

# Woodstock Public Library District

## POLICY MANUAL

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2022 edition, updated 11.28.2022

WOODSTOCK LIBRARY BOARD OF TRUSTEES

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# BUILDING

## Library Campus Policy

Approved by the Board of Trustees July 21, 2016. Updated and approved by the Board July 21, 2022.

The Library Board does not schedule activities for the library front lawn and 6 Library Lane other than library-sponsored events such as the Library Fair, and other library programs that may occur from time to time. Games that involve erecting nets, marking off areas or putting holes in the lawn are not allowed. Alcohol use, camping out, fires, littering, loud noise that may constitute a public disturbance, or commercial endeavors are not permitted on the library campus.



# Bulletin Boards Policy

Approved by Board of Trustees February 17, 2011, updated August 20, 2021

The purpose of the public bulletin boards is to make available information regarding cultural, recreational, educational, and human services programs and events in the community and the surrounding area. The main bulletin board is cleared off once a week.

The Help Wanted/For Sale Bulletin Board is for providing space for the public to post items for sale, services available, business cards, and help wanted signs. The Help Wanted/For Sale Bulletin Board is usually cleared once a month.

Posting information does not imply endorsement by the Library of the ideas, issues, or events, the sellers, services, or businesses promoted by those materials.

The Library Events Bulletin board is only for Library postings. They will be displayed as long as appropriate.

# Library Building Use by Another Organization

Approved by Board of Trustees June 17, 2010

Updated and Approved by the Board of Trustees January 19, 2022.

Use of the Woodstock Public Library is primarily for programs conducted or sponsored by the Library and Friends of the Woodstock Library. Library sponsored programs take priority over all other building reservations. The library reserves the right to cancel building use reservations at any time in the event of a conflict with a library sponsored program.

The library building shall not be used for private, for-profit, entrepreneurial or commercial purposes unless library sponsored.

The building may be used by local organizations for educational, cultural or civic purposes according to the following regulations:

1. All events held in the library must be open to the public and free of charge.
2. To give all qualified groups in the community access to a free meeting space, no group may reserve the building more than two (2) times a month, unless given a variance by the Director.
3. All groups using the building are expected to leave the facilities in a clean and orderly condition. Organizations or groups will be responsible for room set-up and must return the room to the original arrangement at the completion of the meeting.
4. No more than two (2) programs or events may be scheduled after the library's normal hours of operation per day.
5. The using group or organization and its individual members, jointly and severally assume and shall bear full responsibility for loss of, or injury or damage to any property of the Woodstock Library as shall be caused by the using organization, its members, affiliated persons, guests or invitees. A waiver will be signed for personal liability.
6. The library will not assume responsibility for the security of items brought into the building. The library will not provide storage of material or equipment for a group or organization.
7. Light refreshment requiring no cooking may be served. Alcohol and tobacco products are not permitted. No flames or candles may be used in the building.
8. Keys for the building must be picked up from Police Dispatch 30 minutes before the start of the meeting and returned 30 minutes after the conclusion of the meeting. No copies of keys are to be made.

9. Meetings may not extend beyond 10:00pm without special permission from the Board of Trustees.
10. Failure to comply with these regulations may result in the suspension of a group's building use privileges.

Application Process:

- Application for the use of the library building is made to the Library Director by the individual responsible for the meeting by completing and signing the [Building Use Request Form](#).
- The application will be reviewed by the Director and the availability of the building for the requested date and time will be verified.
- Applications will be forwarded to the Board of Trustees for final approval.
- All approved applications for building use are for the current year and must be renewed for the following year by January 15.

# Building Use Request Form

Name of Organization: \_\_\_\_\_

Date of Meeting(s): \_\_\_\_\_

Time: Convene: \_\_\_\_\_ Adjourn: \_\_\_\_\_

Purpose of Meeting (Please provide a description of topic/activity):

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Number of Attendees (approximate): \_\_\_\_\_

Person Responsible (on behalf of above organization):

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

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

Email: \_\_\_\_\_

Back-up Contact for Organization: \_\_\_\_\_

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

Email: \_\_\_\_\_

- I have read the “[Rules for Groups using the Library Facilities](#)” and the “[Library Building Use by Another Organization](#)” and will comply with policies governing the Woodstock Public Library.

\_\_\_\_\_  
*Signature of Individual on behalf of Organization*

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

Approved by the Woodstock Library Board of Trustees: Y / N

# Rules for Groups Using the Library Facilities

Approved by Board of Trustees June 17, 2010. Updated and approved January 20, 2022

Please close the building using the following checklist:

- Close and lock all windows
- Make sure there is nobody left in the building
- Please do not touch the thermostat
- Return tables and chairs to their original positions
- Please empty your garbage
- Put liquids in the sink
- Food garbage goes in white plastic can with the lid
- Turn off all the lights
- Lock both doors

Other information:

Please put the sign provided saying “Open for Meeting ONLY” on the front door because people will try to come in to use the library if they think it is open.

There is no smoking on library property.

The telephone rings quite often. You can answer it if you think it might be somebody trying to reach your organization, but please do not attempt to answer any library questions. You can also just ignore the telephone and let it ring.

The Library has a fire detection system that rings a bell if it is set off by the presence of heat or smoke. If it rings, please leave the building at once. The exits are clearly marked by illuminated signs. Also, there are fire extinguishers in every room.

The office is locked when the library is closed.

Please do not take Library items from the building when the Library is closed. Come back when we are open to properly check-out material.

Please do not plug two electric coffee pots into the same circuit because it will blow a fuse.

In an emergency, call the Library Director. A phone number will be provided to the group leader designated in the [Building Use Request Form](#).

# Disaster Policy

Approved by Board of Trustees 2009, updated March 19<sup>th</sup>, 2020

The staff and Board of the Library will take guidance from the *LIBRARY DISASTER HANDBOOK: Planning, Resources, Recovery* by Nelly Balloffet. This book provides information on actions needed to preserve or save collections in the case of a disaster.

The Library will assemble and keep ready a disaster kit containing: a battery operated radio, four flashlights, extra batteries, tape, scissors, a first aid kit, a blanket, zip-loc bags, snacks and water.

Advice for specific kinds of conditions:

**Severe Thunderstorms** – Stay inside away from windows and prepare for a power outage.

**Tornadoes** – If there is a tornado warning and definite indication of an oncoming tornado, take refuge in the basement.

**Floods** – Listen to flood warnings and excuse staff if there is a danger of closed roads.

**Hurricanes** - Any time that a hurricane is predicted, excuse staff in a timely manner. If staff gets stuck, do not leave the building. Use contents of the disaster kit and prepare for a power outage.

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

**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 (679-2422) should be called immediately in the event of any serious problems. No medication, including aspirin, should ever be dispensed to the public.

## Influenza Pandemic

### Background

The purpose of this policy is to establish the protocol that will be used in the event of a pandemic. If there is a serious infectious disease outbreak, the library must plan for staff being unable to report to work. In addition, other public health measures may require

limiting or canceling social and public gatherings, quarantines and/or other social distancing measures which can impact library hours and services. If there is a serious infectious disease outbreak, recovery may be slow and it is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours.

The library staff and board are committed to providing excellent library service while doing all they can to support the health of the community.

### **Closure/Curtailed Hours**

#### Closure

The library will close due to pandemic if (1) Onteora or Kingston schools close OR (2) a mandate order or recommendation for closure is issued by public health or government officials on the local, county or state level OR (3) fewer than three staff members are able to report to work, at least one of which must be a senior staff member, OR (4) at the Director's discretion with consideration of library best practices.

In the event of closure, the Library Director or designee will follow the communication procedures.

The exterior book drop will be kept open and will be cleared every four days as long as possible.

In the event of a closure of more than five business days, the Mid-Hudson Library System will be notified and asked to remove the Woodstock Library from the paging list for holds. As soon as a re-open date is confirmed, MHLS will be notified of the date.

#### Curtailed Hours

In order for curtailed hours to occur, a minimum of three library staff must be able to report to work.

#### Story Times and Programs

Story times and programming will continue as library hours, staffing, and public health policy permit.

#### Staffing and Compensation

If the library is open, healthy staff are expected to report to work. In the event of curtailed hours, staff who work will be paid for their regularly scheduled hours. Staff unable to work will use Paid Time Off. In the event of closure, all staff shall be compensated for their regularly scheduled hours.

### **Communication**

In the event of curtailed hours or closure necessitated by pandemic, effective communication is a priority. Information will be posted on the library's homepage, Facebook page, Instagram, local media and on a sign outside the library. Every effort will be made to keep the information current.

### **Critical Administrative Tasks**

#### Payroll

Payroll will be submitted as usual.

#### Library Bills

When possible, bills will be paid on-line by the library director or in the director's absence by the librarian. Bills to be paid online include electricity, gas, telephone, and security system. Other library bills will be paid as soon as possible. Procedure of Board approval of vouchers shall continue as usual unless a Board of Health recommendation prohibits it.

### **Responsibility for Library Operations**

#### Staff

If for any reason the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall be passed to the Librarian. If the Librarian is unable to perform the responsibilities and decisions, administrative authority will pass to the Children's & Adult Program Coordinator.

### **Prevention**

Surfaces and objects (keyboards, computer mice, doorknobs, light switches, desks, telephones, etc.) will be disinfected daily. Staff will be reminded of the importance of frequent and thorough hand washing.

If a serious infectious disease outbreak reaches our community, staff with even a mild cough or low-grade fever will be advised to stay home.

**Snow Storms** – Closing will be at the discretion of the Library Director.

**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. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds that may indicate the location from which the call is originating. Listen closely to the voice (male/female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, call the Police. Clear the building. The Police will handle the actual bomb search.



**Guidance about evacuating people with disabilities:**

*ALWAYS ASK someone with a disability how you can help before giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person. Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem.*

*Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand. DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.*

# Circulation

## Circulation of Materials Policy

Approved by Board of Trustees December 1, 2010.

Updated and approved by the Policy Committee February 9, 2022.

Woodstock Library shares its materials cooperatively with the Mid-Hudson Library System (MHLS) – our materials can be borrowed by patrons of any library in the system, and our patrons can also borrow materials from the other member libraries.

Books and Books on CD circulate for four weeks. Magazines, DVDs, BluRay, and Music CDs circulate for one week. New books circulate for two weeks. All circulating items may be renewed twice if there is not a hold on it.

Reference material, archival and Local History materials, and Woodstock Shelf items do not circulate. Special arrangements may be made at the discretion of the Library Director.

Circulation of eBooks, eAudiobooks, eMagazines, and streaming content are managed by our vendors and the number of items patrons can borrow and loan periods are established by contract with the vendors. Current digital lending rules are posted with links to content on the Library website.

Items requested from another library will be held for patrons to pick up for seven business days. After seven days the item will be returned to circulation. Woodstock Library materials may be returned to any library in MHLS.

The Woodstock Library does not charge overdue fines for items checked out at the Woodstock Library. If a Woodstock Library item is not returned within 90 days, the borrower will be billed for the replacement cost of the item and the borrower's privileges will be suspended until restitution is made. The Woodstock Library will accept a replacement copy of a lost item in lieu of payment at the discretion of the Librarian or Library Director. Borrowers may also be responsible for the cost or replacement of items that are damaged. Items that belong to another library in the MHLS will be billed by the owning library. That Library may or may not accept replacement copies. Patrons must contact them.

Please note that each library in the MHLS has individual rules about the circulation of materials. Linked here is a copy of MHLS Resource Sharing Guidelines that must be followed by each library in the system. <https://kb.midhudson.org/resource-sharing-standards/>

Interlibrary Loan materials (ILL), items requested from outside MHLS, are subject to the rules of the lending library. ILL materials obtained through the Woodstock Library must be returned to the Woodstock Library. Delinquent ILL borrowers may lose all borrowing privileges.

# Borrowers Policy

Approved by Board of Trustees December 16, 2010.

Revised by the Policy Committee February 9, 2022.

To obtain a library card a registration card must be filled out with identification and proof of address verifying permanent or part-time residence within the MHLS service area or Ulster County. Temporary residents may obtain a library card valid for six months by supplying identification with their permanent address. A library card is not transferable. Use of a card by someone other than the cardholder requires special permission from the cardholder to library staff.

Library cards are issued to children, but until the age of 16, a parent or guardian must sign the registration card.

# Loan Agreement for Equipment and Other Non-Book Items

Approved by Board of Trustees January 20, 2011, updated August 20, 2021

Item Loan Agreement for: \_\_\_\_\_ (referred to hereafter as "item")

## Procedure

- 1) Library staff verify that the item is in proper working order.
- 2) Staff and Patron sign the Item Loan Agreement.
- 3) Patron returns the equipment to the Circulation Desk only, where a library staff member will inspect and verify the return. You may not return the equipment through the book drop, nor return it to any other library; the fee for doing so is \$25.

## Information & Liability

The loan period is \_\_\_\_\_, and \_\_\_\_\_ is or \_\_\_\_\_ is not eligible for up to two renewals unless requested by another patron.

Failure to return the item within two weeks of the due date shall incur the full cost of the item with an additional \$15 administrative fee, as well as a freeze on the borrower's Mid-Hudson Library System account. The replacement cost of any item may be provided by request upon borrowing it.

Please exercise care when using this item. Library staff will inspect all equipment prior to and upon return of the item. Damage or loss to any part of the item (including, but not limited to, batteries, cords, and accessories) will result in the patron's account being billed for any reasonable repair or replacement costs. The Library has sole discretion in making these decisions. Damage or loss to equipment, in some cases, will make the borrower ineligible to borrow similar items in the future.

All laptops are equipped with Stop Theft technology.

The Woodstock Library is not responsible for any injury, loss, or damage that may occur from the use or misuse of this item.

Only patrons with library cards in good standing are eligible to borrow these items. Items must be picked up in person at the Library, and cannot be sent through MHLS delivery.

Laptops available for checkout and use on Library property are available to all card-holders. Laptops loaned off-site must be current residents of Woodstock.

### Item Loan Agreement Form:

I have verified that the equipment is in good working order; additionally, I have read the terms and conditions, and agree to them by signing below.

ITEM(S) BORROWED \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

PATRON SIGNATURE \_\_\_\_\_

PARENT OR GUARDIAN SIGNATURE \_\_\_\_\_

(if borrower is a minor) \_\_\_\_\_ (print name)

STAFF SIGNATURE \_\_\_\_\_ STAFF INITIALS \_\_\_\_\_

### Return Receipt:

RETURNED on Date \_\_\_\_\_ IN GOOD WORKING ORDER

RECEIVED BY \_\_\_\_\_

STAFF SIGNATURE \_\_\_\_\_

# Materials Selection Policy

Approved by Board of Trustees November 18, 2010. Revised and approved January 20, 2022.

The Board of Trustees of the Woodstock Public Library District, recognizing the pluralistic nature of this community and the varied backgrounds and need of all citizens, regardless of race, creed, political or sexual orientation, declares as a matter of materials selection policy that:

- Library materials selection is and shall be vested in the Director and under his/her direction such members of the professional staff as are qualified by reason of education and training. Any library material so selected shall be held to be selected by the Board.
- Selection of library materials shall be made on the basis of their value, or interest, information and enlightenment of all people of the community. No library material shall be excluded because of race, nationality, sexual orientation, political, social or religious views of the author(s).
- The Woodstock Library Board believes that censorship is a purely individual matter and declares that while anyone is free to reject for him/herself books of which they do not approve; one cannot exercise this right of censorship to restrict the freedom to read of others.
- The Woodstock Library Board defends the principles of [The Freedom to Read Statement](#) and declares that whenever censorship is involved no item of library material shall be removed from the library save under the orders of a court of competent jurisdiction.
- The Board adopts and declares that it will adhere to and support the ALA statements: [The Library Bill of Rights](#), [The Freedom to Read Statement](#), and the [Freedom to View Statement](#).

## Criteria for Selection

Library materials include but are not limited to: books, periodicals, serials, pamphlets, pictures, audiotapes, audio discs, videotapes, video discs, computer software, and online databases.

The following guidelines will be considered when adding an item to the collection:

- Suitability of the physical form for library use.
- Insight into human and social conditions.

- Suitability of subject and style for intended audience.
- Present and potential relevance to community needs.
- Appropriateness and effectiveness of medium to content.
- Importance as a document of the times. (Biased or slanted materials are to be selected when it is necessary to meet the criteria of balance or to reflect the sources of intergroup tensions or social problems.)
- Relation to existing collection and other materials on the subject.
- Reputation and significance of the author.

# Policy Concerning a Request for Reconsideration of Library Materials

Approved by the Board of Trustees November 18, 2010. Reviewed by the Policy Committee February 9, 2022.

Patrons and members of the Library staff are free to suggest that library material be discarded. In cases where the patron or staff member is asking that an item of library materials be discarded because it is objectionable then a “Request for Reconsideration of Library Materials” form should be filled out. These forms are available from the Director.

The Library Director will complete [form #1](#) and the person suggesting reconsideration of library materials will complete [form #2](#).

These forms will be sent to a Board appointed committee who will then read, hear, or view the work in its entirety and submit a report to the Board of Trustees. The committee will bear in mind the adopted policies of the Board of Trustees, i.e. [The Library Bill of Rights](#), [The Freedom to Read](#) and [The Freedom to View](#) Statements of the ALA. The Board will set a date for the completion of the report.

The Board of Trustees will consider the report and will publish its decision in writing to all concerned parties. The Board’s decision will be final.



# Request for Reconsideration of Library Material Form #1

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

Name of Complainant: \_\_\_\_\_

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

Type of Material: \_\_\_\_\_

Author: \_\_\_\_\_

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

Publisher: \_\_\_\_\_

# Request for Reconsideration of Library Materials Form #2

Date:

Name of Complainant:

Address of Complainant:

Phone:

Complainant represents:    him/herself?    Or    Group/Organization?

Type of Material (book, audio recording, video recording, etc.):

Author:

Title:

To what specifically in the book or other library material do you object?

What do you feel might be the result of reading (hearing or viewing) this work?

What evidence do you have that such a result might occur?

For what age group would you recommend this work?

Is there anything good about this book or other library material?

Did you read (hear or view) the entire work? If not, what parts?

What do you believe to be the theme of this book or other library material?

Are you aware of the judgment of this work by professional critics?

What review(s) of this work have you seen?

What would you like the Library to do about this work?

# Local History/Woodstock Shelf Collection Policy

Approved by the Board of Trustees August 18<sup>th</sup>, 2017. Updated and Approved by the Board of Trustees August 15, 2019.

The purpose of the Local History Collections is to house materials that record the history and development of Woodstock, greater Ulster County and surrounding areas as they pertain to Woodstock's past. Local history materials will be limited to those relating to Woodstock's history, people, and organizations. Items in the Local History Collection are shelved by subject and Dewey Decimal Classification.

Included in the Local History Collections is the Woodstock Shelf Collection. This special collection consists of works written, illustrated, or published by people connected to Woodstock, NY. The Woodstock Shelf has existed since the 1930s. Items are shelved alphabetically by the last name of author, illustrator, or publisher connected to Woodstock.

The collections will contain a range of formats including, but not limited to: books, newspapers, microfilm, pamphlets, maps, photographs, prints, electronic databases, digital archives, and other forms of publications. Materials providing instruction relating to genealogy, local history, preservation and oral history will also be included.

Due to the historic and valuable nature of these collections, the Woodstock Shelf will remain locked. If anybody wishes to read or look at any of the materials in this room, they must leave valid identification at the circulation desk and the room will be unlocked to take materials to read in the library one item at a time, unless otherwise permitted by the Library Director or Librarian. Any material taken will be documented. Items may not be borrowed or checked out except at the discretion of the Library Director.

## **Donations to the Local History Collection**

Each transfer of ownership from a donor to the Woodstock Public Library District's Local History or Woodstock Shelf Collections should be clearly documented in writing. This transfer establishes the library as the legal owner, and includes date of transfer, donor's name and address and a statement that the Library will be responsible for managing the gift (Deed of Gift Form). This will be followed by a letter of thanks to the donor. The Library has the right to decline any donation which does not fit the scope or purpose of the Local History Collections. If donations are not accepted the donor will be referred to local Historical Societies or elsewhere.

## Deed of Gift

Approved by the Board of Trustees August 18<sup>th</sup>, 2017

I / We \_\_\_\_\_ hereby give to the Woodstock Public Library District as a part of its collection, the books, records, and property more particularly described below and on any attached schedule, which was transferred to the Woodstock Library Local History Collections on \_\_\_\_\_.

(Description)

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**Property Rights** Upon transfer to the Woodstock Public Library District, the above described property is granted irrevocably and absolutely to the Woodstock Public Library District.

**Copyrights** (optional) Any copyrights such as the donor may possess in any donated manuscript materials or in any other property in the custody of the Woodstock Public Library District are hereby dedicated to the Library for use by the Woodstock Public Library District and the public.

I / We agree that any materials in the above described gift donated to the Woodstock Public Library District found to include printed or other materials deemed inappropriate for permanent retention may be disposed of by the Woodstock Public Library District in accordance with its selection policies.

Date \_\_\_\_\_

Donor(s)

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# Weeding Policy

Approved by the Board of Trustees August 18, 2017. Updated and approved by the Board July 21, 2022.

The Library Director is responsible for maintaining a current and relevant collection. The withdrawal of materials, also called weeding, of the collection is an ongoing process directly related to collection development. Woodstock Public Library District maintains the quality of the collection by retaining, repairing, or replacing essential materials and by removing items that are outdated, damaged or worn out, duplicated, no longer accurate, and no longer used. The library does not automatically replace all items that are removed because of loss or damage.

The professional staff of the library, under the general direction and supervision of the Library Director, will be solely responsible for the weeding of the collection. Materials are weeded based on the following guidelines. The acronym, CREW, stands for "**C**ontinuous **R**ewiew, **E**valuation, and **W**eeding" with the offered guidelines being to prune the collection of the "WORST"--"**W**orn out, **O**ut of date, **R**arely used, **S**ystem can easily supply, or **T**rivial." Weeding must be done as carefully and cautiously as the initial selection and acquisition of materials.

Archival collections such as the Woodstock Shelf and Local History Collections will be weeded with greater care and mainly based on condition. Items of local or historical significance will be offered to the Historical Society of Woodstock or appropriate local repository if it is determined that an item needs to be removed from the collection.

Items removed from the collection may be sold, given away, recycled, discarded, or otherwise disposed of at the discretion of Woodstock Public Library District. Any proceeds from the sale of disposed library materials will be classified as gifts and donations and will be deposited into the general operating funds for future expenditures.

# Computers

## Computer and Internet Use Policy

Approved by Board of Trustees January 20, 2011. Updated and approved by the Board February 17, 2022.

In accordance with our Library mission statement and in response to the advances in technology and changing communication needs of the community, the Woodstock Library offers the internet as an electronic source that provides information far beyond the margins of our collections. It allows access to ideas, information and commentary from around the world. The library offers access to the internet through on-site computer terminals and through free wi-fi in and outside the library building.

Our tradition is to develop collections, resources and services that meet the cultural, informational, recreational and educational needs of Woodstock's diverse, multicultural community. It should be understood that the internet is an unregulated medium. Although it offers access to a great wealth of material that is enriching to individuals of all ages, it also enables access to material that may be offensive, disturbing or illegal. Since the Library Board and Library Staff have no control over, nor do we monitor, the information accessed through the internet, it is the responsibility of individual users to determine the suitability of internet material.

Parents/guardians are responsible for the internet information selected and/or accessed by their children. Only parents/guardians may restrict their children from use of the internet resource at the Library. As with all other library materials, restriction of a child's access to the internet is the responsibility of the child's parent/guardian. This responsibility does not fall to the Library Staff. Parents are advised to supervise their children's internet sessions. Staff assistance is available for advice, but instruction to internet beginners is only available on a limited, scheduled basis. For the protection of Library equipment, children under twelve must be supervised by a parent/guardian.

Library Staff may impose restrictions, such as time limits, on the use of the equipment. While respecting individual users' rights to privacy, staff reserves the right to monitor use of the Library-owned computers to ensure compliance with this policy. Staff may ask users to remove themselves from equipment if they observe any behavior that they judge to be in conflict with this policy. Misuse or abuse of Library computers or internet access may result in the suspension of Library privileges.

Users should be advised that although the Library supports the users' right to privacy, security is technically difficult to achieve and that electronic communications and files are safest when they are treated as if they were public.

Use of the internet for activities that violate local, state or federal laws is prohibited. This includes but is not limited to such activities as viewing child pornography, committing fraud, hacking, illegal downloading, or spreading libel or slander. Any individual found to be violating this policy may be prohibited from using Library computers.

It is the responsibility of all users of electronic resources at the Woodstock Library to respect intellectual property rights. Copyright restrictions may exist for individual electronic resources. Users may only make copies allowable by copyright laws or licensed software requirements.

Users may not copy programs or data onto the hard disks of the Library's computers, copy programs from the Library's computers, or change settings. Users are also prohibited from using their own programs on the Library's computers. Tampering with or disabling the Library's computer hardware or software, or introducing computer viruses is prohibited.

Users are reminded that they are in a public place that is shared by Library users and staff of all ages, backgrounds and sensibilities. Users are expected to consider this diversity and respect the sensibilities of others when accessing potentially offensive information or images.

In making this policy, the Woodstock Public Library District Board of Trustees states agreement with:

[Access to Digital Resources and Services: An Interpretation of the Library Bill of Rights](#) Adopted January 24, 1996 by the ALA Council; amended January 19, 2005; July 15, 2009 under previous name "Access to Digital Information, Services, and Networks"; and June 25, 2019.

[Internet Filtering: An Interpretation of the Library Bill of Rights](#) Adopted June 30, 2015, by the ALA Council.

[Affirmation of Internet Services at the Library](#) adopted by NYLA Council, September 10, 1997.



# Wireless Access to the Internet

Approved by Board of Trustees January 20, 2011. Updated and approved by the Board March 17, 2022

The Woodstock Public Library District offers free wireless access (aka "WiFi" ) for library patrons to use with their own personal notebooks, laptops and other mobile devices. A patron's use of this service is also governed by Woodstock Public Library District's [Internet Use Policy](#).

As with most public wireless, the Library's wireless connection is not secure. Use of Woodstock Public Library District's wireless network is entirely at the risk of the user. The Library disclaims all liability for loss of confidential information or damages resulting from that loss.

Library staff can provide general information or handouts for connecting devices to the wireless network, but cannot troubleshoot problems related to wireless devices or assist in making changes to a device's network settings and/or hardware configuration. The Library cannot guarantee that a device will work with the Library's wireless network.

All wireless access users should have up-to-date virus protection on their laptop computers or wireless devices. The Library will not be responsible for any information (i.e. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by viruses or hacking.

Printing access is not available via the wireless connection. Users are advised to save their work to a flash drive or email files to themselves then log in to a wired library workstation and send jobs to the public printer.

All users are expected to use the Library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided.

# Library Social Media Policy

Approved by Board of Trustees March 21, 2013. Updated and approved March 17, 2022.

Woodstock Public Library District may publish blogs, wikis, photo sharing, video sharing, tagged websites, and other social networking sites, i.e. Facebook, Twitter, etc. or applications to further its mission to connect library users and community residents to the world of ideas. The Library's sponsored sites are also a place for the public to share opinions about library-related subjects and issues.

The goals of the Library's sponsored social networking sites are:

- To inform the public about library resources and activities

- To increase the public's use of library resources

- To provide additional communication with and among members of the public

Publicly posted information will be professional and reflect positively on the Library, its staff, volunteers, and services. Staff shall check facts, cite sources, present balanced views, acknowledge and correct errors, and check spelling and grammar when publishing any posts.

Where moderation of comments is an available option, comments from the public will be moderated before posting by the Library's designated staff editors. The Library reserves the right to remove any messages or postings that: use offensive language or hate speech, are deemed to be abusive or defamatory or are considered to be spam or commercial in nature or are off-topic.

The Library Director must approve the Library's use of a social web application before it goes live. Participation in the Woodstock Public Library's social networking services implies agreement with all Library policies.

# Financial Matters And Policies

## Budget Approval Process

Approved by Board of Trustees January 20, 2011, updated October 15, 2020

The budget cycle is divided into four parts:

- **Preparation and Submission:** The Director prepares a budget using data from previous years, the planning document and any other sources that support the figures being considered. It is a line item budget based on the form and item codes of the Albany Report. The Director will meet with the Personnel Committee, the Building Committee and the Executive Committee during the budget preparation.
- **Approval:** The Library Board will consider the budget and will hold two public informational meetings about the budget. In considering the budget, the Board may request additional data and may require outside consultants. The budget must be accepted by a majority vote of the Board of Trustees at least thirty days before the public vote. The public vote on the budget is held on the first Thursday of October.
- **Execution:** The Library is run according to the budget accepted by the public. Bills are received and coded to vouchers by the Director or Librarian I. Bills are paid according to the Payment of Bills Policy Vouchers are initialed by a Board Member and approved at a Board meeting. The Board may make adjustments in the budget as allowed by law. The library's annual operating budget is required to be posted on the library's website (Education Department Regulations 8 NYCRR § 90.2)
- **Audit:** The Library has its accounts reviewed by a private CPA yearly. A full audit will be scheduled according to our Audit Policy.

# Payment of Bills

Approved by Board of Trustees October 16, 2014, October 15, 2020

According to publication “*Improving the Effectiveness of Your Claims Auditing Process*” from OSC at <http://www.osc.state.ny.us/localgov/pubs/lmgmg/claimsauditing.pdf> the following payments are allowed in advance of audit: electric, gas, water, sewer, telephone, fuel oil, and postage. Other payments that do not require a pre-audit prior to payment: fixed salaries of officers or employees regularly engaged at agreed-upon wages by the hour, day, week, month, year, or other authorized period, including any payroll withholdings; principal or interest payments on debt; payments made pursuant to a court order; amounts due upon lawful contracts for periods exceeding one year; retirement contributions by a participating employer in the New York State and Local Retirement System as billed by the State Comptroller. A list of account signatories will be approved at the Reorganization Meeting. Payroll will be paid every other Thursday.

## **Procedure:**

1. The Library Director or designated employee receives the bills on a daily basis.
2. The Library Director or designated employee recommends bills for payment and a voucher is created, which includes a unique number, the suppliers name, a brief description of goods or services, the account chargeable, and the amount of the bill.
3. The bookkeeper records expenses in an electronic format (Quick Books) and generates checks to be signed by two designated signatories.
4. A Board Member who is not a signatory on the library account will review the vouchers, bills and checks and will initial each voucher after review..
5. At the monthly Library Board meeting the bills will be presented to the Board for approval. Minutes will indicate beginning and ending voucher numbers approved for payment.

# Wire Transfer, Online Banking and Online Donations

Approved by the Board of Trustees March 19, 2020

**Wire transfer**, or **bank transfer** is a method of electronic funds transfer (EFT) from one person or entity to another. A wire transfer can be made from one bank account to another bank account or through a transfer of cash at a cash office (Wikipedia). Electronic Funds Transfers are often Automated Clearing House (ACH) transactions.

The New York State Office of the State Comptroller, in general, is not in favor of the use of Wire Transfer and Online Banking for transferring funds to or from municipal bank accounts. However, in certain instances, the business model of key services requires that payment or banking transactions be handled electronically. The Library Board of Trustees will review and limit electronic transactions to the services which require it.

The Woodstock Public Library District has entered into a written agreement with the Bank(s) of Record for online banking services. Unique ID's and passwords are individually secured and held by the Director and Treasurer.

No other electronic banking resulting in a transfer of funds will be done. No wire transfers of cash transferred at a cash office (eg. Western Union) will be done.

All EFT transfers will be handled as follows

- They will be reviewed and recorded using the claims audit process
- Bank reconciliations will provide oversight to the transfers as well to ensure that only the expected transfers have occurred.

Movement of funds between financial institutions requires a check that is paid as per the claims audit procedures.

Credit Card and Other Donations via Online Services

**Online services** such as PayPal or Square are a convenient way for the library to receive online donations. The Treasurer and Director will be responsible for printing monthly statements for the bookkeeper and any transaction statements that are transmitted. These transactions will be recorded by the bookkeeper and reconciled monthly by the treasurer. The Director is authorized to transfer to our Bank of Record.

Library Expenses will not be paid via these services.

# Investment Policy

Approved by Board of Trustees November 18, 2010. Revised and approved January 20, 2022

The objectives of this policy are to minimize risk, to guarantee that cash is available when necessary, and to maximize return of investment.

The President, Vice-President, Fiscal Officer, and Library Director serve as co-signatories on the designated accounts. All checks written from Library accounts require two signatures. The President, Vice-President, Fiscal Officer, and Library Director are authorized to invest in the following instruments: money markets or certificates of deposit issued by a bank or trust company authorized to do business in New York State; obligations of New York State; and obligations of the United States government.

All investments will conform to all applicable New York State laws and regulations governing the investment of public funds.

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

The policy shall be reviewed annually.

# Large Expense Approval Policy

Approved by Board of Trustees September 15, 2011. Updated and approved October 25, 2022.

This Policy applies to expenditures of over \$5,000. Before awarding these large contracts the Director will consult with the Board of Trustees. Contracts under \$5,000 will be awarded at the discretion of the Library Director. Contracts over \$5,000 will be awarded to the lowest responsible bidder as determined by the Library Director in accordance with the following requirements. For suitable projects exceeding \$5,000 a minimum of three written quotes, bids or proposals will be obtained. If the project is not awarded to the lowest bidder, written documentation explaining why will be kept in the file. In the event that all quotes exceed the limit determined by the Board, there will be no award. The Library District will comply with all New York State requirements for public works projects.

No official or employee of the Woodstock Public Library District shall be interested financially in any contract entered into by the Library. No official or employee of the Library shall accept a gratuity, financial or otherwise from any supplier of materials or services.

# Credit Card Policy

Approved by Board of Trustees October 16, 2014. Updated and approved by the Board July 21, 2022.

The Library has one credit card issued through the Bank of Greene County. The credit limit shall not exceed \$1,500.00. The card is issued in the name of the director and the Library. The director is the only authorized signer. The credit card is to be used for online purchases of library materials, supplies, conference registration, and online subscriptions. The credit card is to be stored in the safe when not in use. The credit card may not be used for personal expenses. Receipt documenting purchase must be attached to monthly credit card bill. Balance will be paid in full each month.



# Petty Cash Policy

Approved by Board of Trustees December 18, 2014. Updated and approved August 24, 2022.

Two petty cash funds shall be established for the Woodstock Public Library District for the purchase of materials, supplies or services under conditions requiring immediate payment. One fund is for general purposes in an amount not to exceed \$150.00 and the other fund is specifically for children's program supplies in the amount of \$150.00. The Director shall administer and be responsible for the security of both funds and the control of disbursements.

To ensure that these funds are properly managed, the following guidelines shall be followed:

- Receipts and cash-on-hand must always total the authorized fund amount. All disbursements from such funds are to be supported by receipted bills or other evidence documenting the expenditure.
- Payments may be made from petty cash for materials, supplies or services, requiring immediate payment.
- Sales tax on purchases will not be paid by the Library District from petty cash funds.

# Capital Fund Policy

Approved by the Board of Trustees June 27, 2019. Updated and approved by the Board May 19, 2022.

The purpose of the Capital Fund is to provide funding for non-recurring expenditures for the repairs and improvements of the library's building, facilities, and grounds. Qualifying Capital Fund expenditure occurs when there is a purchase or acquisition of an asset that will benefit the Library for an extended period of probable usefulness and meets the minimum item cost guidelines. Disbursements that add to the value or improve the usefulness of an asset also qualify as capital fund expenditures.

## **Minimum Item Cost**

To qualify as a capital expenditure eligible for funds to be transferred from the Capital Fund, the expenditure must equal or exceed \$3,000 with the exception being regular payments for approved projects already in progress.

## **Surplus Transfers**

End-of-the-year surplus from the Library's operating funds may be transferred into the Capital Fund at the discretion of the Library Board of Trustees. However, surpluses may not be budgeted in the Library's annual budget and the Library must make a good faith effort to avoid surpluses if possible. The Library will report any transfers to the Capital Fund to taxpayers.

## **Capital Fund Investment**

Funds held in the Capital Fund shall be invested according to the policies outlined in the Library's Investment Policy.

## **Capital Fund Expenditure Selection Process**

The Library Director and the Fiscal Officer shall make recommendations to the Library Board of Trustees for possible Capital Fund expenditures. The Fiscal Officer and Board of Trustees shall select capital expenditures based on the long-term benefit of the expenditure and the amount of available Capital Funds.

All expenditures from this fund must be approved by the Library Board of Trustees. In the event that guidance or a decision is required in the management of these funds before the Board of

Trustees can meet, the Library Director will consult the President, Vice-President, Treasurer, and Fiscal Officer to determine what guidance is to be provided for a decision to be reached.

# Personnel Benefits Fund Policy

Approved by the Board of Trustees June 27, 2019

The purpose of the Personnel Benefits Fund is to provide funding for non-budgeted excessive increases to Medical Insurance Benefits for staff, and to create a reserve fund for accrued compensated personnel benefits. The Woodstock Public Library District budget process must be completed annually before insurance companies release the next year's premiums. Therefore, each year we must create a best projection before any information on rates is provided.

## **Surplus Transfers**

End-of-the-year surplus from the Library's operating funds may be transferred into the Personnel Benefit Fund at the discretion of the Library Board of Trustees. However, surpluses may not be budgeted in the Library's annual budget and the Library must make a good faith effort to avoid surpluses if possible. The Library will report any transfers to the Personnel Benefits Fund to taxpayers.

## **Personnel Benefits Fund Investment**

Funds held in the Personnel Benefits Fund shall be invested according to the policies outlined in the Library's Investment Policy.

All expenditures from this fund must be approved by the Library Board of Trustees. In the event that guidance or a decision is required in the management of these funds before the Board of Trustees can meet, the Library Director will consult the President, Vice-President, Treasurer, Financial Officer and to determine what guidance is to be provided for a decision reached.

# Technology Fund Policy

Approved by the Board of Trustees June 27, 2019

The purpose of the technology fund is to provide funding for continuous improvements to the technology used by and offered to the community at the Woodstock Public Library District.

## **Minimum Item Cost**

To qualify as Technology Fund expenditure eligible for funds to be transferred from the Technology Fund, the expenditure must equal or exceed \$5,000.

## **Surplus Transfers**

End-of-the-year surplus from the Library's operating funds may be transferred into the Technology Fund at the discretion of the Library Board of Trustees. However, surpluses may not be budgeted in the Library's annual budget and the Library must make a good faith effort to avoid surpluses if possible. The Library will report any transfers to the Technology Fund to taxpayers.

## **Technology Fund Investment**

Funds held in the Technology Fund shall be invested according to the policies outlined in the Library's Investment Policy.

All expenditures from this fund must be approved at a meeting by the Library Board of Trustees. In the event that guidance or a decision is required in the management of these funds before the board of trustees meets, the Library Director will consult the Executive Board to determine what guidance is to be provided for a decision reached.

# Patron Information

## Patron Behavior Policy

Approved by Board of Trustees, April 15, 2010. Updated and approved by the Board of Trustees May 19, 2022.

The Library is committed to providing free and equal access to information in a welcoming and safe environment for all. This policy is designed to ensure the safety, comfort and security of all who visit and work in the library.

Reasonable quiet is expected. If audio equipment (i.e., headphones from the computer) can be heard by other patrons then it is too loud and the volume must be lowered. Cell phones should be set to vibrate or silence upon entering the Library. Cell phone use is not permitted in the Library.

Unacceptable behavior includes: abusive or unwanted contact, yelling or shouting, disrespecting other patrons or staff, interfering with another patron's use of the library or its resources, the use of foul or threatening language and gestures; public drunkenness; illegal drug use; sale or exchange of alcohol or drugs; fighting and pushing; sleeping on the floor; staring and stalking; littering; damaging property, other disruptive or inappropriate behavior

All jackets, gloves and other such personal clothing, all packages and papers and other personal possessions must leave the Library with the person to whom they belong at the end of each visit. The Library assumes no responsibility for the protection of any individual's personal possessions. Lost and found items may be kept for a limited amount of time and then discarded.

The Library assumes no responsibility for the care and supervision of children. Parents or caregivers must supervise the behavior of their children. (See Unattended Children Policy)

Smoking is not permitted anywhere on library property.

A library patron who deliberately alters a library computer database or destroys computer equipment may lose all library privileges and may be subject to financial liability for damages.

Library materials should be returned on time and in good condition. A library patron who vandalizes, steals, or destroys any library material, equipment or building components may lose library privileges and may be subject to financial liability for damages.

Dogs are allowed in the Library, but they must be on a physical leash, kept close to their owner, and not inhibit library usage by other patrons.

### **Recording in the library**

As a public library, the Woodstock Public Library District is obligated to ensure information access, patron privacy, and library service. To help fulfill those obligations, it is our policy to honor state and federal law and policy with respect to photographing, recording, broadcasting, and streaming images of the premises, patrons, and employees while on library property (for the sake of clarity, all such activity is referred to in this document as "Recording").

The Library will allow all Recording consistent with its Plan of Service, ethics, orderly operations, and mission. The Library reserves the right at all times to refuse any Recording that will negatively impact safety, patron privacy, employee work conditions, and/or routine library operations.

Whenever possible, individuals or media outlets who wish to engage in recording should contact the Director to arrange, at least two business days in advance, how such Recording can be done without risking a breach of the library's ethics, its obligation to safeguard patron privacy, and to ensure a respectful environment for library employees. This may be done by calling 845-679-2213 and asking to speak to the Library Director. When contacting the Library with this need, please be ready to discuss what content is needed, and how to adapt that need to the library's ethical and operational priorities, if necessary.

For individuals or media outlets who wish to engage in Recording without notifying the library in advance, please know that any Recording activity that risks negatively impacting safety, patron privacy, employee work conditions, and/or routine library operations, or a violation of this Patron Behavior Policy, will result in a requirement to cease Recording or to adjust where/how Recording is conducted.

As with any other ongoing potential violation of Library policy, any individual or media outlet who, after being asked to stop engaging in Recording, does not cease Recording, will be instructed to leave Library property, pending further action under any applicable policy.

*NOTE: Per the Open Meetings Law, Recording is allowed at all meetings of the Library's Board of Trustees, except for executive sessions. Reasonable restrictions for safety and smooth operations apply.*

**Violation of the Patron Behavior Policy**

Library staff will inform patrons who violate these rules and if the violation continues Library staff will ask the patron to leave. The library may ban a patron from the library when repeated warnings about unacceptable behavior have failed. This ban shall be for 6 months and shall be initiated upon receipt by the patron of a letter sent via certified mail. It may be extended or reinstated as seen fit by the Library Director. The patron may appeal the Library Director's decision to the full Board of Trustees at a regular board meeting.

Patron concerns should be brought to the attention of the Library Director.



# Unattended Children Policy

Approved by Board of Trustees October 21, 2010. Updated and approved August 24, 2022.

Parents, guardians or caregivers, not Library staff, are responsible for the care, behavior and supervision of their children while using the Woodstock Library. Please remember that the Library is a public place. Parents, guardians or caregivers are advised that, even in their absence, they are legally responsible for their child's behavior. The Library staff is here to provide library service and will not assume any parental responsibility.

Children age 10 and under must be supervised at all times by a responsible adult while in the Library. Children age 11 and over may use the Library on their own provided they are able to maintain proper library behavior and adhere to the Patron Behavior Policy. Children must have the phone number of a parent or caregiver that may be contacted if the child's behavior is deemed inappropriate by staff or in an emergency situation.

A child age 10 or under may attend certain specific library programs without a parent, guardian or caregiver in the Library if the child is registered to attend the program, and the parent or guardian has signed a waiver releasing the Library from all liability. Programs that are subject to this rule will be noted as such in the publicity materials.

If a child age 10 and under is found in the Library unattended or remains after the conclusion of a program, Library staff will take the following steps: attempt to contact the family; wait 15 minutes with the child for a parent to arrive; and call police station if child is not picked up in a timely fashion. Under no circumstances will a staff member assume responsibility for transporting such an unattended child from the Library.

Failure to abide by this policy may cause a child's library access privileges to be suspended in accordance with the [Patron Behavior Policy](#).

# Policy on Service to Disabled Patrons

Approved by Board of Trustees July 15, 2010. Updated and approved by the Board May 19, 2022.

From pg. 36 from *Handbook for Library Trustees* 2005 Edition

“Libraries with inaccessible (or even partially inaccessible) buildings must have a written plan describing how their programs and services will be delivered to customers who cannot gain access.”

Until the Library engages in a renovation project and is thoroughly ADA-compliant, Library staff will continue to accommodate patrons with disabilities in the use of the Library. Library staff is available to open doors, locate and deliver materials, and assist in computer usage. If notified, staff will meet patrons in the parking lot to retrieve and/or deliver library materials if the inaccessibility of the building prevents patrons from using the Library. The Library also offers home delivery of materials to patrons, pending volunteer availability.

If a patron with a disability wants to participate in a program being held upstairs, the concerned patron should fill-out an “Accessibility Concerns Form” at least three weeks prior to the scheduled event so that the Library has ample time to ascertain whether an accessible venue can be used for the event. It is the intent of the Library to ensure that all patrons have access to services and programs.

# Accessibility Concerns Form

Approved by Board of Trustees July 15, 2010. Updated and approved by the Board May 19, 2022.

Please describe the nature of the problem you have encountered.

Please describe what we could do to provide better access.

Date:

Name:

Address:

Phone Number:

Please see attached [Policy on Service to Disabled Patrons](#) and [Requests for Accommodation & Complaints about Accessibility](#) for guidance on how we will address your concerns.

# Requests for Accommodation & Complaints about Accessibility

Approved by Board of Trustees July 15, 2010. Reviewed by the Policy Committee May 11, 2022.

The Woodstock Library seeks to make its services, facilities, and programs as accessible as possible to the public, including those who have disabilities. The following procedure has been developed in order to assist the Library in addressing concerns about accessibility.

To request accommodation or make a complaint about accessibility at the Library please follow the following steps:

1. Request for accommodation and/or complaints about accessibility can be presented in person or over the phone. These should be addressed to the Library Director who then makes every attempt to resolve the issue with further recourse to this procedure.
2. If resolution is not achieved by Step One, a complaint can be presented in writing on an [Accessibility Concerns Form](#). Assistance in completing this form is provided as needed. Completed forms are reviewed by the Library Director; a formal response is made to the library user within 14 working days of the date of the original submission of the form.
3. If resolution is not achieved by Step Two, the concerned individual can present their complaint to the Library Board at a regularly scheduled Board Meeting. The decision of the Library Board is final. If resolution is still not achieved, the concerned individual may wish to pursue other courses of action as described in the Americans with Disabilities Act.

# Volunteer Policy

Approved by Board of Trustees August 19, 2010. Updated and approved by the Board June 16, 2022.

The Woodstock Public Library District Board of Trustees recognizes that volunteers are a valuable resource for the Library. Volunteers enhance, rather than replace, adequate staffing. Library volunteers are coordinated by the Director, or designee, and must be at least 13 years of age. Each volunteer must complete “[Library Volunteer Application](#).” Volunteers may be interviewed to determine interest, availability, and experience.

Volunteers are bound by the rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality. Woodstock Public Library District has the right to terminate a volunteer’s working association with the Library at any time.

The Library accepts volunteers required to perform community service, as well as students required to perform service for specific programs.

# Library Volunteer Application

Approved by Board of Trustees August 19, 2010

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

e-mail \_\_\_\_\_

Emergency Contact & Phone \_\_\_\_\_

## Community Service

Are you seeking hours for required community service? \_\_\_\_\_ Yes \_\_\_\_\_ No

*If you answered yes:*

Total number of community service hours assigned \_\_\_\_\_

Deadline \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you need confirmation of hours served in writing? \_\_\_\_\_ Yes \_\_\_\_\_ No

## Availability

How many hours a week or month can you give to the Library? \_\_\_\_\_

What days/time are you available to volunteer? \_\_\_\_\_

# Vulnerable Adult Policy

Approved by the Board of Trustees on December 17, 2015. Updated and approved by the Board June 16, 2022.

A vulnerable adult is a person who is 18 years of age or older and has one or more physical or mental limitations that substantially impair the person's ability to independently provide for their daily needs or safeguard their person, property, or legal interests.

Vulnerable adults who are unable or unwilling to care for themselves must be accompanied by a parent/guardian or caregiver who is responsible for monitoring the activities and managing the behavior of the vulnerable adults during their library visits.

Vulnerable adults who can understand the Patron Behavior Policy and who can care for themselves are welcomed to be in the library unattended. They should have contact information for someone who can assist them in an emergency. Library staff cannot be expected to monitor or prevent vulnerable adults from leaving the building or grounds or to assume responsibility for monitoring their behavior.

Subject to the [Patron Behavior Policy](#), library staff will attempt to contact a parent, legal guardian or caregiver when an individual's:

- Health or safety is in doubt.
- Behavior disturbs other library users and has caused staff to ask the individual to leave the library.
- Parent, guardian or caregiver is not present at closing time. If the parent, guardian or caregiver cannot be reached, library staff will contact the police.

# Patron Complaints Policy

Approved by the Board of Trustees on April 20, 2017. Updated and approved on September 15, 2022.

While the Woodstock Public Library District tries to provide the highest levels of satisfaction and service to its patrons, we recognize that occasionally a patron may wish to make a complaint. Each complaint shall be addressed in a timely manner and the complainant treated with respect.

1. The Library staff should be aware that occasional complaints may occur regarding Library services. Although it is hoped that such occurrences will be rare, it is essential that the Library have in place a policy concerning the handling of complaints and that the staff be well-familiarized with it. A response that is both positive and timely may go far in helping to resolve a complaint.
2. The complainant must know that objections will be given serious consideration and that interest in the operation of the Library is welcome.
3. Complaints involving an inadvertent lapse in Library service may be handled by a simple apology, explaining that it is the Library's desire and mission to provide the best possible service to the community.
4. Complaints concerning books and material selection in the Library must follow the [Policy Concerning a Request for Reconsideration of Library Materials](#).
5. All other complaints may be filed in writing using the [Patron Complaints Form](#). Any submitted complaints will be forwarded to the Library Director for review and follow-up. Staff will inform the Director of recurring complaints even if a formal complaint form wasn't submitted.
6. If a complaint cannot be resolved by the staff or the director, the complaint should be forwarded to the Board of Trustees for evaluation. The Board will promptly review all complaints presented to it and provide a verbal and/or a written response to the complainant.



# Patron Complaints Form

Approved by Board of Trustees on April 20, 2017

Please complete all fields below. We will attempt to resolve your complaint quickly and fairly.

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

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

Daytime phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you a Woodstock Public Library District cardholder? YES NO

If no, please state the name of any public Library of which you are a cardholder:

\_\_\_\_\_

Please briefly describe your complaint in the space below of on an attached sheet. If relevant, include in your description where and when the incident occurred (date/ time), the full names of any Library staff or patrons involved and how they were involved, any previous efforts made by you and/or Library staff to resolve the complaint, and any other significant information.

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

# Extended Interlibrary Loan Policy

Approved by Board of Trustees on August 20, 2020

**The Woodstock Interlibrary Loan (ILL) Department coordinates interlibrary loan services for patrons to borrow from nationwide collections, when items or articles are not available through the 66 member Mid-Hudson Library System. This is a special service of the Woodstock Library.**

ILL loans are provided only for patrons with accounts in good standing. If patrons have overdue or billed materials requests will not be allowed.

ILL loans are provided as courtesy loans from other institutions. All ILL loans are special requests.

Patrons who are unable to follow special loan rules, defined below, will no longer be eligible to borrow ILL loans as noncompliance jeopardize all patron's access to these loans.

## Requests

Before submitting an ILL request to ILL Librarian:

- A staff member must check approved online source (amazon.com or abebooks.com) for the price of the item, because Woodstock ILL cannot accept requests for any item **that can be purchased new for under \$25.**
- New materials requested will be considered **recommendations for purchase**, as other libraries are not obligated to share new materials and ILL shall not be used to circumvent the MHLS holds que. Librarian will place patrons on the list for new material if ordered for Woodstock.
- Also note that Woodstock ILL **cannot accept requests for popular, readily available DVDs and music CDs.** The only DVDS Woodstock ILL will lend or borrow through OCLC are non-fiction.

## Inter Library Loan (ILL)

### Loan Periods

ILL loans are provided as courtesy loans from other institutions. **These items have a specific due date and may or may not be possible to renew.** The owning institution sets the parameters. These loans must be picked up and returned to the Woodstock Library only.

## **Renewals**

ILL loans **cannot be renewed by library circulation staff or patrons**. If a patron needs an extension, please contact Kim Apolant ([kim@woodstock.org](mailto:kim@woodstock.org)) who can *request* an extension from the supplying library.

It is the prerogative of the owning/loaning library to determine whether or not to grant a renewal. It is the responsibility of the patron to notify Woodstock ILL Department that a renewal is needed, before the due date.

Items that become overdue may affect the ability of other patrons to borrow through Woodstock ILL.

## **ILL Fees**

Patrons must approve any additional fees before an item will be lent. Fees are paid by the patron before the material can leave the Woodstock Library.

## **Delivery**

Materials returned through the MHLS bins must be packaged according to the approved MHLS Delivery & Packaging Standards. Items damaged in delivery using other, non-standard packaging will be the responsibility of the Woodstock Library.

All other items will be delivered via USPS mail and packaged safely.

## **Delivery Fees**

All items requiring mail or courier shipment, the owning library covers the cost of shipment to the Woodstock Library and Woodstock Library covers the shipment at Library Mail rates back. Special delivery requirements from owning library creating additional cost will be paid by the patron.

# Personnel

## Staff Code of Conduct

Approved by the Board of Trustees March 18, 2021

Staff is the public face of the library. As such, it is incumbent on the staff to maintain a consistently high level of ethics, work, attitude, and knowledge.

Staff members have a special responsibility to:

- Maintain the principles of the ALA Library Bill of Rights and the Freedom to Read and Freedom to View statements.
- Understand and carry out the established policies and procedures of the Woodstock Public Library District and follow the Grievance Policy to bring up any concerns with or objections to policies, philosophies, or programs.
- Protect the confidential relationship that exists between a library user and the library.
- Maintain an objective and open attitude of understanding, courtesy, and concern for the patrons' needs.
- Serve all patrons equally according to their needs.
- Responsible for consistent quality of work by fulfilling the duties as described by their job description.
- Make the resources and services of the library known and easily accessible to current and potential users.
- Be aware of the obligations of employment and of what constitutes an abuse of working conditions and benefits.
- Acknowledge the importance of the work done by all staff and maintain a sense of loyalty to, and cooperation with, other staff members.
- Carry out assignments so that other staff members need not assume added responsibilities, except in times of emergency.
- Share knowledge and expertise with others.
- Represent the library in the community and elsewhere, and promote library services when appropriate.
- Punctuality is an essential requirement. Staff members who will be absent from their place of duty for a significant period of time should notify their supervisor or the Director.
- Conversation with either public or fellow staff members should be conducted quietly and kept within bounds of common courtesy.
- Personal business may not be conducted from the library during library business hours except for emergencies.
- Employees are expected to work with each other in an atmosphere free of harassment.

- The patron has a right to expect the staff to be familiar with the library collections, services, and resources and to keep informed about new additions. However, reading while on duty is limited to professional periodicals, book reviews, and the like, unless a staff member's particular assignment requires the reading of other materials.
- Library employees need to be able to work comfortably in the workplace but project a professional image for library users. Business casual dress with a clean and neat appearance is the standard for this dress code.
- Please remember that some people are allergic to the chemicals in perfumes, so wear with restraint.
- Name tags will be worn by staff members during work hours. If a replacement name tag is needed, please contact the Director. The employee may be charged for the replacement cost.

Violations of Library Policies will result in disciplinary actions up to and including discharge.

Following is a list of unacceptable acts or behavior:

- Direct violation of library policies and procedures
- Neglect of duty
- Repeated absences or tardiness
- Any act of dishonesty
- Insubordination
- Disorderly or inappropriate conduct
- Alcohol, illegal drugs, or firearm possession or use on Library grounds
- Theft, intentional destruction, or defacing library property

# Whistleblower Protection Policy

Approved by Board of Trustees August 19, 2010. Updated and approved by the Board April 15, 2021.

Any Woodstock Public Library District staff member, board member or volunteer who reports illegal, fraudulent or activity in violation of any adopted policy of the Library will not be fired or otherwise retaliated against for making the report – including firing, demotion, suspension, harassment, intimidation, failure to consider the employee for promotion, or any other kind of discrimination.

To report suspected waste, fraud, abuse, illegal activity, or serious violation of adopted policies a written report should be filed with the Library Director. Verbal reports will be accepted for minor violations of adopted policy. If it would be inappropriate to make the report to the Library Director, a report may be filed with any Executive Board member (Board President, Vice-President, Fiscal Officer, or Secretary). This Whistleblower Policy does not apply to allegations made with reckless disregard for its accuracy. People making such allegations may be subject to disciplinary action by the Woodstock Library.

## Investigation

1. Reports of suspected violations of law, Woodstock Library's bylaws or policy, and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The President or Director will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings, and prepare other reports as indicated by the circumstances. A summary of all such reports will be presented to the Executive Committee.
2. In the event that a report of a suspected violation of law or policy, or retaliation involves the President or Director, the Executive Committee (not including the President) will determine who conducts the investigation or designate a third party to conduct the investigation.

## Confidentiality

Violations or suspected violations will 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. A copy of the policy will be distributed to all Trustees, officers, employees and to volunteers who provide substantial services to the corporation.

# Accidents/Incidents Policy and Report

Approved by Board of Trustees June 16, 2016

If an accident to a patron or staff member takes place on library property, an accident report must be filled out as soon as possible, preferably on the same day. If the director is not available, the supervising staff member, should be notified immediately. If an incident to a patron or staff member takes place on library property, an incident report must be filled out as soon as possible, preferably on the same day. An incident may include, but is not limited to, sexual harassment, problem patrons, or unseemly conduct. An accident may include, but not limited to medical emergencies such as serious falls, cuts, unconsciousness, seizures, etc. If the accident is severe enough and requires immediate medical attention the rescue squad should be called.

# Accidents/Incidents Report Form

Name of Injured: \_\_\_\_\_

Date and Time of Accident/Incident: \_\_\_\_\_

Address of Person Involved: \_\_\_\_\_

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

Description of Accident/Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Staff Member Present: \_\_\_\_\_

Description of Injury or Nature of Disturbance: \_\_\_\_\_

\_\_\_\_\_

Witnesses: \_\_\_\_\_

\_\_\_\_\_

Action Taken and Follow Up: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person Making Report: \_\_\_\_\_

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

This form must be submitted immediately to the library director.

Library Director: \_\_\_\_\_ Date: \_\_\_\_\_

*If more room is needed please use other side.*



# ADA Reasonable Accommodation Request Form

Approved by Board of Trustees May 21, 2020

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## WOODSTOCK PUBLIC LIBRARY DISTRICT

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### ADA REASONABLE ACCOMMODATION REQUEST FORM

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This form is used to request a reasonable accommodation under Americans With Disabilities (ADA) Act. Complete the form and submit it to the Library Director at the time of the earliest known need.

**Please answer these questions to help determine disability and reasonable accommodation. All information will be kept confidential.**

1. What specific accommodation are you requesting?

If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore?

☐ Yes  
☐ No

If Yes, please explain.

Is your accommodation request time sensitive??

☐ Yes  
☐ No

If Yes, please explain.

2. What job function are you having difficulty performing?

3. What limitation is interfering with your ability to perform your job?

4. Have you had any accommodations in the past for the same limitation?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, what were they and how effective were they?

5. If you are requesting a specific accommodation, how will that accommodation assist you?

6. Please provide any additional information that might be useful in processing your accommodation request.

\_\_\_\_\_  
*Employee Name (please print)*

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

\_\_\_\_\_  
*Signature of Employee Completing Form*

# ADA Accommodation Medical Certification

Approved by Board of Trustees May 21, 2020

## WOODSTOCK PUBLIC LIBRARY DISTRICT

### MEDICAL INQUIRY FORM IN RESPONSE TO AN ACCOMMODATION REQUEST

Please have this filled out by your medical professional and hand in to the Library Director as soon as possible.

#### A. Questions to help determine whether an employee has a disability.

For reasonable accommodation under the ADA, an employee has a disability if he or she has an impairment that substantially limits one or more major life activities or a record of such an impairment. The following questions may help determine whether an employee has a disability:

Does the employee have a physical or mental impairment?

Yes ☐

No ☐

If yes, what is the impairment?

Answer the following question based on what limitations the employee has when his or her condition is in an active state and what limitations the employee would have if no mitigating measures were used. Mitigating measures include things such as medication, medical supplies, equipment, hearing aids, mobility devices, the use of assistive technology, reasonable accommodations or auxiliary aids or services, prosthetics, learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, and physical therapy. Mitigating measures do not include ordinary eyeglasses or contact lenses.

Does the impairment substantially limit a major life activity as compared to most people in the general population?

Yes ☐

No ☐

<p><i>Note: Does not need to significantly or severely restrict to meet this standard. It may be useful in appropriate cases to consider the condition under which the individual performs the major life activity; the manner in which the individual performs the major life activity; and/or the duration of time it takes the individual to perform the major life activity, or for which the individual can perform the major life activity.</i></p>					
<p>If yes, what major life activity(s) (includes major bodily functions) is/are affected?</p>					
<input type="checkbox"/> Bending <input type="checkbox"/> Breathing <input type="checkbox"/> Caring For Self <input type="checkbox"/> Concentrating <input type="checkbox"/> Eating	<input type="checkbox"/> Hearing <input type="checkbox"/> Interacting With Others <input type="checkbox"/> Learning <input type="checkbox"/> Lifting <input type="checkbox"/> Performing Manual Tasks	<input type="checkbox"/> Reaching <input type="checkbox"/> Reading <input type="checkbox"/> Seeing <input type="checkbox"/> Sitting <input type="checkbox"/> Sleeping	<input type="checkbox"/> Speaking <input type="checkbox"/> Standing <input type="checkbox"/> Thinking <input type="checkbox"/> Walking <input type="checkbox"/> Working	<input type="checkbox"/> Other: (describe)	
<p>Major bodily functions:</p>					
<input type="checkbox"/> Bladder <input type="checkbox"/> Bowel <input type="checkbox"/> Brain <input type="checkbox"/> Cardiovascular <input type="checkbox"/> Circulatory	<input type="checkbox"/> Digestive <input type="checkbox"/> Endocrine <input type="checkbox"/> Genitourinary <input type="checkbox"/> Hemic <input type="checkbox"/> Immune	<input type="checkbox"/> Lymphatic <input type="checkbox"/> Musculoskeletal <input type="checkbox"/> Neurological <input type="checkbox"/> Normal Cell Growth <input type="checkbox"/> Operation of an Organ	<input type="checkbox"/> Reproductive <input type="checkbox"/> Respiratory <input type="checkbox"/> Special Sense Organs & Skin <input type="checkbox"/> Other: (describe)		

**B. Questions to help determine whether an accommodation is needed.**

An employee with a disability is entitled to an accommodation only when the accommodation is needed because of the disability. The following questions may help determine whether the requested accommodation is needed because of the disability:

What limitation(s) is interfering with job performance or accessing a benefit of employment?

What job function(s) or benefits of employment is the employee having trouble performing or accessing because of the limitation(s)?

How does the employee's limitation(s) interfere with his/her ability to perform the job function(s) or access a benefit of employment?

**C. Questions to help determine effective accommodation options.**

If an employee has a disability and needs an accommodation because of the disability, the employer must provide a reasonable accommodation, unless the accommodation poses an undue hardship. The following questions may help determine effective accommodations:

Do you have any suggestions regarding possible accommodations to improve job performance?

If so, what are they?

How would your suggestions improve the employee's job performance?

--

**D. Other questions or comments:**

Medical Professional's Signature		Date
Medical Provider Name (please print)		Office Telephone Number
License #		
State	Address	Zip

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. “Genetic information,” as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

# Workplace Safety Policy

Approved by Board of Trustees August 19, 2010. Updated and approved September 15, 2022.

Woodstock Public Library District patrons are required to follow the [Patron Behavior Policy](#) approved by the Board of Trustees.

Any staff member who observes or receives complaints of inappropriate behavior may:

- Handle the problem directly with the patron. Staff should use their judgment as to whether the situation requires assistance from an additional staff member.
- Immediately call the police (911 or 679-2422) if the situation is violent or there is a medical emergency.
- Contact the staff member in charge if the situation is of a nature that the staff member chooses not to engage with the patron.

The Library Director should be notified as soon as possible when a staff member approaches a library user who violates the [Patron Behavior Policy](#). For any incident which requires staff to contact outside assistance, such as police, an incident report must be submitted to the Director by a witnessing or involved staff member within 24 hours of the incident. Incident reports must also be submitted to the Director if there are injuries or accidents on library property. In addition to filing written reports, staff members are encouraged to talk through upsetting incidents. These issues will periodically be discussed at monthly staff meetings, where comments and suggestions are encouraged.

# Temporary Telecommunicating Policy

Approved by Board of Trustees July 16, 2020

## TEMPORARY TELECOMMUTING POLICY

Woodstock Public Library District considers telecommuting to be a possible alternative work arrangement in cases of great need and where current job duties and assignments can be regularly accomplished in such an arrangement. Telecommuting allows employees to work at home or in a satellite location for all or part of their regular workweek. Telecommuting is a work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a Woodstock Library benefit, and it in no way changes the terms and conditions of employment with Woodstock Library.

## POLICIES & PROCEDURES

### Employment Relationship

Telecommuting does not change the Woodstock Public Library District (WPLD) expectations or obligations regarding the employment relationship. All employees, including telecommuters, are subject to employment policies and procedures set forth in our policy documents.

### Job Duties

The employee's duties, obligations, responsibilities and conditions of employment with the Library remain unchanged. Job responsibilities, standards of performance and performance appraisals remain the same as when working at the regular work site.

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

### Timekeeping

Telecommuters must document their time and tasks on a daily basis and must take all required breaks. A non-exempt telecommuter must also take his or her required breaks and must obtain pre-approval to work overtime in accordance with WPLD policy. Working unauthorized overtime, failing to take required breaks, or failing to keep accurate timesheets and/or turn them in on time may result in corrective action in accordance with the personnel manual.

### Schedule/Workweek

Telecommuters must present a work schedule that is agreeable to the Library Director. Unless other specific arrangements are made with the Director, the telecommuter agrees to be accessible during the agreed upon working hours while working from his or her remote office.



### **Meetings**

Woodstock Library employees may not meet in their home with another person(s) in the conduct of any Woodstock Library business.

### **Supplies**

Woodstock Library will supply the employee with appropriate office supplies for successful completion of job responsibilities. Any additional supplies must be approved by the Library Director before purchase.

### **Unauthorized use of WPL Property**

Employee agrees that only person(s) expressly authorized by WPLD may use the equipment as provided for the remote work location and the employee will follow the same rules for equipment use as designated in the personnel manual.

### **Termination of Telecommuting Agreement**

WPLD, with or without cause or advance notice may alter or cancel the telecommuting agreement at any time.

## **CONFIDENTIALITY & CONDUCT**

Employees who telecommute must maintain the security of all confidential and/or sensitive information as if they were working at the Library.

## **HEALTH AND SAFETY**

The remote telecommuter is responsible for designating and maintaining a workplace that is free from recognized hazards and that complies with all occupational safety and health standards, rules, and regulations. Telecommuters are responsible for setting up and maintaining an ergonomically correct workstation. WPLD is not liable for any loss, damage, or wear of any equipment, furniture, or supplies owned by the telecommuting employee.

### **Reporting an Injury**

Telecommuting employees are responsible for notifying the Library Director of such injuries as soon as possible, and in any event no later than 48 hours after the event occurred. Failure to notify Woodstock Library within 30 days after the accident can result in denial of benefits in accordance with NYS Insurance Fund procedures. The employee is liable for any injuries sustained by visitors to his or her home worksite. Woodstock Library recommends employees working at home review their homeowner's insurance's liability coverage and discuss with their insurance agent their coverage for all situations associated with working at home.

### **Employer Liability**

WPLD assumes no liability for injuries to you that occur outside of the home work area or outside of your working hours. In addition, WPLD makes no representations on the personal tax and insurance implications of this telecommuting arrangement; it is the Employee's obligation to address these issues on his/her own. I \_\_\_\_\_ (print name) have read and understand the Temporary Telecommuter Policy and agree to the duties, obligations, responsibilities and conditions for employees working offsite. I understand that I remain subject to all WPLD policies, but not limited to, use of technology, confidentiality, unlawful harassment and workplace safety.

I understand that I must maintain a specific telecommuting location and works hours as agreed upon between WPLD and myself. Additionally, I must furnish and maintain my remote work space in a safe manner, employing appropriate telecommuting security measures and protecting library assets, information and systems. I also understand that WPLD may change the conditions under which I am authorized to telecommute or may cancel the privilege of telecommuting or may request my presence in the library, with or without cause and with or without notice. My signature below certifies that I have read, understand and agree to the WPLD Temporary Telecommuting Policy.

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Employee Signature Date

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Director Signature Date

Work Hours:

# Sexual Harassment Policy

Approved by Board of Trustees on October 18, 2018

## Introduction

The Woodstock Public Library District (WPLD / The Woodstock Library) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of The Woodstock Library's commitment to a discrimination-free work environment. Sexual harassment is against the law<sup>1</sup> and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with The Woodstock Public Library District.

Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

## Policy

1. The Woodstock Library policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with The Woodstock Library. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Woodstock Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of The Woodstock Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or Library Director. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may

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

also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject The Woodstock Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. The Woodstock Library will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The Woodstock Library will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Woodstock Library will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the Library Director.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

### **What Is “Sexual Harassment”?**

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

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

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or

- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

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

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

### **Examples of sexual harassment**

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

- Physical acts of a sexual nature, such as:
  - o Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - o Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - o Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - o Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:

- o Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - o Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - o Sabotaging an individual's work; o Bullying, yelling, name-calling.

### **Who can be a target of sexual harassment?**

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

### **Where can sexual harassment occur?**

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

### **Retaliation**

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

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

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;

- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

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

### Reporting Sexual Harassment

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

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

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

### Supervisory Responsibilities

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

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

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



## Complaint and Investigation of Sexual Harassment

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

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Woodstock Library will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

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

- Upon receipt of complaint, the Library Director will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - o A list of all documents reviewed, along with a detailed summary of relevant documents;
  - o A list of names of those interviewed, along with a detailed summary of their statements;
  - o A timeline of events;



- o A summary of prior relevant incidents, reported or unreported; and
  - o The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

## Legal Protections And External Remedies

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

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

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

### State Human Rights Law (HRL)

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

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

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

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

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

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

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

### **Civil Rights Act of 1964**

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

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

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

### **Local Protections**

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

### **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department at 911 or (845)679-2422, 76 Tinker Street, Woodstock, NY 12498.

# Law Enforcement Policy

(This policy is based on Template for Law Enforcement Inquiries Guidelines prepared by NYLA's Intellectual Freedom Committee & ALA recommendations)

Approved by Board of Trustees October 21, 2010

Revised and approved January 20, 2022

The Woodstock Public Library District recognizes its position of special trust with members of the public. As the choice of books and other library materials, along with the use of the information resources of the Library, is essentially a private endeavor on the part of each individual patron, the Library has the responsibility of protecting the rights and privacy of its patrons in accordance with NYS Law 4509.

Civil Practice Laws and Rules Section 4509 Library Records (signed into law June 13, 1988) states: "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 related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films of records**, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute."

The Board recognizes that it is only through continued public confidence in the fact that these guidelines are being upheld that the public can maintain its confidence in the public library.

In the event that library records or user information is requested by Law Enforcement, Library Staff will use the following guidelines.

## **Guidelines for Responding To Law Enforcement Requests for Library Records and User Information**

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

- Ask for the officer's identification.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.
- Refer the officer to the Library Director or to a designated alternate authorized by the Library Director to respond to requests for records and information.

If a law enforcement officer requests library records or information about a library user or staff member and neither the Library Director nor a designated alternate is present in the library:

- Ask for the officer's identification. Record the information on the identity card.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.
- Attempt to reach the Library Director, a designated alternate, or the Library's legal counsel.

If you cannot reach the Library Director or a designated alternate, utilize the procedures outlined below for use by the Library Director or a designated alternate. A written report describing the officer's inquiry should be provided to the Library Director at the earliest opportunity.

### **Procedures for the Library Director or a designated alternate:**

In all cases:

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

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

- Explain the library's privacy policy, informing the officer that library records and information about library users and library staff are not made available to law enforcement agencies unless a proper court order in good form has been presented to the library.
- If the officer persists, provide the officer with the contact information for the library's legal counsel and ask the officer to speak to the library's attorney.
- If the officer claims that an emergency or other circumstance requires the library to turn

over records or provide information without a court order, call the library's legal counsel and ask for assistance.

- If the officer employs force to take possession of library records or other library property, do not obstruct the search in any way. Keep a written record describing the incident.
- Provide all notes and records to the library's legal counsel. If a library worker is required to respond to a voluntary request or a warrantless search in the absence of the Library Director or a designated alternate, all materials should be turned over to the Library Director.

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

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

If the law enforcement officer presents a search warrant:

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

If an agent for the Federal Bureau of Investigation presents an order and informs you that the

order is issued as part of a terrorism or espionage investigation and is subject to a "nondisclosure order" or "gag order" (Orders issued under the [USA PATRIOT Act](#)):

- Call the library's legal counsel and ask for assistance.
- Read the order and any attached documentation. If it provides a period of time to respond to the order, respond to the order in the same manner as a subpoena. Except for legal counsel, do not inform other library staff or any other person about the order until authorized to do so by the library's legal counsel.
- If the order requires the immediate surrender of records or other items, respond to the order in the same manner as a search warrant. Ask the agent if he or she will delay the search until the library's legal counsel arrives.
- If required to turn over records or other items at once, do not notify any library staff except for legal counsel and those staff members necessary for the production of the requested records or other items. (For example, it may be necessary to ask a member of the Information Technology staff to assist with the production of electronic or computer records.) Instruct all staff members who assist in responding to the order that, with the exception of legal counsel, he or she cannot inform other library staff or any other person about the order unless authorized to do so by the library's legal counsel.
- If a library worker is required to respond to an order issued under the USA PATRIOT Act in the absence of the Library Director or a designated alternate, they should inform the Library Director as the custodian of records. It is not unlawful for library staff or volunteers to refer the agent to the Library Director or her designated alternate; however, except for legal counsel, the staff member or volunteer should not inform anyone else about the order unless authorized to do so by the library's legal counsel.

**Phone numbers for legal counsel as of January 2022:**

Whiteman, Osterman & Hanna, LLP  
Robert Schofield  
518-487-7616

# Nepotism Policy

Approved by the Board of Trustees September 15, 2022.

The Library will not hire or knowingly allow the simultaneous employment of two or more immediate relatives. Nepotism situations include, but are not limited to: (A) staffing, (B) contracted services, (C) auditing, and (D) other situations which might fairly represent a conflict of interest.

Unless otherwise provided by law, immediate relatives shall not be hired, promoted or transferred to a regular full-time or regular part-time position where:

1. One relative would have the authority to appoint, remove, discipline or evaluate the performance of the other;
2. One relative would be responsible for auditing the work of the other; or
3. Other circumstances exist that place the relatives in a situation of actual or reasonably foreseeable conflict of interest.

For the purpose of this policy, “immediate relative” includes spouse, domestic partner or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage. This policy also applies to individuals who are not legally related but who reside with another employee in a familial relationship rather than a roommate relationship.



## Outside Employment Policy

Approved by the Board of Trustees October 25, 2022

The Library has no objection to employees accepting second jobs unless such jobs have negative effects on the employees' abilities to satisfy the job-related requirements of their positions at the Library or involve the use of confidential information learned directly or indirectly through employment at the Library. Employees who hold or plan to hold a second job should advise their immediate supervisor to avoid scheduling conflicts. Should outside employment appear to interfere with or prevent an employee from fully and ethically performing the responsibilities of his/her position with the Library, the situation will be called to the attention of the employee with the expectation that adjustments necessary to permit satisfactory service to the Library will be made. Employees may not receive any income or material gain from individuals outside the Library for materials produced or services rendered while performing their duties as staff members of the Library. Employees are prohibited from using Library time, supplies, or equipment in outside employment.

# EMPLOYMENT POLICY

Approved by Board of Trustees December 18, 2014. Updated by the Board of Trustees October 25, 2022.

## Article I - Recruitment, selection and hiring

A. *Director*: The recruitment and hiring of the Director shall be the responsibility of the Board of Trustees. The Board will hire a person holding a Master Degree in Library Science (MLS, MIS or equivalent) from an institution accredited by the American Library Association and thereby eligible for the Public Librarians' Certificate in accordance with Regulations for the New York State Commissioner of Education Pertaining to Public and Free Association Libraries, Library Systems, Trustees and Librarians, July 1970, subchapter D.90-3(a). The Board will also follow Civil Service requirements.

B. *Other Staff*: When a vacancy occurs, it shall be the responsibility of the Director to recruit and interview other staff in accordance with Civil Service rules. The Director will inform the Personnel Committee of any staffing changes. Each employee of the Library shall be given a copy of the Policy Manual. The Director recommends to the Board the appointment of personnel; the library board approves such recommendations.

A probationary period of six months is provided so that the Director may decide whether or not a new employee is satisfactory in performing his/ her duties and the new employee may decide whether he/she is satisfied with the position. The Director shall discuss the employee's performance with him/her once a month during the probationary period.

The Director shall do a written evaluation prior to the end of the six- month probationary period and present a copy of it to the Personnel Committee before recommending permanent status or termination of a probationary staff member.

## Article II – Termination of Employment

A. *Director*: Should the question of dismissal of the Director arise for any reason, the Board shall give him/her one month's written notice, and follow New York State Civil Service Law Section 75. See attached. <http://www.cs.state.ny.us/pio/summaryofcslaw/summofofcsldisciplinary.cfm>

B. *Other Staff*: Upon satisfactory completion of the probationary period, the employment of staff members carries with it assurance of continuous and permanent employment as long as the staff member performs his/her duties completely in accordance with the policies of the Library. No staff member under permanent appointment shall have his/her services terminated without cause and the opportunity for a hearing. The first hearing shall be with the Director. The decision from the first hearing can be appealed to the Personnel Committee. The decision

of the Personnel Committee may be appealed to the Board of Trustees. The decision of the Board of Trustees shall be final. Hearings shall be in accordance with Civil Service procedures.

### **Article III – Retirement**

Retirement of the Library staff shall be consistent with the current policies of New York State Civil Service and New York State and Local Retirement.

### **Article IV – Director’s Duties**

The Library Director is responsible the administration of the Library under the review of the Board of Trustees Executive Committee and shall carry out the policies of the Library as adopted by the Board of Trustees. The Library Director shall maintain a standard of ethics, honesty, and integrity and exercise good judgment in carrying out library business. The Director’s duties include but are not limited to the following:

#### **BOARD**

- Attend all Library Board and committee meetings
- Prepare regular monthly reports and otherwise apprise the Board of significant activities, events, problems and concerns of the Library
- Formulate and recommend policies for Board approval, and implement the same
- Prepare annual budget in consultation with the Board; make Friends aware of the financial needs of the library; decide on use of money on the basis of approved budget

#### **PLANNING**

- Continually evaluate the effectiveness of library services in relation to changing needs of the community and develop plans to meet those needs
- Evaluate future needs for library services and resources to meet those needs
- Prepare long-range plans for the library with considerable amount of community input

#### **FINANCE**

- Manage library finances by developing and tracking budgeted funds and recommending effective allocation of funds in the budget process
- Prepare a draft annual budget for Board consideration and adoption
- Make and supervise expenditures of library funds
- Prepare and send to the Division for Library Development the required annual report
- Ensure that all appropriate reports are created and filed

#### **PERSONNEL**

- Classification of staff positions and periodic revision of job descriptions
- Recruitment and interviewing of candidates for positions
- Responsible for employee hiring, firing, and promotions
- Scheduling, organizing and supervising work operations
- Establishment of work rules and regulations
- Ensure that employees have appropriate training and access to professional development

Preparation of annual evaluations  
Supervising and managing volunteers

### **PUBLIC & PATRON RELATIONS**

Advocate for and promote the library. Work with employees, library board, volunteers and library users as well as educational organizations  
Work to establish effective communications through press releases, email or print newsletters, websites, and social media  
Establish and maintain effective working relationships with schools, agencies, civic and community groups, the general public and the news media  
Represent the library before community, civic and other groups regarding the objectives and activities of the library  
Monitor public perceptions of the library and its services  
Ensure the library maintains a welcoming feel  
Effectively address patron complaints and public criticism of the library  
Respond to the unique needs of the community as the demography dictates

### **COLLECTIONS**

Supervise selection, acquisition, and processing of library materials, both print and electronic, to meet public needs within the structure of library selection policies and budgetary limitations

### **PHYSICAL FACILITIES**

Supervise housekeeping, maintenance and repair of building and grounds  
Keep schedule of repairs and priorities

### **PROFESSIONAL DEVELOPMENT**

Keep current in library trends. This includes, but is not limited to, participation in professional and other meetings as appropriate, membership in state and national library organizations and networking with regional libraries

## **Article V – Work Hours**

Full-time employees shall work thirty-five hours per week. At the discretion of the Director, time spent on Library business that engages an employee outside the Library is included in work hours. The Director shall arrange for lunch or dinner periods and 15-minute break periods so as not to impede the efficiency of the Library. Hourly employees working less than 6 hours on a shift will be entitled to one paid 15-minute break. Shifts six hours or longer require an unpaid 30-minute break plus two paid, non-consecutive 15-minute breaks. An hourly employee shall receive regular hourly pay for any time worked up to 40 hours a week. Time and half will begin over 40 hours. The Director, within the limits of the budget, shall schedule part-time staff hours.

## **Article VI – Salary Payments**

Employees are paid every other Thursday. All employees are eligible for direct deposit. Those who do not subscribe to direct deposit can expect to receive their signed check on the Thursday payday. Designated signatories will sign checks by payday.

## **Article VII – Salary Review**

The Personnel Committee shall review salaries before the budget is prepared. Consideration shall be given to the Cost of Living Index, the Director's recommendations and the current pay rates of the Onteora Central School District and/or the Town of Woodstock for equivalent positions. Raises for all employees shall be as of January 1<sup>st</sup>.

## **Article VIII – Leaves of Absence, Holidays and Vacations**

Full time employees of the Library are entitled to the following leaves of absence, paid holidays and paid vacations:

- A. Sick / Stress Leave: Full time employees shall earn one day per month cumulative to a maximum of 90 working days. While sick leave days do not accumulate during a period of illness or disability longer than 14 days, they shall begin to re-accumulate thirty days after the employee returns to work. Accumulated sick leave may be applied to maternity/paternity leave. When an employee leaves the employ of the Library, he/she will not be paid for any sick leave.
- B. Personal Leave: Full time employees shall be allowed three personal days per year. Personal leave shall not be cumulative from year to year.
- C. Bereavement Leave: An employee shall be allowed leave with pay because of death in his/her immediate family. If the time needed is longer than three days, the duration of such leave shall be at the discretion of the Director.
- D. Maternity/Paternity Leave: After permanent appointment, an employee is eligible for up to six months of unpaid leave for maternity/paternity reasons. The employee shall give one month's written notice in advance, if medically possible. Accumulated sick leave, personal leave, and vacation leave may be applied to maternity/paternity leave.
- E. Other Leave: Other leaves of absence shall be granted to employees at the discretion of the Board based on recommendation of the Director.
- F. Vacations: Full time employees shall be entitled to vacations days based on the number of years of their employment. Vacation days may accumulate to 45 days. When an employee leaves the employ of the library, she/he will be paid for unused vacation days up to 30 days. A vacation day is defined by the average work day of the employee. Vacation days for full time employees are 7 hours per day. Part time employees are entitled to vacation days of 3 ½ hours assuming if their average work schedule is 17 ½ hours per week. New employees may

use accumulated prorated vacation days after 6 months of employment. Vacation accumulates as follows

1-5 years 1.25 days/month

5-10 years 1.5 days/month

10+ years 2 days/month

Director 2 days/month

G. Holidays: Employees shall be entitled to 15 paid holidays: Martin Luther King Jr.'s Birthday, President's Day, Memorial Day (Library also closed the Saturday before), Juneteenth, Independence Day; Labor Day (Library also closed the Saturday before); Indigenous Peoples Day; Veteran's Day; Day before Thanksgiving, Thanksgiving, Day after Thanksgiving, and Saturday after Thanksgiving; Christmas Eve, Christmas Day, Day after Christmas, and New Year's Eve. Employees scheduled to work Tuesday –Saturday will receive floating holidays.

H. Regular part-time employees are entitled to receive all of the leaves, holidays and vacations listed in Article VIII pro-rated per number of hours worked per week. A regular part-time employee is defined as a person who works 17 ½ hours a week or less.

*(See Addendum I for scheduled closed days for the current year)*

## **Article IX – Disability Insurance and Worker's Compensation**

An employee who sustains a job related injury shall notify the Director immediately so that the required reports can be filed with the insurance carrier. Likewise, any non-job related illness or accident causing disability should be reported in the same manner. The Library shall pay the difference between full salary and the amount paid by Disability Insurance or Worker's Compensation. Such payments by the Library shall cease when these payments equal the total salary for the sick days accumulated by the employee. When no Disability Insurance or Worker's Compensation claim is involved, the Library shall make such payments within thirty days of notification of claim for sick leave pay. When Disability Insurance or Worker's Compensation is claimed, such payments shall be made within thirty days after required reports have been filed.

## **Article X –Insurance**

Full time employees are covered by a health plan. Both individual and family plans are available with the library paying 100% of individual plans and 85% of family plans. The Library also provides insurance to cover employees' liability when they are using their cars for Library business.

## **Article XI – Grievance Procedure**

Any staff member may file a grievance in writing subject to the following rules and procedure:

1. Any staff member with a grievance shall first discuss it with the Director within ten working days (not counting scheduled time of) from the occurrence of the event.



2. If the grievance cannot be resolved by the Director, it shall be presented to the Personnel Committee by both the employee and the Director within ten more working days. The Personnel Committee shall prepare a written decision to be discussed by both parties within another five working days.
3. If the Personnel Committee cannot arrive at a decision, or if either party is dissatisfied with the decision, an appeal may be filed to the Board of Trustees within another five working days.
4. The Board of Trustees, after considering the facts at its next regularly scheduled meeting, shall prepare a written decision within five days of said meeting.
5. If either party is dissatisfied with the decision of the Board, an appeal may be filed to an Arbitration Panel within ten working days of the Board's decision. The panel shall consist of three Woodstock citizens none of whom can be members of the Board of Trustees and all of whom must be residents of Woodstock. One member of the panel shall be appointed by the Board President. One member of the panel shall be chosen by the Grievant and one shall be chosen by mutual agreement of the other two members of the panel. After considering the facts, the Arbitration Panel shall, within ten working days, prepare a written decision, which shall be final and binding on both parties.

## **Article XII – Evaluation**

- A. Director: The Board of Trustees will evaluate the Director once a year in Executive Session pursuant to Section 105(f) of the Open Meetings Law. An initial evaluation will be performed by the Personnel Committee. Each year the Personnel Committee and the Director will establish goals and milestones for the following year. Before the Board evaluation the Personnel Committee and the Director will review the Director's performance against the goals and milestones set the year before and against the Director's Duties listed in Article IV of this Policy. The Personnel Committee will report to the Board on this process and the Board and the Director will go over the report together. The Personnel Committee Report of the Evaluation and any additional Board comments will be stored in the Director's confidential personnel file.
- B. Other Staff: The Director shall evaluate each staff member once a year in writing. The staff member shall also provide his/her written insights on the year's achievements. These shall be stored in confidential personnel files which can be seen only by the individual staff member and the Director.

## **Article XIII – Professional Workshops and Conferences**

Members of the staff may attend meetings on Library time when in the judgment of the Director, both staff member and the Library will benefit. The Library will pay travel expenses at the current IRS mileage reimbursement rate. Using funding from the Conference budget line, the Library shall cover the usual and customary expenses of the Director, and such other

employees as the Director might recommend attending the NYLA, ALA, PLA, or any other significant library-related conference.

The opportunity to attend shall be for the purpose of promoting professional development throughout the staff. The employee attending a conference may be asked to make a presentation about the conference at the next regularly scheduled staff meeting.

#### **Article XIV – Library Hours**

The number of hours that the Library is open each week; which hours the Library is open each week; and which days the Library will be closed for holidays will be voted upon by the Board of Trustees each year in January at the reorganization meeting. This information shall be attached to the Employment Policy as [Addendum I](#).

#### **Article XV – Policy Concerning Jury Duty**

When an employee is called to Jury Duty he/she shall immediately inform the Director. The Library will allow the required time off with pay, making the employee ineligible for jury fee.

#### **Article XVI – Policy Concerning Nondiscrimination**

There shall be no discrimination in the recruitment, selection and hiring of staff on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, or gender identity and expression. This applies to all aspects of the Employment Policy, i.e. salary review, leave of absence, vacation, retirement, and termination. Recruitment is based on Civil Service Law.

#### **Addendum I**

##### **Library Hours for 2022**

The Library is open 47 hours a week and is closed on Sunday.

Monday – Friday: 10am – 6pm

Saturday: 10am – 5pm

Library Closed the following days:

Monday, January 17 (MLK Jr Day)

Monday, February 21 (Presidents' Day)

Saturday, May 28 (Memorial Day weekend)

Monday, May 30 (Memorial Day)

Monday, June 20 (Juneteenth Observed)

Monday, July 4 (Independence Day)

Saturday, July 23 (Library Fair)

Saturday, September 3 (Labor Day weekend)

Monday, September 5 (Labor Day)

Monday, October 10 (Indigenous People's Day)

Friday, November 11 (Veterans Day)

Thursday, November 24 (Thanksgiving break)

Friday, November 25 (Thanksgiving break)

Saturday, November 26 (Thanksgiving break)

Saturday, December 24 (Christmas Eve)

Monday, December 26 (Christmas Observed)

Monday, January 2, 2023 (New Year's Day Observed)



# Board of Trustees

## Conflict of Interest Policy

Approved by Board of Trustees October 16, 2014. Reviewed by the Policy Committee on January 19, 2022.

### Article I -- Purpose

1. The purpose of this conflict of interest policy is to protect the Woodstock Public Library District's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of a covered person.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

### Article II -- Definitions

1. **Covered Person:** any member of the Woodstock Public Library District Board of Trustees and any employee of the Woodstock Public Library District.
2. **Interested Person:** any member of the Woodstock Public Library District Board of Trustees and any Woodstock Public Library District employee who has a direct or indirect financial interest, as defined in Article II, Section 3.
3. **Financial Interest:** a covered person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which Woodstock Public Library District has a transaction or arrangement;
  - b. A compensation arrangement with Woodstock Public Library District or with any entity or individual with which Woodstock Public Library District has a transaction or arrangement;
  - c. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial;
  - d. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Woodstock Public Library District is negotiating a transaction or arrangement.

## Article III -- Procedures

1. **Duty to Disclose:** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Woodstock Public Library District Board of Trustees.
2. **Recusal of Self:** Any covered person may recuse at any time from involvement in any decision or discussion in which the covered person believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
3. **Determining Whether a Conflict of Interest Exists:** After disclosure of the financial interest and all material facts, and after any discussion with the Woodstock Public Library District Board of Trustees, the covered person may leave the Library Board Meeting while the determination of a conflict of interest is discussed and voted upon.

### 4. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at a Woodstock Public Library District Board of Trustees meeting, but after the presentation, the interested person may leave the meeting during the discussion of, and vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The President of the Board of Trustees shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Woodstock Public Library District Board of Trustees shall determine whether the Woodstock Public Library District can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Woodstock Public Library District Board of Trustees shall determine by a majority vote of the disinterested trustees whether the transaction or arrangement is in the Woodstock Public Library District's best interest, for its own benefit, and whether it is fair and reasonable. Pursuant to that determination, the party seeking the determination shall be free to enter into the proposed arrangement or transaction.

### 5. Violations of the Conflicts of Interest Policy

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

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Woodstock Public Library District Board of Trustees determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Article IV – Records of Proceedings**

The minutes of the Woodstock Public Library District Board of Trustees and all committees with board delegated powers shall contain (a) the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; (b) the nature of the financial interest; (c) any action taken to determine whether a conflict of interest was present; (d) the Board's decision as to whether a conflict of interest in fact existed; (e) the names of the persons who were present for discussions and votes relating to the transaction or arrangement; (f) the content of the discussion, including any alternatives to the proposed transaction or arrangement; and (g) a record of any votes taken in connection with the proceedings.

#### **Article V – Compensation**

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

#### **Article VI – Annual Statements**

Each covered person shall annually sign a statement which affirms they have received a copy of this policy, has read and understands this policy.

# Board of Trustees Ethics Statement

Approved by Board of Trustees November 20, 2014. Reviewed by the Policy Committee on January 19, 2022.

As a Trustee of the Woodstock Public Library District, I understand that I am responsible for holding the Library in trust for the community. This trust is an expression of civic leadership and, as a member of the Board, I am accountable to the community as a whole.

I have read the most current edition of [Handbook for Library Trustees of New York State](#) and understand its contents.

I will receive no compensation as Trustee.

I will distinguish clearly in my actions and statements between my personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if I personally disagree.

I will attend Trustee meetings and participate fully in the deliberations.

I commit to attaining and maintaining a level of competency appropriate to library trustees by participating in continuing education activities.

I will treat my fellow Trustees with respect.

I will be aware of and in compliance with applicable laws governing the freedom of information.

I will avoid situations in which personal interests are in conflict with my role as Trustee, will disclose any such situations, and will disqualify myself immediately whenever the appearance of a conflict of interest arises. See “Conflict of Interest Policy.”

I will comply with the Open Meetings Law.

I understand that the function of the Board is to set broad policy direction and monitor adherence to policy and not to interfere with the day to day operations of the Library.

I have read the attached “Conflict of Interest” policy.

I will sign this statement at the beginning of my term.

Name:

Signature:

Date:

# Filling a Vacancy on the Library Board

Approved by the Board February 16, 2012, Updated December 20, 2018

The Woodstock Library Board works with and supports the Library staff and The Friends of the Library developing long range plans and goals for Library services.

The Library Board members participate actively in a wide variety of activities in support of the Woodstock Library. The responsibilities include:

- |  |                  |
|--|------------------|
| Policy development                                   | Public relations |
| Strategic planning                                   |                  |
| Advocacy   |                  |
| Financial development and funds development (budget) |                  |

A board member must be willing and able to devote the necessary time to carry out responsibilities as a board member. This includes preparation and attendance at meetings, planning sessions, trustee training, committee meetings and other Library and community events as required, as well as participating in ongoing advocacy efforts on behalf of the library.

Preferable skill sets to become a member:

- Strong general level of awareness of the community in which the Library serves.
- Familiarity with or willingness to learn about the opportunities and challenges faced by a public library and its funding and budget process.
- Appropriate communication skills and the willingness and ability to represent the Library in the community.
- Readiness and ability to contribute and actively participate in Board initiatives.
- Ability to function in a collaborative environment with many key stakeholders and community partners.
- Commitment to ongoing personal growth and development as a Board Member.

A potential board member must be a resident of the Town of Woodstock, have a background, education, or experience in any of the areas of responsibilities mentioned.

There shall be no discrimination in the recruitment of Candidates for Board of Trustees on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, or gender identity and expression.

Searching for a new Board member can be done by word of mouth, articles or advertisements in the local newspaper, networking in person or the internet. There is always an open invitation to sit in and observe Board meetings. Any potential candidate is encouraged to observe the Board process prior to appointment to gain a better understanding of how the Library Board works.

The candidate will fill out a three question application and attend a Board meeting. At the Board meeting the candidate will be interviewed by the entire current Board. An appointment to a vacancy is done by a majority vote of the current Board in a closed session. The vacancy will be filled until the end of the calendar year after the next library election in September.

## Woodstock Public Library District Trustee Candidate Questionnaire

Name:

Address:

Telephone, email:

Please tell us something about yourself including experiences you have had that will help the Library.

Why would you like to serve on the Library Board?

What is your vision for Woodstock and how the Library can help the town move into the future?



# Public Participation in Board Meetings and Minutes Policy

Approved at November 18, 2014 Board Meeting, updated January 21, 2021

The goal of the Library is to be of service to all its constituents. Public comments to the Board are welcomed and taken seriously by the Board and staff. The Board of Trustees will provide time in the agenda at every regular Board meeting for comments from the public. Since this is a Library meeting people are requested to abide by the Library Patron Behavior Policy and to be polite and respectful to one another and to the Board and staff. Interruption or other interference with the orderly conduct of Board business cannot be allowed. Defamatory or abusive remarks are always out of order. At a public meeting of the Board, no person shall verbally initiate charges or complaints against individual employees or independent contractors of the library. All such charges and or complaints shall be handled according to the Whistleblower Policy of the Library. The presiding officer may terminate the speaker's privilege of address if, after being called to order, he or she persists in improper conduct or remarks.

The Board President is responsible for the orderly conduct of the meeting and shall rule on such matters as, the time to be allowed for public expression; the appropriateness of the subject being presented; and the "timeliness" of such presentation.

Persons wishing to speak will identify themselves, any organizations they may be representing at the meeting and, where applicable, the agenda topic they wish to discuss. Comments should be kept as brief as possible and relate to public library matters. Members of the Board of Trustees are not obligated to respond to questions or comments from the public but may do so at their own discretion, according to the rules of parliamentary procedure adopted in the Bylaws.

When many people wish to speak during this part of the agenda they may be asked to sign up to speak. If time is a concern, each one may be asked to limit their remarks to a time set by the presiding officer and the number of times each person may speak may also be limited.

The Library maintains Action Minutes, reporting on the actions taken by the Board at the meeting, with only a brief synopsis of the reports the Board receives from committees and staff. The names of members of the public who address the Board will normally be noted in the minutes, and the general topic on which they spoke (for example, "the children's program" or "the Annex project"). For members of the public who cannot attend a board meeting, written communications will be read so long as the communication fits within the designated time period.

# Committees Policy

Approved by the Board of Trustee March 17, 2016, updated February 21, 2019

Committees are created to do work for and advise the Board, often presenting the Board with findings and advice so that the Board may then take action. The Board President appoints the Committee Chairperson and 1 or more members with the Chair's agreement. Because only the Board can take action the total number of Board members that can vote on a Committee must not exceed 5. Non-Board members must be ratified by the Board before their appointment. All Board members are encouraged to become active on at least one Committee.

Each Committee will have a Chair to oversee Committee meetings, work closely with the Library Director, create the Committee agenda and present progress reports to the Board at Library Board meetings once a month. Each Committee meeting will have the Chair, the Board President, the Library Director and 1-3 members from the Board. Board members not appointed to the Committee by the President may attend Committee meetings but are not able to participate in deliberations. Public and Board members not on the Committee can be heard in an open meeting at the discretion of the Chair, usually in a 'public be heard' part of the agenda.

Any decisions made in a Committee are advisory only. The Committee brings the results of their meeting to the entire Library Board where it is discussed, evaluated and then voted upon as a collective authority.

All committees shall have a written description of purpose and be reviewed as needed. Any ad hoc committees shall also have a written description.

## **Fundraising & Development Committee**

The Fundraising and Development Committee is responsible for determining fundraising strategies and to identify and develop grant and fundraising opportunities. The primary financial objectives are new, diverse sources of funding that will supplement the library's tax revenue base, to support new programming and services identified by the Library Director and capital projects initiated by the Library Board of Trustees. These will primarily come from public and private grants; individual and corporate donations; and income donated by the Friends of the Woodstock Library. The Committee will oversee the efforts of Library Trustees, and volunteers whose participation will be critical to raising money.

## **Policy & Bylaws Committee**

The primary responsibility of the Policy & Bylaws committee is to develop library policy adhering to the “Library Bill of Rights” and the “Freedom to Read” statements of the American Library Association. The Policy Committee shall determine the library regulations governing the use of the library and review sections of existing policy in a systematic fashion to ensure that all policy is reviewed at the interval not to exceed three years. Because of such policy reviews, the Policy Committee will make recommendations regarding additions or changes to existing policy. The entire library policy must be approved by Board of Library Trustees vote and made readily available to the public.

Further, the Committee shall coordinate periodic review of the Bylaws and, if appropriate, present recommendations for change at any regular meeting throughout the year. The Committee will also review and recommend changes, additions, and/or amendments to library policies.

## **Building & Grounds Committee**

The Building & Grounds Committee is responsible for providing guidance and oversight for all permanent changes and improvements to the library building, the library lawn and any other real property acquired by the Woodstock Public Library District. It shall provide leadership and assistance for long-range planning for these assets, working closely with the Library Director, other Library Board committees, and groups such as the Friends of the Library.

Committee Responsibilities include consulting with the Library Director regarding:

- a. The physical needs of the building(s) and grounds, including parking areas;
- b. Maintenance of the building and its HVAC systems;
- c. Redesign and finishing of interior spaces;
- d. Repair and/or replacement of historic elements and furnishings; and
- e. Alterations, maintenance and protection of library grounds, flora and landscape features.

## **Communications Committee**

The Communications Committee acts as a communications conduit between the Board of Directors and the Library Community. The Committee interacts with the Friends of the Library, advocates for library issues, and reviews and evaluates all public relations planning and efforts. The Communications Committee will promote community awareness and active participation in

library services and programs. The Committee seeks to develop public understanding and support, of the Library and its role in the community.

The Board of Trustees recognizes that public relations involve every person who has a connection with the Library. The Board urges its members and every staff member to realize that they represent the Library in every public contact. Quality, professional library services support good public relations.

All Communications material must be reviewed and approved by the Library Director.

### **Plan of Service Committee**

The Plan of Service Committee reviews and makes assessments, and/or recommendations relating to the activities and objectives to carry out the goals of the current planning document. This committee collaborates with all standing committees to ensure service priorities are guiding actions. The committee looks to evaluate and incorporate new information in regards to the future planning process.

Once Plan of Service adopted, committee meets as needed; reconsidering meeting frequency as Plan of Service needs updating.

# Procedures for Member Videoconferencing pursuant to Public Officers Law § 103a

In compliance with Public Officers Law (POL) § 103-a(2)(a), the Woodstock Public Library District, following a public hearing, authorized by resolution on July 21, 2022 the use of videoconferencing as described in POL §103-a.

The following procedures are hereby established to satisfy the requirement of POL §103-a(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by videoconferencing from private locations – under extraordinary circumstances – must establish written procedures governing member and public attendance.

1. Woodstock Public Library District members shall be physically present at any meeting of the Woodstock Public Library District unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.
2. For purposes of these procedures, the term “extraordinary circumstances” includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.
3. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify the Library Director no later than four business days prior to the scheduled meeting in order for proper notice to the public to be given. If extraordinary circumstances present themselves on an emergent basis within four days of a meeting, the Woodstock Public Library District shall update its notice as soon as practicable to include that information. If it is not practicable for the Woodstock Public Library District to update its notice, the Woodstock Public Library District may reschedule its meeting.
4. If there is a quorum of members participating at a physical location(s) open to the public, the Woodstock Public Library District may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public shall not count toward a quorum of the Woodstock Public Library District but may participate and vote if there is a quorum of members at a physical location(s) open to the public.

5. Except in the case of executive sessions conducted pursuant to POL § 105, the Woodstock Public Library District shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. This shall include the use of first and last name placards physically placed in front of the members or, for members participating by videoconferencing from private locations due to extraordinary circumstances, such members must ensure that their full first and last name appears on their videoconferencing screen.
6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances pursuant to POL § 103-a shall include which, if any, members participated by videoconferencing from a private location due to such extraordinary circumstances.
7. The public notice for the meeting shall inform the public: (i) that extraordinary circumstances videoconferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.
8. The Woodstock Public Library District shall provide that each open portion of any meeting conducted using extraordinary circumstances videoconferencing shall be recorded and such recordings posted or linked on the Woodstock Public Library District website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.
9. If members of the Woodstock Public Library District are authorized to participate by videoconferencing from a private location due to extraordinary circumstances, the Woodstock Public Library District shall provide the opportunity for members of the public to view such meeting by video, and to participate in proceedings by videoconference in real time where public comment or participation is authorized. The Woodstock Public Library District shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.
10. Open meetings of the Woodstock Public Library District conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL § 103-a shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, “disability” shall have the meaning defined in Executive Law § 292.

11. The in-person participation requirements of POL § 103-a(2)(c) shall not apply during a state disaster emergency declared by the governor pursuant to Executive Law § 28 or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to § 24 of the Executive Law if the Woodstock Public Library District determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Woodstock Public Library District to hold an in-person meeting.
12. These procedures shall be conspicuously posted on the Woodstock Public Library District website.

## Other Policies

### Freedom of Information Law Request

Approved by Board of Trustees February 17, 2011

The Woodstock Public Library District is subject to the Freedom of Information Law. The Library will make available a suggested form for a request and an information sheet about the Freedom of Information Law. The Library Director acts as the “Records Access Officer.”

[Frequently Asked Questions about the Freedom of Information Law](#)



## Freedom of Information Law Request Form

To: Records Access Officer

Woodstock Public Library District

Re: Freedom of Information Law Request

Date:

Dear Records Access Officer:

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to:

I understand that there may be a photocopy charge of up to 25 cents per page. I am willing to pay up to \$\_\_\_\_\_ for the records I am requesting. As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. If for any reason any portion of my request is denied, please inform me of the reasons for denial in writing and provide the appropriate contact information for the Woodstock Public Library District Board of Trustees so I can appeal the decision.

Sincerely,

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

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

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

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

Email: \_\_\_\_\_

(For Library Use Only)

Date of request: \_\_\_\_\_

Request Approved: \_\_\_\_\_

Denied for reasons stated: \_\_\_\_\_

## Gift Policy

Approved by Board of Trustees February 17, 2011. Updated Board of Trustees October 20, 2016, January 17, 2019

The Woodstock Public Library welcomes gifts at the discretion of the Library Director and/or the Board of Trustees. These gifts help enrich and improve public library resources and the Library is always grateful for gifts and for the community's support.

The Library reserves the right to decline any gift which does not further the mission or goals of the library or which would result in the incurrence of excessive expense or administrative support.

Gifts of library materials (books, magazines, audio-visual items, etc.) may be accepted with the understanding that the Library reserves the right to add them to its collection, distribute them to other libraries, donate, discard or sell them at the Friends of the Woodstock Library book sales. Donated materials will be evaluated in accordance with the same criteria applied to purchased materials.

Cash gifts will be accepted and used for general library purposes. When the Library receives a cash gift for memorial or other special purposes, the decision will be made by the Director in consultation with the Board of Trustees as appropriate with consideration given to the donor's wishes.

Personal property, art objects, portraits, antiques and collectibles may be accepted at the discretion of the Library Director or the Board of Trustees with the understanding that they may be sold, given away or otherwise disposed of.

Materials, equipment, and furniture accepted for library use become the sole property of the Woodstock Public Library District to use or dispose of as it sees fit.

The responsibility for the appraisal or the estimation of the value of donations lies with the donor. The Library will not assess or suggest a value for non-monetary gifts for income tax or other purposes. Upon request, the Library will acknowledge receipt of donated items.

Periodic inventory and assessment of all art for insurance and long term care, is the responsibility of the Library Director working with an ad hoc committee and appropriate professionals.

# Records Retention & Disposition Policy

Approved by Board of Trustees December 18, 2014. Updated and approved November 17, 2022.

The records of the Woodstock Public Library District will be retained and disposed of in accordance with the schedules published in *Records Retention and Disposition Schedule LGS-1* by the University of the State of New York and The State Education Department. The schedule is attached. The Library Director shall serve as the Records Management Officer for the Library in order to insure compliance with the *Records Retention and Disposition Schedule LGS-1*.

[Records Retention and Disposition Schedule LGS-1](#)

# Statements

## The Freedom to Read Statement

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

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

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

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

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

It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and

creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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

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

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

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

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

*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](#)



# The Freedom to View

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**

# Resolution on the Use of Filtering Software in Libraries

WHEREAS, On June 26, 1997, the United States Supreme Court issued a [sweeping re-affirmation of core First Amendment principles](#) and held that communications over the Internet deserve the highest level of Constitutional protection; and

WHEREAS, The Court's most fundamental holding is that communications on the Internet deserve the same level of Constitutional protection as books, magazines, newspapers, and speakers on a street corner soapbox. The Court found that the Internet "constitutes a vast platform from which to address and hear from a world-wide audience of millions of readers, viewers, researchers, and buyers," and that "any person with a phone line can become a town crier with a voice that resonates farther than it could from any soapbox"; and

WHEREAS, For libraries, the most critical holding of the Supreme Court is that libraries that make content available on the Internet can continue to do so with the same Constitutional protections that apply to the books on libraries' shelves; and

WHEREAS, The Court's conclusion that "the vast democratic fora of the Internet" merit full constitutional protection will also serve to protect libraries that provide their patrons with access to the Internet; and

WHEREAS, The Court recognized the importance of enabling individuals to receive speech from the entire world and to speak to the entire world. Libraries provide those opportunities to many who would not otherwise have them; and

WHEREAS, The Supreme Court's decision will protect that access; and

WHEREAS, The use in libraries of software filters which block Constitutionally protected speech is inconsistent with the United States Constitution and federal law and may lead to legal exposure for the library and its governing authorities; now, therefore, be it

RESOLVED, That the American Library Association affirms that the use of filtering software by libraries to block access to constitutionally protected speech violates the *Library Bill of Rights*.

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Adopted by the ALA Council, July 2 1997

# Code of Ethics of the American Library Association

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

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

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

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

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted June 28, 1997, by the ALA Council; amended January 22, 2008.

# Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting 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 that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

## **NYLA Statement Concerning CIPA**

Whereas, the recently enacted Child Internet Protection Act (CIPA) mandates that libraries and schools install and use filtering software on public Internet computers as a prerequisite for receiving federal funds, including LSTA and E-Rate funds; and

Whereas, no filtering software successfully differentiates Constitutionally-protected speech from illegal speech on the Internet; and

Whereas, the federal commission appointed to study child safety on the Internet concluded that filters are not effective in blocking all content that some may find objectionable, but do block much useful and Constitutionally-protected speech; and

Whereas, the New York Library Association does not recommend the use of filters in libraries, and emphatically opposes attempts by federal and state governments to set local policy; and

Whereas, the American Library Association is challenging CIPA in federal courts;

Therefore be it resolved, that the New York Library Association endorses and supports this legal action by the American Library Association.

Approved by NYLA IFC, March 27, 2001; Adopted by NYLA Council, June 5, 2001