	17
Emergency Policy .....	17
Fire .....	17
Health Emergencies .....	17
Bomb Threats.....	18

# Bylaws of The Tupper Lake Public Library

## *Article I: Name*

This organization shall be called “The Board of Trustees of the Tupper Lake Public Library [AKA Goff-Nelson Memorial Library]”, existing by virtue of the provisions in the Absolute Charter Number 8434 granted by the Regents of the University of the State of New York on June 28, 1963, and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter. The Tupper Lake Public Library [AKA Goff-Nelson Memorial Library] is located on 41 Lake St. in the village of Tupper Lake, New York. Hereinafter called “the Library.”

## *Article II: Management*

1. The business and affairs of the Library shall be managed and conducted by a Board of Trustees that shall be no less than 5 members.
2. The term of the members of the Board of Trustees shall be for five years, and may be voted for renewal.
3. Vacancies which occur shall be filled by the Board of Trustees. Any Trustee who shall fail to attend three consecutive regular meetings of the Board, unless there are extenuating circumstances, shall be deemed to have resigned as a Trustee, and the vacancy shall be filled as soon as possible.

## *Article III: Officers*

1. The Officers of the Board of Trustees shall be elected at the first regular meeting of the new year and there shall be a President, Vice-President, and Secretary, all to be elected from among the Board of Trustees.
2. Officers shall serve a term of one year from the meeting at which they are elected and until their successors are duly elected.
3. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.
4. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

## *Article IV: Meetings*

1. All meetings are subject to open meeting law ([Education Law, §260-a](#)).
2. There shall be at least four meetings a year or as many as required by the State Regents of New York. The date of the next meeting shall be named at the current meeting. Notice of the regular meetings shall be given at least one week in advance, either by telephone or email.
3. Special meetings may be called by the Secretary at the direction of the President, or at the request of at least one-third of the Trustees.
4. A quorum for the transaction of business at any meeting shall consist of a majority of the entire Board who shall be present in person. In the absence of a quorum, the Trustees present may adjourn the meeting to another date.
5. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown:
  - o Call to order
  - o Public Comments – 5 minutes
  - o Minutes
  - o Financial report

- Reports
- Old business
- New business
- Close meeting

6. The Director (Library Director) shall attend all meetings, may participate in the discussions and offer professional advice, but is not allowed to vote on any question.

#### *Article V: Indemnification*

Every Trustee and officer and staff member of the Library shall be indemnified by the 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 of any other right to which such person may be entitled.

#### *Article VI: Library Director*

1. The Board of Trustees shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library.
2. The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.

#### *Article VII: Amendments*

These by-laws or the Library Policy may be repealed, amended or added to by a majority vote of the whole Board of Trustees at a regular meeting. Such action may be taken only after the proposed changes have been presented in writing at a prior regular meeting.

## **Board Meetings**

The function of the regular meetings of the Tupper Lake Public Library Board of Trustees is to conduct the business of the Tupper Lake Public Library.

Although Library Board meetings are public meetings, they are not public hearings. The Board does, however, encourage public attendance at its meetings and provides an opportunity for public comment.

1. Time will be reserved at the beginning of each Library Board meeting for public comment.
  - a. Public comment is limited to this period.
2. Members of the public who wish to speak are asked to identify themselves and provide their address and group affiliation, if any, to the board before speaking.
3. As a courtesy, it is appreciated if notice of an intention to speak at a Board meeting is given to the Library Director in advance of the meeting.
4. The public comment period is limited to 15 minutes in total. Each speaker is allowed a maximum of 3 minutes. The public comment period may be extended by a majority vote of the Library Board.
5. Public comments will be addressed to the entire Library Board but there will not be a response from either Board members or the Library Director.
6. If, at any time, persons appearing before the Library Board engage in inappropriate language or behavior, it shall be the responsibility of the President to declare that person out of order and to refuse him or her permission to continue to address the Board.
7. Comments made by members of the public become part of the meeting record.

# Circulation

## Hours

Tupper Lake Public Library serves the community through open hours' year round in addition to a virtual presence. The library observes most federal and state holidays; specific hours are posted in the building, on the website, and on social media.

## Patron Confidentiality

TLPL ensures patron confidentiality by protecting transaction records and other private information, within the limits of state and federal laws. The New York State Civil Practice Law & Rules Section 4509 states:

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

<http://codes.findlaw.com/ny/civil-practice-law-and-rules/cvp-sect-4509.html>

## Library Card Registration

Individuals requesting a library card must live, own property, go to school, or work within the Tupper Lake Central School district (TLSCD).

Individuals visiting the area for a limited period of time and do not have a local address, are not eligible for library cards. In special circumstances, individuals may be permitted to create a temporary account at the Library Director's discretion.

### *Items needed for a Library Card*

- Valid photo ID with current address
- If the address on the photo ID is not current, the applicant needs proof residency. Such as:
  - Imprinted checks with current residential address;
  - Mail postmarked within the last 2 months;
  - Telephone, utility, rent, or tax bills.
- Seasonal residents must show proof of their local address in addition to their photo ID.
- Non Residents who work within the TLCSD need to provide proof of employment

### *Patron Responsibilities*

By creating an account with the library, the patron is agreeing to:

- Be responsible for all materials borrowed with their card or, if a parent or guardian, to be responsible for the cardholder's selection and use of library materials.
- Pay all fines and fees associated with their card.
- Report the loss, theft, or abuse of their card immediately.
- Be responsible for any items checked out on their card prior to being reported lost.
- Report any changes in their account information.

## *Cards for Children*

Children 5 years of age and older are eligible to receive library cards. For individuals under the age of 16, an adult or guardian must be present when creating a card and the parent or guardian must provide the same ID and proof of address as stated above. Please note that children may access and/or borrow any library resource with their library card and have the ability of requesting materials from other libraries through Interlibrary Loan.

## *Renewal Date for Library Cards*

Expiration dates for library cards is two years. Most renewals will require only a confirmation of contact information.

## **Fees, Lost and Damaged Items, and Borrowing Limits**

The Tupper Lake Public Library is a fine free library. However, if an item is lost or damage, patrons are required to pay to replace the item.

### *Overdue Fees and Notices*

- Fines will accrue when items become overdue. Fines for most materials (books, DVDs, CDs, etc.) **will be dismissed upon return of the item.**
- Printed overdue notices will be mailed 14, 21, and 35 days after due date. If there is no contact by the second notice, the patrons account will become delinquent and they cannot borrow any more materials until the overdue items are returned. A final notice, which includes a bill, will be sent at 43 days and the bill and **plus a \$5 restocking fee** will be added to the patrons account.

### *Recovery of Long Overdue Materials*

- The Library recognizes that circulating materials should be returned on a timely basis so as to provide the best possible service to all the patrons of the Library.
- Additional notices may be sent for the recovery of long overdue materials as needed to recover materials:
- Borrowers account will become delinquent if one of the following conditions applies:
  - The total amount of money owed is \$5 or more.
  - There is no response by the second late notice.
  - Any items are more than 43 days overdue.
- Any failure to return materials will incur fees as set forth in this policy.
  - Long overdue items are assumed to be lost. Borrowers will be responsible for the cost of the item(s) if not returned. If the replacement fee for the lost item is paid **plus a \$5 restocking fee**, the fines will be waived.
- After 43 days' overdue items will be considered lost and a bill will be mailed for the replacement of the item **plus a \$5 restocking fee**. If the item is returned all fees will be forgiven.

### *Damaged Items*

A damaged item is defined as damage to such an extent that the item cannot be repaired and can no longer be circulated. The replacement cost for the damaged item will be determined by cost of the item **plus a \$5 restocking fee**. Replacement copies will not be accepted unless prior approval is given by the Library Director.

Borrowing Limits		
Item	Loan Period	Borrowing Limits
DVDs	1 week	5 per person
New Books, audiobooks, CDs	2 weeks	5 per person
Books, audiobooks, CDs	2 weeks	No Limit
Current magazines	1 week	5 per person
Older magazines	2 weeks	No Limit
Museum Pass	3 days	1 per group

## Interlibrary Loan

Materials not available at TLPL may be available at other libraries. Patron account must be in good standing to participate in this service and all materials are subject to the loaning institutions policy.

## Collection

The Tupper Lake Public Library provides the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. Due to the volume of publishing, the limitations of budget, and space, the library must have a selection policy with which to meet community interests and needs. The collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The American Library Association's Library Bill of Rights, The Freedom to Read statement, and The Freedom to View statement have been endorsed by the Tupper Lake Public Library Board of Trustees and are integral parts of the policy. These documents are appended

The collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

## Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Tupper Lake Public Library Board of Trustees.

While this responsibility may be shared with the Library staff, the director has the authority to reject or select any item.

## Criteria for Selection

1. The main points considered in the selection of materials are:
  - a. Individual merit of each item
  - b. Popular appeal/demand
  - c. Suitability of material for patron base
  - d. Local interest
  - e. Existing library holdings
  - f. Budget
2. Reviews are a major source of information about new materials. The primary sources of reviews for the Tupper Lake Public Library are (but are not limited to) Booklist, Bookforum, Kirkus Reviews, Library Journal, New York Review of Books, the New York Times Book Review, and Publishers Weekly.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

## **Interlibrary Loan**

Because of limited budget and space, the library cannot purchase all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Tupper Lake Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

## **Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose or refuse them as they see fit.

The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book when deemed appropriate.

Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the library director if no specific book is requested.

While the Tupper Lake Public Library appreciates gifts and donations, the library reserves the right to refuse donations based on condition, need, or decision of the director.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor. *The library cannot provide circulation information related to gifted or donated materials.*

## **Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

## **Potential Problems or Challenges**

The Tupper Lake Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

## **Challenged Materials**

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Request

for Reconsideration of Library Material" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Tupper Lake Public Library Board of Trustees.

## Library Behavior Policy

It is the policy of the Tupper Lake Public Library Board of Trustees that library staff will encourage, in a friendly and polite manner, the use and enjoyment of the library.

It is expected that all patrons will exhibit acceptable and legal behavior while using the library. Persons engaging in unacceptable behavior, as determined by the Library Director or other staff in charge, shall be required to leave. Some examples of unacceptable behavior:

- People shall not harass or annoy other patrons or staff.
- Patrons must be appropriately attired, which includes footwear and shirts.
- Personal hygiene shall conform to the generally accepted standard of the community. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be asked to leave the building.
- Patrons are not allowed to eat or drink in the library building except when approved by the director.
- For the health and safety of our patrons, Tupper Lake Public Library adheres to the ADA regulations. No animals, except service animals, are allowed in the library building, other than for sanctioned activities with prior approval from the Administration. (*See Animals in the Library Policy*)
- Photography and filming must be pre-approved by the library.
- Offensive language or actions, rude or lewd comments will not be tolerated.
- Solicitation in any form is forbidden.
- Littering of the building and library grounds is forbidden.
- Tobacco products and e-cigarette use is prohibited inside and near the library entrances. Tobacco use is defined to be any tobacco product e.g. cigarettes, cigars, pipes, and tobacco.
- Alcohol and illegal substances are prohibited inside the library and near the library entrances.
- Any carrying device that is brought into the building is subject to search when the person leaves the building. This includes, but is not limited to backpacks, purses, briefcases, etc.
- Cell phones and other electronic devices must be set to silent or vibrating mode. Phone conversations must be held in designated areas and maintained at reasonable volume.
- Weapons of any type are not appropriate in the Library.
- Personal items should not be left unattended and walkways must be kept clear at all times. Library Staff cannot hold personal items for patrons and will not be responsible for personal items left unattended.

Failure to follow these Rules of Library Behavior Policy will result in action being taken to correct the behavior or end the disturbance. The Library Director or designated employee has the right to ban a person from entering the library for an extended period of time because of unacceptable behavior. In all cases when necessary, the Tupper Lake Police may be summoned to assist in the enforcement of the Library Behavior Policy.

If requested, library staff will not search for patrons, identify if a patron is in the library, give patrons messages or reveal staff members schedules unless legally required to do so or in an emergency situation.

## Child Behavior and Safety Policy

The Tupper Lake Public Library welcomes children of all ages to use its facilities and services. In an effort to ensure the safety and well-being of the children and maintain an atmosphere of constructive library use, the following policy regarding appropriate use of the library by children and their caregivers is adopted.

Responsibility for the welfare and the behavior of children using the library rests with the parent/ guardian or an assigned chaperone. Though the staff will respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended. Staff may need to contact authorities such as the police either to assist with the enforcement of discipline in the library or to ensure the safety of an unattended child.

Young children should be attended and adequately supervised by a parent, guardian or caregiver who is a responsible person of at least 12 years of age. Older children of at least 12 years of age may use the library unattended provided they are able to maintain proper library behavior.

Truancy among children enrolled in public school will not be supported by the Library. Any public school student found in the library when school is in session is subject to being reported to the proper authorities.

The Library Board and staff are eager for children to use the library and welcome those who do so. Service to children is an important part of the Library's mission. The Library is free and open to unaccompanied children who are independent enough to use the resources for recreation, information and education. Children 11 and over may be in the library unaccompanied. However, based on behavior, staff may ask parents to remain with their children regardless of age.

Parents should be aware that the Library is a public building open to all individuals. It is not the Library staff's function or purpose to provide supervision or to care for children while parents or caregivers are inside or outside the Library. Staff will not monitor children leaving the library.

Adult patrons who are not actively seeking children's materials and linger in the Children's Room without a child will be asked to leave. This is for the safety of all children.

### *Unattended Children*

1. At all times, caregivers are responsible for the conduct and safety of their children on Library premises.
2. Caregivers are expected to be aware of the opening and closing times of the Library, bearing in mind that these can and do change. Power failures or other emergencies can occur and require unexpected closing of the building. Children left alone in the Library, or on Library grounds, could be vulnerable. Every effort will be made to contact the parents or guardians prior to closing.
3. If a child is left at the Library after closing time, or as the result of an emergency closing, the police will be called. Under no circumstances will a staff member take a child out of the building or transport children to another location. The police department, County Department of Social Services, or a juvenile welfare-related agency may be called if children under 12 years of age are left unattended in front of the building prior to regular opening time or have been left unattended in the building.
4. Children are expected to adhere to the same standards of conduct expected of adults. All Library users are required to respect Library property and to act in a manner appropriate to the use and function of the

Library. (see *Library Behavior Policy*). Children who are not using the Library appropriately or who require excessive staff attention or supervision, will be asked to leave the Library.

## **Volunteering at the Library**

### *Philosophy*

The Tupper Lake Public Library believes that an effective volunteer force enhances the Library's ability to provide quality services to the public. Furthermore, an active volunteer program is an integral part of the Library's relationship with the community.

### *Principles*

- A volunteer force brings a wide range of skills, talents, and experience from the community to the Library.
- A volunteer program provides community members the opportunity to gain an understanding of the nature and value of public library services.
- Volunteerism provides opportunities for positive community service and work mission.
- The Library's volunteer program is governed by Tupper Lake Public Library policies and procedures.
- Volunteers assist the paid Library staff in providing a variety of services beyond the scope of the regular Library budget and the regular duties of the paid staff.
- Volunteer services do not displace existing paid staff or eliminate appropriate staff augmentation requirements that may emerge from implementation of the Library's mission, changing conditions, or budgetary allowances.
- The administration of volunteer services is at the discretion of the Library Director whose responsibility is to operate the Library with the highest possible degree of professionalism.

## **Animals in the Library Policy**

TLPL strives to provide a safe and welcome environment for everyone. Therefore, in accordance with the Americans with Disabilities Act (ADA), service animals are allowed to accompany their handlers anywhere individuals with disabilities are allowed to enter. Service animals are defined under the Americans with Disabilities Act as being trained to do work or perform tasks for the benefit of a person with a disability. **Pets, therapy dogs, and emotional support animals are not considered service animals under the ADA.**

### *What is a service animal?*

The U.S. Department of Justice Civil Rights Division states:

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. **Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.**

[https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm)

### *What is not a Service animal?*

- Pets, therapy animals, and comfort animals.
- Animals in carriers.
- Animals in bags or purses.

### *When might a patron be asked to leave with an animal?*

Patrons will be asked to leave the library with their animal in the following situations; patrons are still welcome to return to the library without the animal.

- The animal is not a service animal.
- If the answer to the question “Is the animal a service animal required because of a disability?” is “no.”
- If the patron provides an insufficient answer to the question, “What work or task has the animal been trained to perform?” An example of an insufficient answer would be, “It is my therapy (or comfort) dog.”
- The service animal is “out of control and the animal’s handler does not take effective action to control it.”
- The service “animal is not housebroken.”

### *Special Exceptions*

The Library may choose to host programs that include the presence of an animal or multiple animals. Examples include, but are not limited to, trained reading therapy dogs, the Zoomobile, and naturalist programs. However, in deference to the needs of the public, as well as the needs of working service animals, these programs will follow these guidelines:

- Each program will have a clearly defined day and time, which will be advertised well in advance.
- The animal(s) will remain in the library’s meeting room.
- A trained handler will accompany the animal(s) at all times.

## **Technology**

### *Computer Workstations*

Tupper Lake Public Library provides public access to unfiltered Internet workstations as an informational and educational resource. All use of electronic information must be responsible, ethical, and consistent with the purpose for which the resource is provided. The internet is a vast network of information and resources. The library assumes no responsibility for content found on the internet. Use of the computer workstations are subject to the following guidelines:

- Users may use the public computers for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs
- Users may use the public computers for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals
- Public computer use is offered on a first-come, first-served basis.
- A user may be asked to finish their computer session if another patron is waiting to use the computer.
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes
- Users will respect the rights and privacy of others by not accessing private files
- Users agree not to incur any costs for the library through their use of the Internet service
- Users shall not create and/or distribute computer viruses over the Internet
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters

## *Wireless*

Wireless Internet access is available within Tupper Lake Public Library for use by library patrons.

Use of the wireless network is subject to the following guidelines:

- The library does not filter any content and cannot control information accessed through the Internet.
- The library assumes no responsibility for the independent use of the wireless network by children. Parents are responsible for the independent use of the wireless network, and the Internet, by their children under the age of 18.
- The library does not guarantee the availability of the wireless network. The network may not be available during times of high use or during technical problems. Signal strength and performance may vary within the building. Some areas may not have service or may experience slower service.
- The library expects patrons to configure their own equipment to access the wireless network and is not responsible for any damage resulting to personal equipment from improper configurations. Additionally, if assistance is required, the library holds no responsibility for technical problems resulting from services rendered.
- Wireless networks are not necessarily secure and the library does not guarantee the security of its wireless network. Information is not protected except when connected to web pages that employ encryption technology.

## *Appropriate/Inappropriate Use*

The library provides technology resources as a public service. Inappropriate use may result in denial of access to the library's technology resources. The library's networks may not be used for any unauthorized, illegal, or unethical purposes. The library prohibits use of the networks to access material that is obscene, pornographic, or adjudged to be harmful to minors. The library's wireless network is not intended to be a source of Internet service for any residence or business location. Excessive bandwidth use is not permitted.

Other Inappropriate use includes, but is not limited to:

- Profane text and graphics, sending/receiving information offensive to the general public as construed by the library staff,
- Lack of respect for the privacy of others; misrepresenting oneself as another user; attempting to modify or gain access to files, passwords, or data belonging to others; seeking unauthorized access to any computer system or damaging or altering software components of networks and databases; using the Internet for illegal, unethical or unauthorized purpose, unauthorized copying of licensed software, data & other copyrighted materials.

## **Meeting Room Policy**

The Library provides meeting rooms for use by community and nonprofit groups for educational, cultural, well-being or civic meetings. All groups are welcome to apply, provided they follow this policy. The Library may deny requests based on room availability, staffing, or excessive use.

Use of library space does **not** imply Library sponsorship or endorsement of any group or event.

## *General Guidelines*

- Library events have first priority for room use.
- Reservations are first-come, first-served.
- Meeting rooms are only available during library hours unless approved by the Director.

## *Reservations*

- Submit a completed reservation form in advance.

- A/V equipment may be available if requested on the form (not guaranteed).
- Renters must clean up the space and return furniture to its original place.
- All trash must be removed from the building.
- No smoking, vaping, alcohol, open flames, or candles.
- Food and drink require prior approval and any needed permits must be obtained by the renter.
- Renters must pay for any damages or professional cleaning if needed.
- Nothing may be attached to walls, floors, or ceilings without approval.
- Cancellations must be made at least 48 hours in advance.

### *Rental Fees*

- \$15/hour
- \$50 for half-day (up to 4 hours)
- \$100 for full day (over 4 hours)
- Additional \$15/hour if event occurs outside regular library hours
- Payment due by the day of the event (cash, check, or money order only)
- Fees may be waived by the Library Director

### *Meeting Rules*

- All attendees must follow the **Library's Public Behavior Policy**.
- The Director has final say over room use and fees.
- Meeting rooms may **not** be used for:
  - Business solicitation or fundraising
  - Political campaigning
  - Illegal or hazardous activities
- Attendance must not exceed room capacity.
- Minors must be supervised at all times.
- The Library is not responsible for lost or damaged property.
- Groups may not store materials at the library without approval.

### *Additional Notes*

- Groups may not use the Library's logo.
- Groups may not list the address of the Library as its mailing address.
- Rooms must be left clean and in original condition.

### *Policy Violations*

Failure to follow these rules may result in your meeting being stopped and/or future reservations being denied.

### *Walk-In Use (Simmons Room)*

The Simmons Room is available for use by walk-in users when not scheduled for use in advance by the Library or other eligible groups. To check on availability, call the library or ask at the circulation desk.

Following are the guidelines for this service:

- Users are not guaranteed the use of meeting rooms.
- Reservations scheduled in advance will always have preference. Rooms should be vacated at least 15 minutes before a scheduled meeting or Library program.
- In order to keep rooms reasonably available to all users, each group may be limited to two hours per day, subject to room availability.
- We ask users not to rearrange furniture or set up equipment so the room will be ready for scheduled groups.
- Rooms must be clean and all personal property and trash removed when users leave.

## Whistleblower Policy

The Tupper Lake Public Library is committed to operating in compliance with all applicable laws, rules, and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines the procedure to report actions that an employee reasonably believes violate a law, or regulation or that constitute fraudulent accounting or other practices. This policy applies to any matter which is related to the Tupper Lake Public Library's business and does not relate to private acts of an individual not connected to the business of the Tupper Lake Public Library.

If an employee has a reasonable belief that the Tupper Lake Public Library has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Library Director. If the employee does not feel comfortable reporting the information to the Library Director, he or she is expected to report the information to the Board of Trustees of the Tupper Lake Public Library.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, the Tupper Lake Public Library will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

The Tupper Lake Public Library will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the executive director, the Board of Directors, or to a federal, state, or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

The Tupper Lake Public Library may take disciplinary action against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

In addition, Tupper Lake Public Library will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or court truthful information relating to the commission or possible commission by the Tupper Lake Public Library or any of its employees of a violation of any applicable law or regulation.

## Emergency Policy

### *Fire*

Do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information

### *Health Emergencies*

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from

needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

The Rescue Squad/Police (911) should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

### ***Bomb Threats***

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, **ASK FOR THIS INFORMATION.**

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.