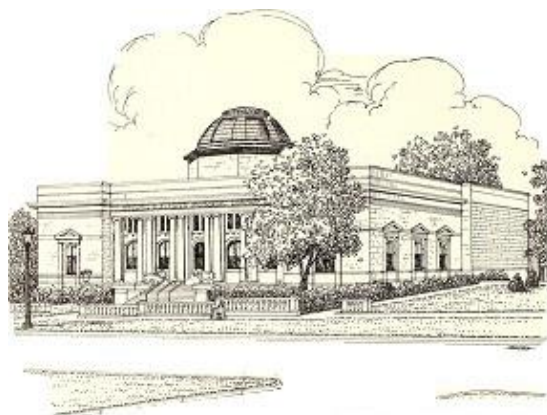


ROSWELL P. FLOWER MEMORIAL LIBRARY

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**POLICY MANUAL**



229 WASHINGTON STREET  
WATERTOWN, NY 13601

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## LIBRARY BILL OF RIGHTS

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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 abridgment 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, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

*Re-Adopted by the Roswell P. Flower Memorial Library Board of Trustees, December 8, 2009*

### An Interpretation of the Library Bill of Rights

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

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

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess [First Amendment](#) rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.<sup>1</sup> Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "[Libraries: An American Value](#)" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

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

*Adopted June 30, 1972 by the ALA Council, amended July 1, 1981, July 3, 1991, June 30, 2004.*

*Re-Adopted by the Roswell P. Flower Memorial Library Board of Trustees, December 8, 2009*

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## THE FREEDOM TO READ STATEMENT

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a

free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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

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

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

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

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

*A Joint Statement by:*

[American Library Association](#)  
[Association of American Publishers](#)

*Subsequently endorsed by:*

[American Booksellers Foundation for Free Expression](#)  
[The Association of American University Presses, Inc.](#)  
[The Children's Book Council](#)  
[Freedom to Read Foundation](#)  
[National Association of College Stores](#)  
[National Coalition Against Censorship](#)  
[National Council of Teachers of English](#)  
[The Thomas Jefferson Center for the Protection of Free Expression](#)

*Re-Adopted by the Roswell P. Flower Memorial Library Board of Trustees, December 8, 2009*



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## FREEDOM TO VIEW STATEMENT

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The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

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

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

**Endorsed January 10, 1990, by the ALA Council**

*Re-Adopted by the Roswell P. Flower Memorial Library Board of Trustees, December 8, 2009*

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**LIBRARY OPERATING POLICY**

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**LIBRARY HOURS:**

|           |                |
|-----------|----------------|
| Monday    | 9:00am-8:00pm  |
| Tuesday   | 9:00am-8:00pm  |
| Wednesday | 9:00am-8:00pm  |
| Thursday  | 9:00am-8:00pm  |
| Friday    | 9:00am-5:00pm  |
| Saturday  | 9:00am-5:00pm  |
| Sunday    | 12:00pm-5:00pm |

**HOLIDAYS:**

The library is closed for these legal holidays.

- New Year's Day
- Martin Luther King
- President's Day
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

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## LENDING RULES & PROCEDURES

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Borrowers must have a current library card.

### **Loan Periods**

Library materials (fiction & non-fiction) 28 days

Except for the items specified as high demand, library materials that circulate are loaned for 28 days. Some categories of library materials such as reference and microfilm do not circulate.

### **Material in High Demand**

|                            |         |
|----------------------------|---------|
| New Books – fiction        | 14 days |
| New Books – non-fiction    | 28 days |
| Civil service study guides | 7 days  |
| Movies (VHS and DVD's)     | 7 days  |
| Magazines                  | 7 days  |
| Music CD's                 | 14 days |

### **Renewals**

You may request renewals of the loan periods on your library materials at the Circulation desk or over the phone by calling 315-785-7705 or online at [www.ncls.org](http://www.ncls.org). Materials classified as high demand may not be renewed, with the exception of new books and DVDs, which may be renewed for one additional time period if there are no holds on the item. All other materials may be renewed up to two times (if no other patron has requested the item).

### **Overdue Fines and Other Charges**

| Material:   | Fines/Day | Max Fine/Item |
|---|-----------|---------------|
| Adult New Fiction Books                               | .50       | \$20          |
| Adult Fiction, Nonfiction, Music CDs, Audiobooks      | .25       | \$10          |
| Adult DVD's and Videos                                | 1.00      | \$10          |
| Adult Magazines                                       | .10       | \$5           |
| Teen Books, Magazines, Audiobooks                     | .10       | \$5           |
| Juvenile Books, Magazines, Audio-Books and Music CD's | .10       | \$5           |
| Juvenile DVD's and Videos                             | 1.00      | \$5           |
| OCLC items  | 1.00      | \$5           |
| Adult Multimedia Kits                                 | 1.00      | \$5           |

When an item is 60 days overdue, the patron will be billed for the replacement cost.

A borrower's privileges are suspended whenever there are 5 or more items overdue or when the amount of fines reaches \$2.00 or more.

### **Bankruptcy**

Flower Memorial Library recognizes the importance of library access to all members of the community, regardless of financial status. However, this philosophy must be balanced against the reality that some patrons, for various reasons, do not pay their debts to the library and the library suffers financially as result.

In cases where a patron has declared bankruptcy, the library acknowledges that it is legally barred from collecting the debt. Given that fact, when the library receives confirmation of a patron's bankruptcy as evidenced by a court decree, then that patron will be limited to two checkouts at a time. If the patron chooses, by their own initiative to pay the debt, then full borrowing privileges will be restored to that patron.

After one year, the patron may request a review of their account by the Library Director to determine if full borrowing privileges could be restored.

### **Item limits for certain materials**

There is an overall limit of 20 items per library card. New patrons will be limited to a 2 item checkout for the first three months. After that, if they are a patron in good standing, they will be allowed the normal limit.

Loan limits are on the following:

- 2 Civil Service Test books
- 5 Periodicals (Adult)
- 5 Periodicals (Juvenile)
- 4 Movies (VHS and DVDs)
- 3 Music CDs
- 1 adult multi-media kit (i.e. exercise kits)

The library reserves the right to adjust the number of items circulated to an individual by subject, format, or other criterion, as may be deemed appropriate in specific instances.

### **Deposits**

A \$10.00 deposit will be required to check out some testing/study materials (i.e., GED, SAT, ASVAB, and Civil Service Test books). The deposit will be returned to the patron once the material is returned to the library. If an item is not returned, the deposit will be used toward buying a replacement copy. (An item will be considered "not returned" once it is 21 days past the due date.)

### **Requests/Holds**

Persons may request an item in person, over the phone or via the on-line catalog. Items will be held for the patron seven days from when the item is placed on the hold shelf. Patrons are allowed to have a maximum of 10 holds.

### **Copier Charges**

Black and white copies – 20 cents per page  
Color copies – 75 cents per page

*Re-Adopted by the Roswell P. Flower Memorial Library Board of Trustees, July 11, 2017*

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## CONFIDENTIALITY OF LIBRARY RECORDS

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The Roswell P. Flower Memorial Library supports and complies with New York State Law (New York State Civil Service Practice Law & Rules 4509, Chapter 112, Laws of 1988) with respect to the confidentiality of library records. All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations, but will not be disclosed to others except upon the request or consent of the library user, or pursuant to subpoena, court order, or otherwise required by law. Such disclosures required by law, may be made only by the Library Director in consultation with the City Attorney.

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

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

*Adopted by the Roswell P. Flower Memorial Library Board of Trustees, March 8, 2011*

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## REPLACEMENT AND DAMAGED ITEM POLICY

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If an item is returned in damaged condition, the library will charge any fees to the account to which the item was checked out. The fees will be based on the amount of damage and the suitability of the item to continue to circulate to other patrons.

### *Damaged Item Guidelines*

Major damage is defined as severe water damage, dog chews, etc, 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 the Library Staff.

Moderate damage is defined as extensive stains, torn pages, broken spine, etc that will affect the item's suitability for circulation. The charges for the damage will be determined by the Library Staff based on time and materials replacement costs.

Minor damage is defined as scribbles in the front cover, or the cover needs to be taped, etc, and the item can still circulate as is or can be repaired.

### Fees for damage to items:

- Missing barcode -- \$1.00
- Missing or damaged cover artwork/booklet -- \$2.00
- Missing or broken CD case -- \$2.00
- Missing or broken DVD case -- \$2.00
- Missing audio book CD -- \$9.00/per item
- Missing audio book case- \$10.00
- Missing audio book sleeve- \$1.00
- Missing audio book cassette -- \$5.00/item

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**IDENTIFICATION REQUIRED FOR BORROWER'S CARDS**

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- A. Individuals requesting a library card must live or own property within Jefferson, Lewis, St. Lawrence or Oswego counties.
- B. Primary identification to be used is identification with a picture (preferably a Driver's License), which has the individual's current address. If the address information on the picture ID is not current or existent, then another form of identification must be presented which verifies the individual's address.
- C. Individuals who do not possess a valid picture ID must present two documents (paper or digital) that verify their current address.
- D. Children 10 and under must also be accompanied by a parent or legal guardian. The parent or legal guardian must present identification as outlined previously in this policy if they do not have a library card on record.
- E. Individuals who are living in this area temporarily and whose address may be an area motel, trailer court, etc., and who do not have a current, and valid New York State driver's license; and who are not receiving Social Services assistance, and who cannot provide a current utilities bill, or telephone bill mailed to them at the address given on the application, are to be accorded "**DEPOSIT ACCOUNT**" status and must leave a cash deposit of \$25.00. This deposit will allow those individuals to borrow two (2) items from the library. At the return of those two (2) items, another two (2) items may be borrowed, and so on. The deposit fee is returned at the time the individual ceases to borrow materials. Patrons have 6 months after their last book is returned to claim the cash deposit for the Deposit Account. After 6 months, the money becomes a donation to the library.

**Lost/Damaged Cards:** Patrons will be charged a \$1.00 fee for the first 3 replacement Universal Library cards that are lost or damaged. Thereafter, the card replacement charge will be \$5.00 per card.

**Renewal Date for Library Cards:** Expiration dates for library cards will be one year. Most renewals will require only a confirmation of contact information.

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## INTERLIBRARY LOAN POLICY

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### I. Principles

- a. The Interlibrary loan service supports the mission of the library by providing expanded access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the library. The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. In meeting patron needs, the library will exhaust local resources first, including its own collection and those of North Country Library System (NCLS) member libraries where possible, before requesting items on interlibrary loan.
- b. The Roswell P. Flower Memorial Library endorses the principles relating to interlibrary loan included in the American Library Association (ALA) Interlibrary Loan Code for the United States, the U.S. Copyright Law and U.S. Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines, and federal and state laws governing confidentiality of records.

### II. Definition

- a. An Interlibrary Loan request is defined as a request for library materials made on behalf of a Roswell P. Flower Memorial Library patron through other online catalogs. This does not include holds placed by patrons or staff for materials in automated libraries in the NCLS system.

### III. Patron Status

- a. Any patron with a “blocked or barred status” will be denied Interlibrary Loan Service.
- b. Patrons must renew or return overdue materials or pay bills before placing Interlibrary Loan requests.

### IV. Borrowing Rules

- a. Ten active requests are permitted at any one time per patron. A request is active from the time it is initiated until the item has been returned and checked in at the lending library and the record has cleared.
- b. Materials will be available for pickup for one week after they are processed. If an item was not picked up, it will not be requested again.
- c. There will be a \$1 per item charge for items not picked up within the seven days. The library director is authorized to make exceptions on a case by case base.
- d. Interlibrary Loan materials are checked out for 28 days or for a period stipulated by the lending library.
- e. Interlibrary Loans may not be renewed.
- f. Requests to borrow textbooks from other institutions will not be filled.

### V. Charges

- a. The library does not charge fees for the Interlibrary Loan service.
- b. There will be a \$2.50 charge for return postage for each item that has to be borrowed outside of the normal NCLS delivery route.
- c. The library always attempts to borrow from libraries who lend free of charge. However, if an item is only available from a library which charges a fee for loans, the item will be requested only if the patron agrees to pre-pay the fee. The patron is responsible for overdue fees, repair or replacement



costs. The library will make an effort to collect any such charges from the patron who received the materials.

- d. Hold notification may be accomplished in one of four ways:
  1. Calling the Library
  2. Checking patron account online
  3. Email notification
  4. Postcard (a fee of \$.35 for postage will be charged to be notified in this way).

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## REFERENCE SERVICE POLICY

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The Reference Desk is open when the library is open. If the Reference Librarian is busy or unavailable, patrons may leave a message if calling or write down their questions and the Librarian will contact the patron with the answer later.

### Reference Librarians:

- Will provide information in the form of short answers to specific questions and guidance in locating current, accurate, information for patrons who appear in person, call on the telephone or request information through correspondence.
- Will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone).
- Will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan when appropriate.
- May refer library users to other agencies and libraries in pursuit of needed information.
- May use not only the Library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.
- May not assist patrons in areas where confidentiality is an issue. These situations include Social Security numbers, personal medical records, credit card information, email accounts and passwords.
- Will assist patrons using technology available unless the situation compromises the integrity of the library's computer systems. These situations include sending patron's emails, connecting laptops to the network via cables, etc.
- Will assist patrons with computer issues by making suggestions only.
- Will treat all reference questions with a nonjudgmental and confidential manner.

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## COLLECTION DEVELOPMENT

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The purpose of a Collection Development Policy is to provide the public with an understanding of the scope and nature of the library's collection and explain the criteria used in building a collection that supports and expresses the library's commitment to meeting the needs of the community it serves. It is based on the library's (mission) community input and the service role of the library. Community, in the case of R.P. Roswell P. Flower Memorial Library, is the citizens of the Watertown area, and, in our role as Central Library of the North Country Library System, the residents of the surrounding counties which comprise the system's service area. The library provides current, high-interest materials in a variety of formats for people of all ages and actively encourages the use of collections, which are both recreational and support life-long learning. Instilling a love of reading in children is a high priority, as is supplementing the educational needs of patrons and furnishing timely, accurate information on a variety of topics. Library materials, including increasingly important electronic resources, reflect a variety of opinions, stimulate self-understanding and growth, enhance job-related knowledge and skills and increase knowledge of and participation in the affairs of the community, the nation and the world.

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

### Principles

Materials are selected and retained on a basis of their content and overall value. Roswell P. Flower Memorial Library represents all points of view and the library, as much as is possible, is a reflection of the community and its diversity. It also seeks to advance awareness of those cultures, traditions and ideas not represented in the local community. The selection principles promote the American Library Association's "Library Bill of Rights" and interpretations, "Freedom to Read Act," "Freedom to View Act," and "Intellectual Freedom Statement" and "ALA guidelines for Access to Electronic Information".

### General Criteria

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

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

- Inclusion of work in bibliographies, best lists, indexes

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

### **Adult Collections**

The Adult Services Librarian has primary responsibility for the selection and maintenance of collections for adult patrons.

#### **A. Fiction**

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

#### **B. Non-Fiction**

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

#### **C. Reference and Electronic Information Resources**

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

Selection criteria for printed Reference resources include:

- authoritativeness
- demands on subject area which circulating collection cannot meet
- ease of use
- format
- frequency of use
- scope and depth of coverage

Additional selection criteria for electronic and emerging formats include:

- acceptable response time
- availability of adequate startup and continuing funding
- capability for information to be downloaded
- capability for networked distribution
- demand for format in community
- durability of format for library use
- logical operation and ease of use for public and staff
- impact on equipment, staff, storage and space
- reduction/replacement of in print or other format materials
- suitability for direct public access
- technical quality of production or reproduction
- timeliness in updating information

#### D. Periodicals and newspapers

Periodicals are an important source of new ideas, topics, and consumer information as well as being in demand as recreational reading material. Therefore, Roswell P. Flower Memorial Library subscribes to approximately 120 periodicals and newspapers. The periodicals collection is reviewed yearly for additions and deletions. Electronic access to periodicals is an increasingly important resource. The same selection criteria apply to these materials as to similar materials in print format.

#### E. Audio and Visual materials

The same selection criteria apply to AV materials as to similar materials in print format.

Additional selection criteria include:

- technical quality of audio and visual reproduction
- presentation or experience that is unique to format and provides an alternative to print
- significance of performance or diversity in interpretation
- critical acclaim as demonstrated in awards, nomination for awards, and/or reviews by the performing arts community
- suitability to be circulated or housed in a sturdy, safe and convenient manner

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

## Youth Collections

The Children's Librarian has primary responsibility for the selection and maintenance of collections (excluding videos) for patrons from infancy through sixth grade as well as fiction for young adults, and the types of professional reference material described below. The diverse constituency served includes preschool children cared for at home as well as in day cares and preschools, public, private, and home school students, college students of children's literature, and adults who share literature with children.

The collections include:

- A. Picture books—Board books, wordless books, concept books, classic and contemporary picture book stories for preschool and early primary grade children, and very simple versions of folktales.
- B. Easy readers—Books specifically designed for the emerging reader (grades 1-2) to read independently

- C. Juvenile Fiction—Quality contemporary and historical fiction for readers from 7/8 years to 12/13 years (2<sup>nd</sup>/3<sup>rd</sup> grade through 6<sup>th</sup>/7<sup>th</sup>) as well as genres (fantasy, science fiction, mystery), a selection of the most popular paperback series, and a small number of sophisticated picture books.
- D. Juvenile Nonfiction—Informational books for youth up to 12 (grade 6) with an emphasis on folklore, the culture, customs and history of regions of the U.S. and other countries, natural and physical science, the arts and handicrafts, poetry, biography, and sports.
- E. Juvenile Periodicals—Popular and quality children’s magazines for use by children and their families.
- F. Juvenile Reference—Dictionaries, atlas, almanacs, encyclopedias and other materials for children’s research needs. The collection also emphasizes resources on the following topics for librarians, parents, educators, and college students: authors and illustrators of books for youth, reader’s advisory guidance, bibliographies, book talking, reading aloud, indexes to anthologies of folktales and poetry for children, and selected aspects of children’s literature. Reference materials are for in-house use only.
- G. Teacher Shelf—A small collection of professional titles containing ideas on using children’s literature in the classroom.
- H. Professional Reference Collection—Non-circulating titles on managerial aspects of youth services in public libraries, storytelling and programming for children and teens, teaching library skills, bulletin boards and displays, copyright-free art, and a small selection of picture books and public performance videos frequently used for library programs.
- I. Juvenile Audiocassettes—Unabridged versions of juvenile chapter books, read-alongs (picture book and cassette combinations), and a small selection of foreign language instruction, children’s songs, and storytelling.
- J. Young Adult Fiction—Standard titles in hardback, with multiple and ephemeral titles in paperback, for the recreational reading of youth ages 12/13 to 14/15 (7<sup>th</sup>-10<sup>th</sup> grades). Unabridged audiocassettes of young adult fiction are purchased as funds permit and demand dictates. (Young adult nonfiction is the selection responsibility of the Adult Services Librarian. It is inter-shelved with adult nonfiction and identified as YA by material code and spine label.)
- K. Additional Selection Criteria of Materials for Youth:
- Materials which meet the particular developmental needs of youth at different stages
  - Age and interest appropriate content and presentation
  - Emphasis on quality, critically acclaimed materials as demonstrated in awards specialized bibliographies, and/or reviews
  - Quality and aesthetics of illustrations to stimulate the imagination
  - Information and stories, which represent a spectrum of family styles and values
  - Materials which represent the richness and diversity of the youth’s local and world community
  - Awareness of curriculum-based needs of public, private, and home school students as well as college children’s literature students and Child Development Associate candidates
  - Awareness of high-demand materials for use with children in preschool classrooms

## Collection Maintenance

Roswell P. Flower Memorial Library recognizes the need for ongoing evaluation of its collections to assure provision of inviting, accessible and visually browsable items. This ongoing maintenance includes weeding, replacement, repair, and review of standing order agreements.

### A. Weeding Guidelines:

#### Discard:

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

### B. Retention Guidelines:

#### Retain:

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

## Censorship and Reconsideration of Library Materials

This Board believes that the only acceptable censorship is self-censorship, therefore, it is the intent of the Roswell P. Flower Memorial Library Board of Trustees that no challenged library material shall be removed from the collection except upon court order, and after adversary proceedings in which the Roswell P. Flower Memorial Library Board defends inclusion of the material, unless said material was placed in the collection in violation of this policy. There is a citizen's request form available to fill out and give to the Library Director.

*Re-Adopted by the Roswell P. Flower Memorial Library Board of Trustees, December 8, 2009*

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## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS POLICY

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The Flower Memorial Library subscribes to the American Library Association's Library Bill of Rights, which states in part, that "Books and other library resources shall be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials shall not be excluded because of the origin, background, or views of those contributing to their creation." The Library Bill of Rights continues by saying that "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." It is the Flower Memorial Library's responsibility to provide resources on many subjects, from multiple viewpoints, appealing to the public's diverse interests and tastes.

If you wish the Library to reconsider the purchase of a particular item you must complete and sign the Request for Reconsideration of Library Materials form. When the Library Director receives the form he or she will appoint an ad hoc committee of 4-5 members of the professional staff, including the Director and the librarian who initiated the order. The committee will examine the item in its entirety, taking into consideration the original reasons for purchase, and evaluate the item in light of the Library's selection policy, the Library Bill of Rights, and the item's critical reception. After the item has been thoroughly and objectively reviewed, taking into consideration the complainant's objections, the committee will respond in writing.

If the complainant wishes to appeal the decision of the staff committee he or she may do so to the Board of Trustees. The appeal must be submitted in writing and will then be placed on the agenda of the next regularly scheduled Board meeting. The complainant will be given the opportunity to state his or her case to the full Board, who will take the information under advice. The Board President will then appoint an ad hoc committee of three to five Board members and the Library Director to examine the item in question. The ad hoc committee will review the item and make a recommendation to the full Board at the next regularly scheduled meeting. The decision of the Board is final.

*Approved by the Roswell P. Flower Memorial Library Board of Trustees, August 9, 2013*



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CITIZEN'S REQUEST FOR RECONSIDERATION OF FLOWER LIBRARY MATERIAL

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1. Name: \_\_\_\_\_
2. Address \_\_\_\_\_
3. City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_
4. Complainant represents
  - a. \_\_\_\_\_ Him/her self
  - b. \_\_\_\_\_ Organization (Name) \_\_\_\_\_
5. Type of material? (Book, DVD, etc.) \_\_\_\_\_
6. Title: \_\_\_\_\_
7. Author: \_\_\_\_\_
8. Did you read/watch/listen to the entire work? \_\_\_\_ Yes \_\_\_\_ No
9. If not, what parts? \_\_\_\_\_
10. Are you aware of the judgment of this work by literary reviews? \_\_\_\_\_
11. What do you believe is the theme of this material? \_\_\_\_\_
12. What concerns you about this material? (Please be specific; cite pages) \_\_\_\_\_  
\_\_\_\_\_
13. Is there anything positive about the item in question? \_\_\_\_\_  
\_\_\_\_\_
14. What action do you think the Library should take in regards to this material? \_\_\_\_\_  
\_\_\_\_\_
15. What work would you recommend that would, in your judgment, be more appropriate? \_\_\_\_\_  
\_\_\_\_\_

Signature of complainant \_\_\_\_\_ Date \_\_\_\_\_

I was given a copy of the ***Reconsideration of Flower Library Material Policy***. \_\_\_\_ Yes \_\_\_\_ No

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## ACCEPTABLE PATRON BEHAVIOR

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It is the policy of the Flower Memorial 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 in designated meetings approved by the Administration.
- No animals, except service animals, are allowed in the library building, other than for sanctioned activities with prior approval from the Administration.
- 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.
- 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.

A person who has concerns related to unacceptable patron behavior may fill out an Incident Complaint Form or a Comment Form, both of which are available at the Circulation Desk.

Failure to follow these Rules of Acceptable Patron Behavior will result in action being taken to correct the behavior or end the disturbance. The Library Director or designated senior employee has the right to ban a person from entering the library because of unacceptable behavior. In all cases when necessary, the Watertown City Police may be summoned to assist in the enforcement of the Rules of Acceptable Patron Behavior.

*Adopted by the Roswell P. Flower Memorial Library Board of Trustees, July 11, 2017.*

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## CHILD BEHAVIOR AND SUPERVISION

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The Library has a responsibility to provide an environment that is safe and comfortable for every patron who appropriately uses its services and facilities.

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 under the age of 11 should not be left unattended in the library.*

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.

The following policy has been designed to communicate the Library Board's concern for the safety and welfare of the children it serves.

### **Unattended Children**

1. At all times, caregivers are responsible for the conduct and safety of their children on Library premises. Caregivers must provide appropriate supervision based on the ages, the abilities and the levels of responsibility of their children.
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 and Procedures). Children who are not using the Library appropriately or who require excessive staff attention or supervision, will be asked to leave the Library.

*Re-Adopted by the Roswell P. Flower Memorial Library Board of Trustees, September 9, 2014*

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## TEEN SPACE AND BEHAVIOR

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The Teen Space was created for the Library's teen patrons age 12 – 18 as they grow out of the Children's Room. Their environment was designed to meet their informational and social needs as they transition into adulthood.

- The Teen Space is open during all library hours and all patrons may browse and/or check out materials from The Teen Space but only teens are allowed to “hang out” in the Space and use the tables, seating, and computers located within during all library hours.
- Patrons younger than 12 are allowed in The Teen Space in the company of a teen (age 12 – 18) but will be asked to log off a computer if all computers are in use and a teen would like to log on.
- Patrons older than 18 are not allowed to “hang out” in The Teen Space even if accompanying a teen and will be asked to relocate to another section of the library.

Parents, guardians and caregivers are encouraged to utilize the seating outside The Teen Space to keep an eye on their teen(s) if they choose to do so.

- In addition, The Teen Space will adhere to the guidelines set forth in other sections of the Library's policies.

The following teen behavior guidelines were adopted by the Teen Advisory Board and shall also apply to the use of the teen space: (See Page 29)

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## TEEN SPACE RULES

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The Teen Space is a privilege, not a right.

### RULES TO FOLLOW:

1. Behave. Keep hands & feet to yourself.
2. This isn't a movie theater. No make out sessions.
3. No swearing.
4. This is not a playground. No wrestling, racing around or hide-n-seek.
5. Keep the noise to a minimum. Obey the yacker tracker!
6. Be nice to the furniture. You break it, you buy it.
7. No throwing things. Anything.
8. Music (clean version!) allowed at reasonable volume. Respect differences in taste.
9. If it's not yours, don't touch it.
10. Little brothers/sisters allowed to accompany a Teen unless they are being disruptive. Teens have priority for computers.
11. Cell calls — quick & quiet or not at all.

*Proposed and approved by the Teen Advisory Board. Endorsed by the Flower Memorial Library Board of Trustees*

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**INCIDENT COMPLAINT FORM**

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Date and Time: \_\_\_\_\_

Complainant: \_\_\_\_\_

Complainant's address: \_\_\_\_\_

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Complainant's phone number: \_\_\_\_\_

Synopsis of allegation – Continue on back if more room is needed

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**Witness(es)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_

**Action taken:**

\_\_\_\_\_ Employee called Police          \_\_\_\_\_ Referred to Director

\_\_\_\_\_ Complainant called Police from Facility

\_\_\_\_\_ Complainant stated he/she would report to the Police

\_\_\_\_\_ Complainant wished no action taken

\_\_\_\_\_ Other

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Complainant

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Employee



**ACCIDENT REPORT FORM**

|                         |                   |
|-------------------------|-------------------|
| 1. Date of incident:    | Time of incident: |
| Name of injured person: | Date of birth:    |
| Address                 | Phone:            |
| Parent/Guardian Name:   | Phone:            |

3. Location of Accident: \_\_\_\_\_

4. What activity was person doing when injured? \_\_\_\_\_

\_\_\_\_\_

5. How was the person injured? \_\_\_\_\_

\_\_\_\_\_

6. Medical Aid Rendered:

|   |  |  |
|---|--|--|
| None needed   |  |  |
| First Aid Given   |  | Describe:  |
| Paramedics called   |  |  |
| Doctor called   |  | Doctor's Name: <span style="float: right;">Phone:</span> |
| Taken to hospital   |  | By Whom: <span style="float: right;">Hospital:</span>    |
| Medical assistance refused by individual or parent/guardian |  |  |

7. Injured Person Released:

|                |  |                 |
|----------------|--|-----------------|
| To Parent(s)   |  |                 |
| To Parent(s)   |  |                 |
| To Other party |  | Name:<br>Phone: |



8. Name(s) of Witnesses at Time of Incident:

|       |        |
|-------|--------|
| Name: | Phone: |
| Name: | Phone: |
| Name: | Phone: |

9. Name of Staff Person Filling Out Report \_\_\_\_\_

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## COMPUTER USE INCLUDING ATTAIN LAB AND WIRELESS NETWORK

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A current library card is required for the use of all computers and wireless connections with the exception of the computers in the ATTAIN Lab.

Use of the computer is on a first-come, first-served basis in 60-minute blocks. The Library reserves the right to limit the number of sessions per patron/per day as usage warrants.

In the Computer Area, use is limited to two people at a workstation at a time.

If a patron has a “blocked” or “barred” status, according to library policy, they will not be able to use the library computers or wireless network unless they obtain the Library Director’s approval.

Black and white copies are 20 cents per page.

Color copies are 75 cents per page.

Limit of 50 pages printed per day.

Users may not:

- Use another person’s library card to use library computers or access the wireless network.
- Invade the privacy of others.
- Make any attempt to damage or modify computer equipment or software.
- Engage in any activity that is harassing or defamatory.
- Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library’s tax-exempt status or its proper operation.

The library’s Internet workstations are in a public community setting and may not be used for illegal, harmful, or damaging purposes. Furthermore, the computers may not be used to access potentially offensive or inappropriate information or images as determined by the sole discretion of the Director or designee. Filtering software is used to minimize and prevent access to offensive materials or images. Library computers must be used in compliance with these rules and with library policy in general. If a complaint is made, the library may use cameras or monitoring software to view patron’s computers.

Violations and unlawful activities will result in loss of computer privileges or the imposition of a barred status in accordance with library policy.

### Access by Minors

Children’s computers have a commercially produced filter which attempts to block inappropriate matter. The filters also prevent access to the following types of websites:

- Chat Rooms, email and other electronic communications.

- Hacking or other websites that allow minors to bypass security measures.
- Facebook and other social media sites.
- Any other sites that may be considered illegal or harmful to minors.

## **Wireless Network**

Access to the wireless network is obtained using the patron's library card and PIN. Patrons without a library card can obtain temporary login information at the circulation or reference desk.

The wireless network exists for patrons who are in good standing to access with the appropriate equipment in their laptop computers. Library staff will provide configuration settings for wireless network setup. However, the user is solely responsible for making these changes on their personal computers.

Wireless network printing is not available. Files may be saved to a device or emailed.

Communication via the wireless network should not be considered secure. Laptop users are responsible for selecting and installing security protection and maintaining current antivirus software.

When using the wireless network, library users must use earphones to make the sound inaudible to others.

Access to the library's wireless network is in a public community setting and may not be used for illegal, harmful, or damaging purposes. Furthermore, the library's wireless network may not be used to access potentially offensive information or images as determined by the sole discretion of the Director or designee. Filtering software is used to minimize and prevent access to offensive materials or images. The wireless network must be used in compliance with these rules and with library policy in general. If a complaint is made, the library may use cameras or monitoring software to view patron's computers.

*Re-Adopted by the Roswell P. Flower Memorial Library Board of Trustees, August 8, 2017*

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**LINKS FROM THE LIBRARY'S WEB SITE**

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The Roswell P. Flower Memorial Library web site is an online source of information for staff and patrons of the Library. Included on the website is a limited number of links to other web sites chosen because these links have been useful to staff in answering patron questions. These sites are selected to enrich, broaden, and complement the print and audiovisual library materials available and must be consistent with the Library's Collection Development Policy criteria.

Resources are constantly changing on the Internet. Since these linked sites are not under the control of the Library, they may change or disappear over time. New links will be added and current links evaluated regularly based on the Collection Development Policy criteria.

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## LIBRARY MEETING ROOMS

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Meeting rooms are available for use by community groups. The meeting rooms referred to in this document are:

- The Community Room located on the 1st floor near the Circulation Desk: Capacity 43 – 49 people.
- The Old Watertown Room located on the second floor next to the Reference Desk in the historic part of the Library; capacity 28 people.
- The 1812 McGivney Meeting Room located on the second floor in the historic part of the Library: Capacity 22 people.
- The South Reading Room is located on the main floor in the historic part of the Library: Capacity 66 people.

### General Guidelines

- Meeting rooms at the Library are meant to be used for informational, educational, cultural, and civic needs including activities such as discussion groups, panels, lectures, conferences, seminars, exhibits, displays, story times, puppet shows, and films.
- There is no charge for meeting room use by nonprofit groups.
- The use of a meeting room does not constitute Library or City of Watertown endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.
- Solicitation, admission or other charges, money-raising activities, and/or sales are not allowed.
- Meeting rooms may not be used for religious services or political campaigns (religious study groups and political forums are permitted).
- Functions must end, and meeting rooms vacated, no later than 15 minutes before the library closes.
- All functions will be conducted in a manner not to disturb other patrons in the Library.
- Groups must provide their own meeting supplies. The Library is not responsible for the loss of personal items, equipment or displays used by groups.
- Library needs will preempt any other scheduled event.
- There is no telephone service in the meeting rooms. Library staff are not available to accept calls or relay messages or page persons using the rooms, except in emergency situations.
- Displays may not be affixed directly to the walls of the meeting room. Library fixtures may not be removed from the walls.
- Due to tight schedules, each organization will be admitted to and must vacate the room at the appointed time.

### Reservations

Requests for use of a meeting room may be made by contacting the Library. Requests will be honored on a first-come, first-served basis.

- Person or groups wishing to reserve a meeting room shall file *Meeting Room Scheduling Request Form* with the Library Director or his or her agent. [Form attached]
- To reserve the meeting room the person in charge must be over 18 years of age.
- Reservations are accepted up to two months in advance.
- Notice of cancellation should be made as soon as possible. After 30 minutes a group may forfeit its reservation if it fails to appear as scheduled.
- If a group fails to show for two meetings in a row and does not call to cancel, all future reservations are forfeited until the group calls to reschedule.
- If a group is unable to keep the room reservation, it is requested that they give the Library at least a 24 hour notice. Notice may be given by phone, e-mail or in person.
- Meetings will not be scheduled before or after library hours. Group representatives may not enter the Library building before the regular opening time unless prior approval has been given by library administration.
- Groups may not assign their reservations to other groups.

### **Care and Use of Facilities**

- Please leave meeting rooms as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
- Furniture and/or equipment from the main area of the Library may not be brought into meeting rooms.
- Equipment, supplies, or personal effects cannot be stored or left in library meeting rooms before or after use.
- Attendance at meetings will be limited to the capacity of the individual meeting rooms as listed in this policy.
- Food can be served in the Community Room. If an individual wishes to serve anything other than simple refreshments in any other meeting room, these arrangements must be approved by the Library Director.
- Kitchen facilities or equipment will not be provided by the Library.
- The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
- Permission to use Library meeting rooms may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages the room, equipment, or furniture, or causes a disturbance.

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**MEETING ROOM SCHEDULING REQUEST FORM**

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- Please fill out both sides of this form completely. Missing information may cause delays in scheduling.
- Scheduling requests should be made at least one week in advance, but will not be accepted more than two months in advance of the requested date(s).

Organization Name \_\_\_\_\_

Responsible Party's Name \_\_\_\_\_

Address \_\_\_\_\_

Phones (day) \_\_\_\_\_ (cell) \_\_\_\_\_

(FAX ) \_\_\_\_\_ Email \_\_\_\_\_

Date(s) of Meeting \_\_\_\_\_ Approximate Attendance \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

**Indicate Meeting Room and Meeting Time:**

\_\_\_\_\_ Community Room (capacity not to exceed 49 people)

Meeting Time: \_\_\_\_\_ Set up time (if required) \_\_\_\_\_

\_\_\_\_\_ Old Watertown Room (capacity not to exceed 28 people)

Meeting time: \_\_\_\_\_ Set up time (if required): \_\_\_\_\_

\_\_\_\_\_ 1812 McGivney Room (capacity not to exceed 22 people)

Meeting time: \_\_\_\_\_ Set up time (if required): \_\_\_\_\_

\_\_\_\_\_ South Reading Room (capacity not to exceed 66 people)

Meeting time: \_\_\_\_\_ Set up time (if required): \_\_\_\_\_

**Setup Required**

\_\_ Classroom \_\_ Theater \_\_ Square \_\_ U-Shaped

\_\_ Other \_\_\_\_\_

**Equipment Needed** (available on a first come, first served basis):

\_\_\_ Screen

\_\_\_ Computer

\_\_\_ Computer Projector

\_\_\_ Overhead Projector

\_\_\_ Easel(s) (Organization must supply paper)

\_\_\_ Whiteboard (Library will supply markers)

I have read and agree to abide by the current Meeting Room Use Policy and confirm that this room will not be used for commercial purposes. I agree to notify the Library of any cancellation. Failure to do so may result in denial of future meeting room space.

Signature of Responsible Party or Designee \_\_\_\_\_

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

***Flower Memorial Library, 229 Washington Street, Watertown, NY 13601***

**Meeting Room Set Up**

***Community Meeting Room***

| <u>Available Layouts</u> | <u>Maximum # of People</u>   |
|--------------------------|--|
| Classroom Seating        | 12 or 16 (3 or 4 per table) 1 table for teacher and 4 max for students |
| Theater (chairs only)    | 42   |
| Square                   | 12   |
| U-Shaped                 | 3- table "U" = 13; 4 table "U" = 19                                    |

***Old Watertown Room***

| <u>Available Layouts</u> | <u>Maximum # of People</u>                                 |
|--------------------------|--|
| Large Oval Table         | 12 people; space is available for 1 additional large table |

***1812 McGivney Room***

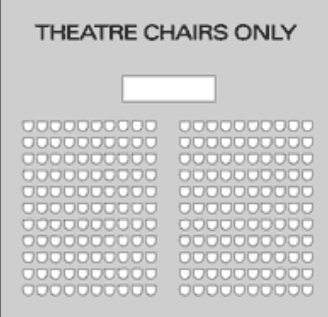
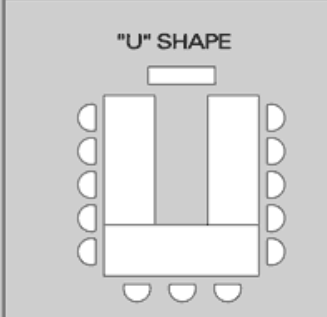
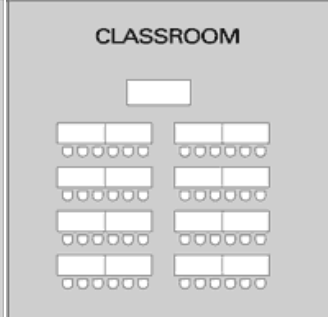
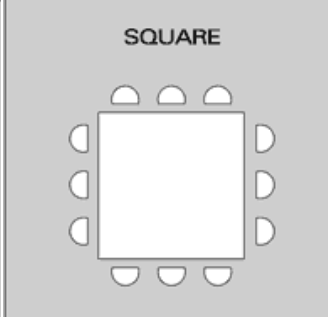
| <u>Available Layouts</u> | <u>Maximum # of People</u> |
|--------------------------|----------------------------|
| *Flexible Space          | 22 People                  |

***South Reading Room***

| <u>Available Layouts</u> | <u>Maximum # of People</u> |
|--------------------------|----------------------------|
| *Flexible Space          | 66 People                  |

\*room can be set up based on user's needs.

Room Configurations (please check box):

|  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>  |
| <b>THEATRE CHAIRS ONLY</b>   | <b>"U" SHAPE</b>  | <b>CLASSROOM</b>   | <b>SQUARE</b>   |
|  |  |  |  |

To reserve a room, contact Andrea Haley at 315-785-7702 or ahaley@ncls.org.  
Then, complete this form and mail it to: Andrea Haley, Administrative Secretary  
Roswell P. Flower Memorial Library,  
229 Washington Street  
Watertown, NY 13601

Form may also be faxed to 315-788-2584.



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## LOST AND FOUND POLICY

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When items are turned in or found at the library, the item will be labeled with the date found and approximate location where the item was found. The item will also be noted in the Lost and Found notebook and either placed in the Lost and Found drawer or left on the coat rack depending on the size of the item.

### Library Cards:

- Attempt to contact patron to let them know their card is here.
- If unable to contact the owner via email or telephone, make note in patron account under ATTN field in address 1.
- Attach library card to notecard with patron's name and date found.
- File the Library Card in lost card box in new card drawer at the Circulation Desk.
- Lost cards will be kept 180 days.

### Clothing : Coats, sweaters, hats, etc.

- Write description, location and date in Lost and Found notebook.
- Place the item on the coat rack.
- After 60 days, the items will be donated to a local charity

### Misc : Gloves, sunglasses, umbrella, personalized book marks, toys, etc.

- Write description, location and date in Lost and Found Notebook.
- Place the item in Lost and Found Drawer or the coat rack
- After 60 days, items will be donated to a local charity.

### Gadgets : Cell phones, thumb drives, keys

- Make attempt to contact owner from information found in cell phone.
- If unable to contact owner, write description, location and date found in the Lost and Found Notebook and place item in the Lost and Found drawer.
- After 60 days, items will be destroyed or turned over to law enforcement.

### Private : Credit card, driver's License, photo ID's, wallets

- Make attempt to contact owner from information found on credit card, license, other photo ID or from contents of wallet.
- If unable to contact the owner, write description, location and date found to the Lost and Found Notebook, and place the item in the Lost and Found drawer.
- After 60 days, items will be destroyed or turned over to law enforcement.

### Money :

- Write date and location found in Lost and Found Notebook.
- Place money in labeled and dated envelope and place in Lost and Found drawer.
- After 60 days, money will be put in the cash register using the Dept 7.

The patron must supply information in order to prove ownership of items other than clothes.

*Adopted by the Roswell P. Flower Memorial Library Board of Trustees, March 8, 2016*

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## SPECIAL EVENTS POLICY

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The Board of Trustees of the Roswell P. Flower Memorial Library approves all event usage of the Roswell P. Flower Memorial Library. The Trustees, or its designee, may determine the number of events to be operated simultaneously, and does not guarantee sole use of the Library. Library programs and events take precedence over external group events. Political campaigning, religious functions and wedding receptions are not permitted.

All events held at the Roswell P. Flower Memorial Library must be conducted in an orderly manner and in full compliance with applicable laws, regulations and Library rules.

A Special Event, as defined below, requires the Applicant to hire and coordinate all planning, preparation and execution of the function through the Event Coordinator. The Event Coordinator will be engaged by the Board of Trustees on an annual basis, initially on a request for proposal basis, to advise Applicants on the requirements, to ensure compliance, and to manage the event through completion. The Event Coordinator will also serve as a liaison between the Library Director and Applicant. The Applicant must hire and pay the Event Coordinator for these services, in addition to the facility charge. Once selected by the Board, the Event Coordinator's fees will be listed on the Library web-site. The event coordinator must be familiar with the attached "City of Watertown Alcohol Sales Policy City-Owned Property" and the "Issues to Consider When Reviewing Alcohol Permit Applications," and the NYS Liquor Authority Special Event Permit application."

**Sale, marketing of goods, gaming:** The sale or marketing of goods or services by private, corporate, or for profit entities is not permitted. The Library does not allow any variety of gambling, gaming, bingo, casinos, or wagering of any kind as an element of an event.

**Definition of a Special Event:** An event at which: alcoholic beverages will be served; or requires use of more than one room in the library; or requires use of the Rotunda.

**Application/Agreement Form:** The Applicant must contact the Event Coordinator and complete the Special Event Application/Agreement Form. The Applicant will present their request to the Board of Trustees 6 weeks prior to the proposed date of the event. When the event is approved by the board, the event will be scheduled in the Library's calendar and with the Event Coordinator.

**Provision of Insurance:** The Applicant is responsible for the conduct of invitees, attendees and vendors in the Library. The Applicant must provide proof of insurance naming the City of Watertown and Roswell P. Flower Memorial Library as additional insureds with general liability coverage of \$1,000,000. Proof of insurance must be provided no later than two weeks prior to event. Non-compliance shall result in immediate cancellation of the Agreement.

**Security Guard:** The Library requires the presence of a Security Guard at all times. The cost for this is in addition to the User Fee and Security Deposit and will depend on how many hours the event lasts.

**Event Set-Up:** Time of event set-up must be approved by the Event Coordinator and begins your event time. The Applicant is responsible for set-up and breakdown of all rented equipment. Any and all equipment, food, flowers, etc. must be removed from the building immediately following the event. The Library is not responsible or liable for any equipment left at the facility, or its disposal, after the end of the event.

**Deliveries:** The Event Coordinator must be notified in writing, including date and time of deliveries, two weeks in advance of all deliveries to the Library, such as, equipment, food, flowers, etc. The Library has a flat-bed dolly for use, but Applicant must coordinate such use and use of a loading/unloading area with the Event Coordinator. This

must be pre-arranged with proper notice or will not be available to the Applicant. The caterer is responsible for providing all other carts needed to move equipment to and from the event site.

**Caterer:** The Library does not have a kitchen or sinks available for Special Events. The Applicant is responsible for selection and use of a caterer. The Applicant is responsible for ensuring the proposed caterer submits proof of catering license and, if necessary, a liquor license. The caterer is responsible for any necessary extension cords and cables. The Caterer and Applicant shall be responsible for set-up and breakdown of all non-Library equipment on the date of event. The responsibility for returning the library area to its original condition rests with the Applicant. Neither the Applicant nor its Caterer shall leave equipment, linen or cleaning to a later date, nor shall any equipment, linens, flowers, food, or other items brought for the event be left for pick-up on another day after the event, and everything must be removed at the end of the event. The caterer must remove all trash and garbage from the Library the evening of the event. The Library is not responsible, or liable, for any loss, damage, or disposal of any above mentioned items. Failure to clean-up or loss or damage to the Library may result in a forfeiture of the security deposit. The caterer must be present to accept any deliveries that the Applicant has arranged.

**Decorations:** All decorations must be freestanding and nothing can be attached to any walls or doors and must be approved by an Event Coordinator. The following are prohibited: candles, balloons, stickers, bubbles, fog and smoke machines.

**Storage:** Other than pre-arranged use of the Community Room through the Event Coordinator, the Library does not provide storage facilities. The Library shall not be liable for any loss, damage, or disposal to any stored property.

**Printed Material:** Through the Event Coordinator, the Library Director must approve invitations, printed material, and any information to be posted on the Internet related to an event prior to being printed or distributed by the Applicant. Adequate time should be allowed for this approval process.

**Coat Check:** The Library does provide coat racks.

**Bars:** All bars must close thirty (30) minutes **prior** to the end of the event. Cash bars, the sales of drink tickets, and self-service bars are strictly prohibited.

**Event Hours:** All events must end at the scheduled time, and, in no event, no later than 10:00 p.m. The Library must be cleaned up by 11:00 p.m. with no exceptions. The security deposit will be forfeited if the Applicant does not comply.

**Damage to Equipment and/or Facility:** The Caterer and Applicant are liable for any damage to the Library. The Library shall notify the Caterer or Applicant in writing of all damages/cleaning considerations attributable to the event. Costs for repair, replacement and/or cleaning will be provided at that time.

**Smoking:** The Roswell P. Flower Memorial Library is a smoke-free building, including the entrance, loading dock and surrounding sidewalks. It is the responsibility of the Applicant to enforce the No Smoking policy.

**User Fee:** Each Applicant must make a non-refundable fee payable to “The City of Watertown” two weeks prior to the scheduled event:

3 hours - \$300.00 (from set-up to end, not including clean-up)

3 – 6 hours - \$600.00 (from set-up to end, not including clean-up)

If the fee and deposit are not paid two weeks in advance the event will be cancelled.

**Deposit:** At the time the user fee is paid, each Applicant must make a security deposit of \$500. The deposit will be paid by a check payable to “Cash”, which will be held by the Event Coordinator. The check will be returned to the Applicant after satisfactory, timely clean-up.

*Adopted by the Roswell P. Flower Memorial Library Board of Trustees November 12, 2014*

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**SPECIAL EVENTS AGREEMENT FORM**

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**Roswell P. Flower Memorial Library**

Date of event: \_\_\_\_\_

Time of Event: Start \_\_\_\_\_ End \_\_\_\_\_

Requested time for setup: \_\_\_\_\_

Name of the Organization/Person: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

Caterer's Name and Contact Information: \_\_\_\_\_

Purpose of the Event: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

The undersigned, on behalf of the above named organization, hereby indicates that he/she has read and agrees to comply with the policy and procedures governing the use of the library. The undersigned assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons, damaged to Library facilities or Library or personal property, or loss of Library or personal property that may result from this use. The Roswell P. Flower Memorial Library will not be responsible for any materials, equipment, or personal belongings left in the building.

Date of agreement: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: City \_\_\_\_\_ Zip code \_\_\_\_\_

Phone: \_\_\_\_\_

Library Use Only:

Liquor License: Date submitted \_\_\_\_\_

Proof of Insurance: Date submitted \_\_\_\_\_

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## LIBRARY VOLUNTEER POLICY

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### Philosophy

The Roswell P. Flower Memorial 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 Roswell P. Flower Memorial 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.

*Re-Adopted by the Roswell P. Flower Memorial Library Board of Trustees, December 8, 2009*

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**DISPLAYS AND EXHIBITS**

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As an educational and cultural institution, the Roswell P. Flower Memorial Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation, protection, or liability of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

A release must be signed by the exhibitor before any items can be placed in the library. An example of the release follows:

**Roswell P. Flower Memorial Library Display and Exhibit Release**

*I, the undersigned, hereby lend the following works of art or other material to the Roswell P. Flower Memorial Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.*

*Exhibition to be held in the* \_\_\_\_\_

*During* \_\_\_\_\_

*Description of materials loaned* \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Address* \_\_\_\_\_ *Telephone* \_\_\_\_\_

*Re-Adopted by the Roswell P. Flower Memorial Library Board of Trustees, November 8, 2011*

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## TEST PROCTORING POLICY

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The Roswell P. Flower Memorial Library Reference and Administrative Staff will offer to proctor student exams under the following guidelines:

1. Proctoring tests is a service provided as a courtesy to our community and scheduling exams is at the Library's discretion.
2. To arrange to have an exam proctored, the student should contact the Library's reference staff to arrange date and time for exams and to complete any preliminary paperwork. It is the student's responsibility to verify that the proctoring conditions provided by the Roswell P. Flower Memorial Library meet any requirements of the school administering the test.
3. A librarian will proctor the exam, which must be completed in the reference section of the library. Preferred times to proctor tests are Monday through Friday, 9:00 AM to 4:00 PM.
4. Students should inform the reference staff of cancelation of or the need to reschedule an exam at least two hours before scheduled time.
5. All students will be required to show a picture ID before taking the exam.
6. The student must provide the cost for mailing and/or faxing the examination; the library will mail or fax the exam by the next business day.
7. All examinations must be mailed to the Roswell P. Flower Memorial Library, Attn: Reference Librarian, 229 Washington Street, Watertown, and NY 13601 or emailed to: [watlib@ncls.org](mailto:watlib@ncls.org). Inquires may be made at the following number: 315-785-7714 or 7715 or 7701. The Library is not responsible for lost or delayed materials.
8. Any examinations not taken as scheduled will be held for two weeks and then returned to the school.
9. This written policy will be provided to institutions as requested.

NOTE: For all exams, the librarian and the student are in a public area and the student is not watched constantly, as the librarian will also be on duty at a public service desk. Staff will also attempt to keep noise level to a minimum, but student should keep in mind that testing in an area of complete quiet will not be achievable.

*Adopted by the Flower Memorial Board of Trustees on October 13, 2015*



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## LIBRARY BULLETIN BOARD POLICY

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The following guidelines for the approval and display of posters on the library bulletin board have been established:

Posters must deal with cultural or educational events in the four county area (Jefferson, Lewis, Oswego and St Lawrence Counties).

Posters must be neat and not larger than 17 inches by 23 inches.

Posters for political candidates, parties and issues will not be posted.

Posters for informational political events (debates, lectures, etc.) will be posted.

Legal notices, notices of church services, private instructional courses, business advertisements, personals, etc. will not be posted.

If the board is crowded, the staff person in charge of the bulletin board reserves the right to select posters for events with the widest appeal.

Posters for a single event will be displayed for not more than two weeks prior to the event.

Posters will not be returned after posting.

Posters should be turned in at the Circulation Desk. They will be initialed and posted by the staff person in charge of the bulletin board. No posters shall be removed except by the staff member in charge of the bulletin board.

Questions concerning approval shall be directed to the library director.

Any bulletin board notices, which are not approved, will be removed from the bulletin board.

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## PUBLIC RELATIONS

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Public relations goals of the Roswell P. Flower Memorial Library are:

- To promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;
- To promote active participation in the varied services offered by the library to people of all ages.

All press inquiries are to be directed to the Library Director and/or Board President and they are the only spokespersons for the Library.

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

Materials to be used by press, radio, or television will be approved by the Director.

*Re-Adopted by the Roswell P. Flower Memorial Library Board of Trustees, November 8, 2011*

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## EMERGENCY PROCEDURE POLICY

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### **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.

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**ELECTRONIC DATA BACKUP POLICY AND PROCEDURE**

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This policy is designed to protect data of the Roswell P. Flower Memorial Library to be sure it is not lost and can be recovered in the event of an equipment failure, intentional destruction of data, or disaster.

Full backups are performed nightly on the server Monday, Tuesday, Wednesday, Thursday and Friday.

Backed up data shall be stored off site.

*Adopted by the Roswell P. Flower Memorial Library Board of Trustees, January 13, 2015*

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**FRIENDS OF THE ROSWELL P. FLOWER MEMORIAL LIBRARY**

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The Friends of the Roswell P. Flower Memorial Library is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the Library Director, programs and events to benefit the library. In particular, the Friends group raises funds and provides volunteers to support the library mission. The Friends group serves at the pleasure of the library board which is the only body with legal authority to set policy for the development of the library.

*Re-Adopted by the Roswell P. Flower Memorial Library Board of Trustees, March 8, 2011.*

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**EMERGENCY CLOSING**

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

The responsibility for closing the library rests with the Library Director or her designee.

In the event of an emergency situation, the Library Director shall inform the President of the Board of Trustees or an officer as soon as possible as to the reason for such closing.

*Re-adopted by the Roswell P. Flower Memorial Library Board of Trustees, March 8, 2011.*

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## GIFTS AND DONATIONS POLICY

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The library may accept gifts of materials and monetary donations. Often gifts are given in memory of a loved one or to commemorate a special event. Donated items will be carefully reviewed for their overall contributions to the Library's mission and relevance to the collection. Materials donated to the Library may be added to the collection if they meet the criteria for materials selection and are in good physical condition. Items which fall within the criteria for discarding, will not be added as gifts. Processing costs are also weighed before placing a gift in the collection. Exceptions to physical condition include rare, out of print, reference, and other materials that fill a specific gap in the collection. All gifts become the property of Roswell P. Flower Memorial Library. The Library Director or his/her designee will make the final decision on inclusion of materials.

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## FINANCIAL POLICY

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

### **Budget**

The Director and the Library Board shall establish an annual budget request according to City guidelines and submit it to the City Manager for inclusion in the City's budget.

The Director shall work with the City Manager to seek adoption of the Board's request, reporting any changes or concerns to the Board.

After budget adoption by the City Council, the Director will present the adopted budget for the year to the Library Board for review and approval.

The Board delegates to the Director the expenditure of monies and the development of an annual collection budget to allocate funds available for library materials.

On an annual basis, all Library funds, expenditures and revenues will be audited as part of the City's audit. Any notes or communications from the City's auditor regarding the Library shall be communicated with the Board. Library finances will also be annually reported to the Department of Library Development.

### **Expenditures**

The Director will review expenditures of budgeted funds and forward approved invoices to the City for payment.

The Director will work together with City staff, using City forms and procedures for payment of invoices, and will keep library practices in compliance with City practices and policies.

On a monthly basis, the Director shall present a list of all expenditures to the Board for review and approval. The Director will also present a monthly financial report showing the status of all accounts and funds.

The director is authorized to make a single purchase not to exceed \$1,500 without Board approval

### **Receipts**

Monies received as revenue by the Library from overdue fines, refunds, and payments for library service will be submitted to the City as general revenue.

Monies received as reimbursements for lost or damaged materials and computer printouts will be submitted to NCLS (North Country Library System) as revenue, and may be used to defray expenses in these areas as authorized by the Library Board. Regular budget lines will be adjusted during the year as necessary to reflect differences between actual and projected revenues.



Library staff will implement petty cash procedures when immediate payment or reimbursement for a purchase or service is required.

## **Donations and Gifts**

Specified Donations: The Director is authorized to expend funds annually out of both the general Donations account (i.e. memorial gifts) and trust accounts that are designated for a specific purpose

Unspecified Donations: To be determined.

All donations to the Library shall be subject to the approval of the Library Board per the Gifts Policy.

Staff will track monies donated for the express purpose of purchasing library materials as a "Memorial Fund" and use them only for the purpose for which they have been donated. Staff will request carryover of any unexpended Memorial funds from one fiscal year to the next.

## **Contracts**

Upon approval of the budget, the Director is authorized to negotiate and sign service contracts not to exceed \$10,000 for services received by the Library for its operational or administrative needs.

## **Disposal of Property**

Withdrawn library materials, materials donated but not added to the collection may be sold annually by the Friends of the Library or by the Library, itself. The Friends group will sell these materials to raise funds to benefit the Library. Materials deemed by staff or the Friends group to be unfit for sale may be discarded.

The Library Board and Library Director will determine the disposal of all non-city owned property.

## **Investments**

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

Preservation of Capital - The preservation of capital is the foremost objective of the investment program. At no time should the safety of the portfolio's principal investment be impaired or jeopardized. All investments shall be undertaken in a manner that first seeks to preserve capital and secondly attempts to fulfill other investment objectives.

Liquidity - The Library's investment portfolio is to remain sufficiently liquid to enable the Library to meet those operating requirements that might be reasonably anticipated.

Return on Investments (Yield) - The Library's investments should generate the highest available return without sacrificing the first two objectives.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence might exercise in the management of their own affairs.

Authorized Investments: The following investments are deemed to be suitable for inclusion in the Library's investment program. The Treasurer is authorized to invest Library funds in only those investments specifically delineated below. All investment transactions will be performed on a competitive basis. The competitiveness of each bid or offer will be verified utilizing the various information systems available and by putting eligible institutions in competition with one another to ensure that a market rate is provided.

U.S. Treasury Bills and Notes for which the full faith and credit of the U.S. Government is pledged for the repayment of principal and interest. Bills are short term (one year or less) obligations issued and sold at a discount. Notes have fixed coupon rates with original maturities of between one and five years.

Demand deposit accounts (such as checking accounts) established with local financial institutions.

Certificates of Deposit (CDs) issued by local financial institutions

#### Reporting:

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

#### Fixed Assets

The purpose of a fixed asset policy is to establish guidelines for management to follow in recording the purchase price of assets on the organization's records as to whether they are to be capitalized or expensed.

Objective: To expense certain small dollar amounts paid for fixed asset purchases up to \$500.00.

Procedure: All fixed asset purchases are to be treated as individual units to determine value. If a purchase is less it will be expensed. If a purchase meets or exceeds \$500 or more, it is to be capitalized and depreciated over the useful life using the straight line method of depreciation.

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## CREDIT CARD POLICY

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At the request of the Director, any employee might be asked to run errands which require the use of the credit card.

There is one credit card held by the Director. The Director is designated to hand out the card. The Library credit card must be signed out, indicating the employee's name, date, and where the credit card is going to be used and type of purchase being made. When used in person, charge slips must be turned in at the time the card is returned with the initial or signature of the purchaser. When used on-line, the user must print the receipt/ confirmation from the internet retailer and is prohibited from having the credit card information retained for future use with the retailer's account or in the memory of the computer used. The Administrative Secretary will code each slip for payment and indicate the date of return of the credit card in the logbook.

The Director, or the Administrative Secretary in his/her absence, will inventory the items that have been purchased at local retail stores and match these items against the receipt.

When credit card purchases are made, it will not be necessary to use a purchase order number, but a system will be maintained in the Business Office to encumber credit card purchases to charge expenditures against the appropriate budgeted line items. The credit card, though, should only be used for traveling purposes, emergency purchases which cannot be acquired without prepayment, and small local supply purchases when purchasing from vendors with whom the Library has no established credit and when there is not an adequate amount of Petty Cash on hand or for online retailers that require credit cards.

The Sales Tax Exemption information will be given every time the credit card is signed out.

Personal use of the business credit card is prohibited.

*Adopted by the Library Board of Trustees, September 14, 2010*

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## TRAVEL AND TRAINING POLICY

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Flower Library recognizes the importance of continuing education and supports staff attendance at seminars, workshops and conferences. These activities provide opportunities for library staff to keep abreast of developments and trends in library services and demonstrate a continuing commitment to professional growth.

Since the library has limited resources for continuing education fees and related expenses and library coverage is critical, the Director will decide as fairly as possible, how these resources will be best allocated. Permission to attend workshops and conferences must be obtained in advance.

### Reimbursement Information:

- Time spent at conferences or programs beyond the regular work day will not be compensated unless approved by the Director.
- Registration and conference fees will be reimbursed at the “early bird” registration price.
- Mileage costs for travel and tolls, etc. between the library and the training will be reimbursed. Mileage costs will be reimbursed at the current IRS standard. Carpooling is expected.
- Hotel reimbursement will be based on the cost of sharing a room. Employees wishing other arrangements will pay the difference.
- Reasonable meal costs will be reimbursed. Alcohol charges will not be reimbursed.

### The employee is expected to:

- Maintain professional relationships
- Keep accurate expense records
- Take full advantage of the program opportunities at the conference
- Prepare a report for the Director and share the learning experience with other staff.

*Approved by the Roswell P. Flower Memorial Library Board of Trustees, July 11, 2017*

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## LIBRARY INTERNET, E-MAIL, AND COMPUTER USE POLICY

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### **PURPOSE**

The goal of this policy is to ensure that all library staff usage of library computer equipment and employee access and use of internal and external data resources, including the Internet and e-mail are consistent with Library policies and all applicable laws. It is also to encourage and promote responsible, efficient, ethical and legal utilization of these resources and to establish guidelines for acceptable use of these resources.

### **SCOPE**

This policy applies to all library staff and their access to internal and external data resources using any library computer equipment.

### **POLICY**

### **ACCESS TO INTERNET**

Access to the Internet is provided to staff who require Internet resources to fulfill their job functions or whose functional area can benefit from information located on the Internet.

### **ACCESS TO E-MAIL**

Access to e-mail services is provided to staff who require e-mail based on functional area. Email accounts are provided by and managed by the North Country Library System. All Library employees are required to sign an "Email Account Acceptable Use Policy" which is kept on record at North Country Library System.

### **INTERNET USAGE**

The Library staff's connection to the Internet, which is provided through the North Country Library System, exists to facilitate the official work of the Library. The Internet connection and services are provided for employees and persons legitimately affiliated with the Library for the efficient exchange of information and the completion of assigned responsibilities consistent with the Library's purposes. The use of the Internet facilities by any employee must be consistent with this Policy.

Library employees with Internet access are encouraged to use the Internet to its fullest potential, providing effective services of the highest quality, discovering innovative and creative ways to use resources and improve services, and encouraging staff development.

Internet access is intended for business purposes. The Internet must not be used to compromise the integrity of the Library and its business in any way. No Library employees shall intentionally use Internet services in an illegal, malicious, or obscene manner, including but not limited to, using the services to access materials such as those advocating hate, pornography or violence.

While access to Internet resources is primarily intended for business usage it is also recognized that incidental

personal usage may also occur. In addition to following the criteria for acceptable business usage, personal usage must not interfere with normal business activities, must not involve solicitation, nor be associated with any for-profit business activity not directly related to the Library.

All use of the Internet should be sensitive to the perceptions of other Library employees and the public.

## **OWNERSHIP**

Any document, creative work or work product created by library staff as well as all electronic systems, hardware, software, temporary or permanent files, and any related systems or devices are the property of the Library. Employees who use information systems provided by the Library should have no expectation of privacy. Any document produced by Library employees may

- be releasable to the public under the Freedom of Information Law
- require special measures to comply with the Personal Privacy Protection Law

All email messages including personal communications may be subject to discovery proceedings in legal actions.

Internet use is routinely monitored and supervisors may exercise their authority to inspect the contents of any files, electronic or otherwise, in the normal course of their supervisory responsibilities. Hardware or software systems problems, general system failure, legal expediency, an urgent need to perform work or provide a service when the employee is unavailable, or any other reasonable need are considered just cause for examination of employees' files.

## **DISPOSAL OF COMPUTER EQUIPMENT**

Any disposal of equipment and/or software including computers, printers, scanners, fax, network, disk, tape removable media, digital cameras, documentation and manuals requires the approval of the Library Director or North Country Library System's Information Technology Manager.

## **COMPLIANCE**

Internet and e-mail access are a privilege. Anyone found in violation of this policy may be subjected to disciplinary action under the Civil Service Law. A violation may result in termination of system access, termination of employment and/or criminal prosecution, if appropriate. Notwithstanding any statement herein, or in any policy or in any verbal statements, the Library Director has sole discretion to grant, transfer, suspend, or cancel any employee's Internet access at any time for any reason.

### **Prohibited Activities**

It is not permitted to use the Library's Internet, e-mail and computer facilities:

- For activities unrelated to the Library's mission.
- For activities unrelated to the official assignments and/or job responsibilities.
- For any illegal purpose.
- To transmit threatening, obscene, or harassing materials or correspondence.

- For unauthorized distribution of Library data and information.
- To interfere with or disrupt network users, services or equipment.
- For private purposes such as marketing or business transactions.
- For solicitation for religious and political causes.
- For unauthorized not-for-profit business activities.
- For private advertising of products or services.
- For any activity meant to foster personal gain.
- For viewing, accessing, or sharing pornographic or adult oriented material or any material that violates the policy of the library.
- Use of library owned network systems to send or forward chain letters and other inappropriate content prohibited.
- Employees are prohibited from accessing another user's e-mail without his or her permission.
- Employees are prohibited from connecting any personal equipment to computers or the network. Library issued and owned equipment configured for use with the computer system is permitted.
- Employees are prohibited from modifying screensaver password settings. A password protected screensaver must be used to prevent unauthorized access to computers and email when a computer is left unattended.
- Employees are prohibited from modifying computer hardware and system software configurations including removal of attached devices.
- Employees are prohibited from modifying programs and program data files. Requests for program modifications require the approval of the Library Director.
- Employees are prohibited from creating, downloading or installing software.
- Employees are prohibited from accessing any files containing password information or tables containing password information.
- Employees are prohibited from accessing or modifying any Library owned or Library controlled network equipment.
- Employees are prohibited from creating or modifying network connections, including any type of encrypted connection, wireless or dialup connections.
- Any unauthorized access to computers or data on library-owned computer equipment is expressly prohibited.

## **Responsibilities**

The safety and security of the Library's network and resources must be considered paramount. Employee installation of software from any source is expressly prohibited.

The Internet provides ready access to software. This does not imply that software is free or that it may be distributed freely. All applicable software copyright and licensing laws must be followed.

All Internet users need to understand that e-mail messages and other transfer of information via the Internet is not secure. Never, under any circumstances, transfer confidential or sensitive data including but not limited to; User Id's, passwords, or any Personally Identifiable Information.

Internet sites and e-mail attachments are primary sources of virus, malware and other intrusive applications. Staff must exercise caution when opening any e-mail attachment.

If you suspect that your computer has been compromised:

- Immediately contact the library IT person or NCLS IT or library director
- Immediately cease use of the computer
- In the event that the library IT person or NCLS IT or library director cannot be reached, shut your computer off and if necessary, remove power from the system to force a shutdown.

When sending email representing Library business activity, staff must include the following information at the end of each message:

- Full name
- Organization, department, and/or division
- Full email address

By signing this policy, I acknowledge that I have received, read and understand this policy.

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Name

Date

*Approved by the Roswell P. Flower Memorial Library Board of Trustees, November 8, 2011*



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## WHISTLEBLOWER POLICY

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### **General**

Roswell P. Flower Memorial Library requires trustees, director and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Roswell P. Flower Memorial Library, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

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

### **No Retaliation**

No director, officer or employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Roswell P. Flower Memorial Library prior to seeking resolution outside Roswell P. Flower Memorial Library.

### **Reporting Violations**

Roswell P. Flower Memorial Library has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with anyone in management whom you are comfortable in approaching. Supervisors and professional staff are required to report suspected ethics violations to the Roswell P. Flower Memorial Library's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following Roswell P. Flower Memorial Library's open door policy, individuals should contact Roswell P. Flower Memorial Library's Compliance Officer directly.

### **Compliance Officer**

The Roswell P. Flower Memorial Library's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the (Director or Board President) and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Roswell P. Flower Memorial Library's Compliance Officer is the chair of the audit committee.

## **Accounting and Auditing Matters**

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

## **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

## **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **Handling of Reported Violations**

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## **Compliance Officer:**

The Compliance Officer will be the Vice President of the Flower Memorial Library Board of Trustees.

## **Audit Committee:**

Will consist of the Executive Committee members; President, Vice President, Treasurer.

*Approved by the Roswell P. Flower Memorial Library Board of Trustees, February 9, 2010.*

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## FAX MACHINE POLICY

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Only the library staff will operate the fax machine.

The library accepts no responsibility for missing pages, bad transmissions or incomplete identification on incoming faxes. The library cannot guarantee fax quality.

Cash or personal checks will be accepted as payment.

Outgoing faxes will be charged \$1.00 per page for each location to which the fax is sent. The Library cover page will be provided free of charge. Cover sheets will be available at the Circulation Desk; the patron is responsible for filling in correct information for the fax transmittal. The Library will not accept faxes to international numbers.

Incoming faxes will be charged \$1.00 per page. Incoming faxes will only be accepted during normal library business hours. All incoming faxes will be shredded if not picked up within 48 hours of receipt.

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## GENEALOGY DEPARTMENT POLICIES

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The Roswell P. Flower Memorial Library Genealogy Collection is a collection of books, microfilm, microfiche and family histories to help people in their research for ancestral records. It also contains information on state and local history. All visitors are welcome to use the collection, free of charge.

### HOURS

Monday – Saturday 12:00-4:00 PM

Closed on most major holidays

### USE OF MATERIALS

Materials in the Genealogy Collection are for research and must remain in the area while being used. Users may locate materials independently or ask for assistance from a volunteer.

### PHOTOCOPYING AND PRINTING

- Copy machine copies are 20 cents per page.
- Computer printouts are 20 cents per page.
- Microfilm copies are 25 cents per page.

The Genealogy staff will photocopy all requests. Copying large segments of a collection or an entire book is not permitted.

### GIFTS AND DONATIONS POLICIES

The library may accept gifts of materials and monetary donations to purchase materials. Often gifts are given in memory of a loved one or to commemorate a special event. Donated items will be carefully reviewed for their overall contributions to the Library's mission and relevance to the genealogy collection. Materials donated to the Library may be added to the collection if they meet the criteria for materials selection and are in good condition (see Genealogy collection development policy). Processing costs are also weighed before placing a gift in the collection. Exceptions to physical condition include rare, out of print, reference, and other materials that fill a specific gap in the collection. All gifts become property of the Roswell P. Flower Memorial Library. The Library Director or her designee will make the final decision on inclusion of materials.

### COMPUTER USE

There are four computers in the department available for public research. If needed, we are happy to help users to access any online resources.

## **RESEARCH POLICIES**

Research requests will be accepted by mail or email. In-house research is free except for copies (20 cents per page) and postage. A self-addressed, stamped envelope should accompany all requests. Providing pertinent information about a person, such as date of birth/death, place of birth, spouse's name, is very helpful when making requests.

If the search is negative, a reply will be sent to that effect.

*Re-Adopted by the Roswell P. Flower Memorial Library Board of Trustees, October 13, 2015*

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## LOCAL HISTORY & GENEALOGY COLLECTION POLICY

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### **Mission Statement:**

- Aid and assist the general public in genealogical and historical research, with a focus on Jefferson County, NY and the adjacent counties of Lewis, St. Lawrence and Oswego and the province of Ontario, Canada.
- Collect and preserve genealogical and historical information in any and all possible forms and formats at the library's discretion.
- Maintain a genealogy and local history library collection.

### **Item Formats:**

- The library accepts print items, which includes but is not limited to books, diaries, etc. In addition to print items, the library may accept other formats.
- Scrapbooks will not be accepted unless they fit the focus and mission statements of the library and the genealogy department.
- In general, the library will accept information and artifacts relating to Roswell P. Flower and Emma Flower Taylor in any format. These materials may be given to other historical institutions if the items would fit into an already existing collection.

### **Adding Items to the Collection:**

- Items will be added to the collection if the items meet the library's collection focus and mission statements.
- Current New York State information and local information is an integral part of the collection. Historical information on families, homes and events are important sources of information to our patrons and these generally will be accepted.
- Recommendations for additions will be made to the Library Director and/or the Reference Librarian supervising those collections. The Library Director and/or Reference Librarian have the final decision about which items are added.
- Items that are approved to be added will be catalogued, barcoded and processed before being put on the shelves.
- A Deed of Gift Form is required for rare material, valuable items or a collection of items. The completed Deed of Gift forms are kept at the Reference Desk. An electronic copy of a completed Deed of Gift form is stored to the library's hard drive.

### **Removing items from the Collection:**

- Items will be weeded from the collection for a variety of reasons, including if the item does not fit with the focus of the collection, if the item is damaged beyond any use or if the item is superseded by a new edition.
- Recommendations for items to be weeded will be made to the Library Director and/or the Reference Librarian supervising those collections. The Library Director and/or Reference Librarian have the final decision about removing an item from the collection.
- Once the decision is made to remove an item, it will be removed from the catalog by the Reference Librarian or the Library Director.
- If a Deed of Gift form was completed when the item was added, the date of removal and, if possible, where the item was sent will be noted.
- Once an item is removed, the item will be offered to other historical institutions and organizations.

### **Loans to other Organizations:**

- In general, items in the collection will not be loaned out to patrons or other institutions. Exceptions may be made depending on the type of item, whether the library has other copies and if the item is still in print.
- The Library Director and/or Reference Librarian have the final say about whether an item can be loaned out.
- If an item is loaned out to another organization, the loan time will be 28 days with no renewals. Whenever possible, copies of the information requested will be provided instead of the actual item.
- The library will try to borrow materials for our patrons. If the item is rare or valuable, the item will not leave the library. The patron may review the item only in the library.

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## GENEALOGY VOLUNTEERS

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The Genealogy Volunteers operate under the jurisdiction of the Board of Trustees and under the supervision of a professional librarian appointed by the Library Director.

Volunteers must complete a Volunteer Application Form and will be interviewed. If there are no suitable volunteer opportunities, application forms will be kept on file six months.

Volunteers will be placed in positions that best suit their skills, interests and availability.

Selection is based on qualifications of applicants, the needs of the library at any given time, and the volunteer's ability to commit to a consistent schedule of hours.

Volunteers will be familiar with and agree to abide by the library's Confidentiality of Library Records Policy, as well as other library rules and procedures.

Volunteers will contact their supervisor before the assigned shift if they will be absent or tardy. The Library Staff Supervisor will oversee the scheduling of volunteer hours.

Volunteers will receive training during their probationary period.



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**DEED OF GIFT FORM**

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I, the undersigned Donor, hereby donate and convey to the Roswell P. Flower Memorial Library Board of Trustees, subject to the Terms and Conditions attached hereto, all right, title, and interest that I possess in the physical property described in Section 2 of this Deed, below:

**Donor Information**

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

Telephone Number(s): \_\_\_\_\_

Name of Spouse (if any): \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

E-mail address (optional): \_\_\_\_\_

**Description of the Property:**

**Date Roswell P. Flower Memorial Library Took Possession of Material:** \_\_\_\_\_

**Donor Acquisition Information:**

The Property was acquired by Donor on (date) \_\_\_\_\_ by (check one below):

Gift     Inheritance     Purchase     Debt Satisfaction     Other: \_\_\_\_\_

**Intellectual Property**

A. Intellectual Property Interests:

This section deals with the copyright, literary rights, artistic rights, or patents (collectively, “Intellectual Property Rights”) that may be associated with the physical materials being donated. Please check one of the following:

There are intellectual property rights \_\_\_\_\_ (go to 5B & 5C)

There are no intellectual property rights \_\_\_\_\_

B. \_\_\_I control the Intellectual Property Rights in some or all of the donated materials. (Please indicate below or on a separate page the materials for which you control the Intellectual Property Rights and the nature of your rights, i.e., copyright, sole/joint owner, heir, literary executor, etc.)

\_\_\_I do not control Intellectual Property Rights in any of the donated materials.

\_\_\_To the best of my knowledge the Intellectual Property Rights are controlled by:

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

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

Phone Number: \_\_\_\_\_

C. Intellectual Property Conveyance:

If you have indicated that you own the Intellectual Property Rights in some or all of the donated materials please check one of the following boxes (one box only):

\_\_\_I have checked this box, indicating that I wish to transfer, convey and assign to Roswell P. Flower Memorial Library all Intellectual Property Rights that I control in the above-described materials, subject to limitations, if any, stated below.

Limitations, if any:

\_\_\_I have checked this box, indicating that I do not wish to transfer Intellectual Property Rights, but I give permission for the Roswell P. Flower Memorial Library to make copies for users of the material for scholarship and research purposes.

\_\_\_\_\_  
Donor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director's Signature

\_\_\_\_\_  
Date

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**DEED OF GIFT TERMS AND CONDITIONS**

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The Board of Trustees of the Roswell P. Flower Memorial Library has accepted the Donor's gift of Property (and, if applicable, Intellectual Property) listed above, subject to the following terms and conditions:

1. By execution of the Deed of Gift, Donor expressly represents and warrants to the Board of Trustees of the Roswell P. Flower Memorial Library that he or she is the sole lawful owner of the title to the Property or that Donor is fully authorized by such owner to enter into this Deed of Gift. Donor further represents that the property is free and clear from any and all encumbrances, that there has been no prior pledge, option or gift of any part thereof to any person, and that Donor has the right to give or transfer the Property.
2. Donor acknowledges that upon execution of this Deed of Gift, the Property irrevocably becomes the property of the Board of Trustees of the Roswell P. Flower Memorial Library. The display, use, maintenance, and disposition of the property are at the Library's sole discretion.
3. Donor represents and warrants that there are no customs laws, tax laws, laws of inheritance, or other laws or regulations applicable to the Property, its export or import, have been broken.
4. Donor represents and warrants that there are no claims, judgments, liens, or other encumbrances of any kind whatsoever against the Property, any portion of the Property, or title to it.
5. The Internal Revenue Service has determined that Roswell P. Flower Memorial Library is organized and operated exclusively for educational purposes and is exempt from federal income tax pursuant to Section 501(a) and (c)(3) of the Internal Revenue Code. The Library does not advise donors on tax matters and suggests that Donor direct any questions regarding donations as charitable contributions to Donor's tax advisor or an office of the Internal Revenue Service. The Library does not appraise donations but will make the Property available for appraisal upon the request of the Donor.

*Adopted by the Roswell P. Flower Memorial Library Board of Trustees, January 13, 2015*

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**COPYRIGHT CONVEYANCE**

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If you wish to transfer, convey, and assign to the Roswell P. Flower Memorial Library any copyright which you control in the above-named materials, subject to the limitations, if any, stated below, please initial here: \_\_\_\_\_

Limitations \_\_\_\_\_

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I represent and warrant that I am the sole owner of the materials above and that I have full right, power, and authority to give the materials to the Roswell P. Flower Memorial Library. I have received an explanation of all terms and conditions of this Deed of Gift and agree to them as indicated by my signature below.

If applicable, I understand the sections on "Copyright Interests" and "Copyright Conveyance" and acknowledge that the information I have provided is accurate.

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Donor's Signature

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Date

Donor's name and address \_\_\_\_\_  
(PLEASE PRINT) \_\_\_\_\_

\_\_\_\_\_

Phone Number(s) \_\_\_\_\_

The Roswell P. Flower Memorial Library gratefully acknowledges receipt of this gift and agrees to the stipulations outline above, subject to acceptance by the Board of Trustees.

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Director's Signature

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Date

*Re-Adopted by the Roswell P. Flower Memorial Library Board of Trustees, December 8, 2009*

Article 1 Standards

32.3 Enumeration of Standards

Every officer or employee of the City of Watertown shall be subject to and abide by the following standards of conduct:

- A. Gifts. He shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him, or could reasonably be expected to influence him, in the performance of his official duties or was intended as a reward for any official action on his part. **[Amended 9-4-2001]**
- B. Confidential information. He shall not disclose confidential information acquired by him in the course of his official duties or use such information to further his personal interest.
- C. Representation before one's own agency. He shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he is an officer, member or employee or of any municipal agency over which he has jurisdiction or to which he has the power to appoint any member, officer or employee.
- D. Representation before any agency for a contingent fee. He shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his municipality, whereby his compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this subsection shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
- E. Disclosure of interest in legislation. To the extent that he knows thereof, a member of the Council and any officer or employee of the City of Watertown, whether paid or unpaid, who participates in the discussions or gives official opinion to the Council on any legislation before the Council shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he has in such legislation.
- F. Investments in conflict with official duties. He shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction which creates a conflict with his official duties.
- G. Private employment. He shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his official duties.
- H. Future employment. He shall not, after the termination of service or employment with such municipality, appear before any board or agency of the City of Watertown in relation to any case, proceeding or application in which he personally participated during the period of his service or employment or which was under his active consideration.

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**CONFLICT OF INTEREST POLICY**

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It is the Roswell P. Flower Memorial Library's goal to avoid both actual and perceived conflicts of interest in the conduct of its business. A conflict of interest exists in any situation where a trustee or staff member of the Roswell P. Flower Memorial Library has been empowered to make decisions on behalf of the Library and who, as a result of that power, can potentially benefit personally, directly or indirectly, from an entity or person conducting business with the Library. Examples of potential conflicts of interest include, but are not limited to:

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

All potential conflicts of interest concerning Board trustees are to be reported to the Board president prior to discussion of the issue before the Board. The Board shall rule as to whether the declaration constitutes a conflict of interest. If so, the trustee shall not engage in discussion or vote, and shall be required to withdraw from the meeting for the duration of the debate. All potential conflicts of interest concerning staff are to be reported to the Library Director, who will make a decision - in consultation with the Board if necessary - as to whether the relationship is an appropriate one for the Library. Failure to adhere to this policy will generate further Board review.

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I understand the concept of a conflict of interest and represent that I have not been party to a conflict of interest action that has not been previously disclosed. I also agree to report any potential future conflicts of interest to Roswell P. Flower Memorial Library prior to engaging in any conflict of interest action.

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

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**LIBRARY MATERIAL RECOVERY POLICY**

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The Library is obligated to attempt the recovery of all outstanding patron fines and library materials, or the value of the items. To that end, borrowers with outstanding balances of \$25 or more are subject to contact from a collection agency.

Patrons with overdue material or fines will receive a first overdue notice by mail OR email after 7 days. An overdue bill via mail AND email will be sent after 21 days. A final overdue letter will be sent by mail AND email at 45 days stating that the items must be returned to the Library or full payment received within 10 days or the account will be sent to a collection agency. At 60 days, the patron account is sent to collection, the patron status is changed to "COL" and a non-negotiable collection fee is added to the amount due.

The Director shall publish this policy to all patrons and staff to provide notice of collection efforts.

*Adopted by the Roswell P. Flower Memorial Library Board of Trustees on March 10, 2015*