



**Williamson Public Library**  
**6380 Route 21, Suite 1**  
**Williamson, NY 14589**  
**(315) 589-2048**

<http://www.WilliamsonLibrary.org>

**“Your Community Connection for Lifelong Learning and Discovery”**

# **Patron Policy Handbook**

**Reviewed and Approved by the  
Board of Trustees of the Williamson Public Library  
October 19, 2017**

## **Table of Contents**

<b>1000.0</b>	<b>The Mission Statement of the Williamson Public Library</b>
<b>1010.0</b>	<b>Library Bill of Rights</b>
<b>1050.0</b>	<b>American Library Association Code of Ethics</b>
<b>3000.0</b>	<b>Public Relations</b>
<b>3010.0</b>	<b>Implementing and Organizing a Comprehensive Public Relations Program</b>
<b>3020.0</b>	<b>Williamson Public Library Meeting Room Use Policy</b>
<b>3020.0</b>	<b>Williamson Public Library Meeting Room Booking Slip</b>
<b>3020.0</b>	<b>Williamson Public Library Meeting Room Serial Booking Request</b>
<b>4000.0</b>	<b>Williamson Public Library Operations</b>
<b>4000.1</b>	<b>Library Services Offered by the Williamson Public Library</b>
<b>4001.0</b>	<b>Open Meetings Law</b>
<b>4001.1</b>	<b>Public Participation at Library Board Meetings</b>
<b>4002.0</b>	<b>Williamson Public Library Rules of Conduct</b>
<b>4002.1</b>	<b>Children's Safety in the Library</b>
<b>4002.2</b>	<b>Theft in the Library</b>
<b>4002.3</b>	<b>Williamson Public Library Safety Policy</b>
<b>4002.31</b>	<b>Inappropriate Library Conduct – Minor Violations</b>
<b>4002.32</b>	<b>Banning from the Library</b>
<b>4002.4</b>	<b>Video Surveillance Policy</b>
<b>4003.0</b>	<b>Disposition of Library Property</b>
<b>4004.0</b>	<b>Donations of Library Materials</b>
<b>4004.10</b>	<b>Appraisal of Donated Materials</b>
<b>4005.0</b>	<b>Selection Policy</b>
<b>4005.05</b>	<b>Non Removal of Challenged Materials</b>
<b>4005.10</b>	<b>Procedures for Dealing with Challenged Materials</b>
<b>4005.13</b>	<b>Patron Comment on Library Materials Form</b>
<b>4005.14</b>	<b>Request for Reconsideration of Children's Library Materials Form</b>
<b>4005.20</b>	<b>The Freedom to Read</b>
<b>4005.30</b>	<b>The Freedom to View</b>
<b>4005.40</b>	<b>Free Access to Libraries for Minors</b>
<b>4005.45</b>	<b>Restricted Access to Library Materials</b>
<b>4005.50</b>	<b>Statement of Labeling</b>
<b>4005.55</b>	<b>Expurgation of Library Materials</b>
<b>4005.60</b>	<b>Diversity in Collection Development</b>
<b>4005.70</b>	<b>Access for Children and Young Adults to Non-print Materials</b>
<b>4005.80</b>	<b>Evaluating Library Collections</b>
<b>4005.90</b>	<b>Resolution on the Use of Filtering Software in Libraries</b>
<b>4008.0</b>	<b>Distribution of Free Public Service Materials</b>
<b>4009.0</b>	<b>Use of the Library's Public Area</b>
<b>4010.0</b>	<b>Access to Electronic Information, Services, and Networks</b>

**4020.0 Acceptable Computer Use Policy**  
**4020.10 Agreement for Use of the Williamson Public Library's Public Access Computer System for a Minor**  
**4020.20 Computer Use Rules and Procedures**  
**4020.30 Children's Rules for Online Safety**  
**4020.40 Virtual Reality Computer Gaming Policy**  
**4025.0 Storytime Program**  
**4025a Story Hour Operational Details**  
**4030.0 Fines and Charges**  
**4040.0 Circulation Policies**  
**4041.0 Circulation and Use Policies for E-Readers**  
**4045.0 Equipment Purchase**  
**4050.0 Sale of Items in the Library**  
**4057.0 Community Health Policy**  
**4070.0 Selected Laws Affecting Library Boards**  
**4080.0 Library Telephone Policy**  
**4081.0 Data Breach Policy**  
**5080.0 History of the Williamson Public Library**

1000.0

### **The Mission Statement of the Williamson Public Library**

The Williamson Public Library (WPL) offers area residents of all ages, abilities and backgrounds a collection of relevant high-interest materials and information resources to meet their life-long educational, vocational and recreational needs in a comfortable and customer friendly setting with high-quality library services to assist them.

Adopted by the Library Board 4-20-2006

Revised 8-18-2011

Revised 10-19-2017

### **Goals of the Williamson Public Library**

- To provide access to materials for education, recreation and information.
- To promote literacy and life-long learning within the entire community.
- To provide a safe, accessible and comfortable space to encourage and enhance the use of library resources.
- To provide a well-trained and customer-service oriented library staff to assist with the use of library resources.

Adopted by the Library Board 8-18-2011

**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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 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.

**American Library Association code of Ethics**

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

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

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

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

- 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 recognize and 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 at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008. Adopted by the Library Board of Trustees September 16, 1999

## **PUBLIC RELATIONS**

Good public relations are essential. Williamson Public Library, its services and collections belong to the public. Staff members are public employees. Trustees are the public volunteer representatives. Service, therefore, should always be gracious and helpful. The policy of the Williamson Public Library relative to the needs, purposes, and benefits of library public relations shall be:

1. to assure good library services for the people of the community
2. to supply full and accurate information on library objectives, programs, services, problems, and needs
3. to keep the public informed about the library with flyers and notices in local and social media, as well as the library website
4. to build a partnership within the community for the quality and kind of services which the library offers
5. to involve the public in the activities of the library
6. to cultivate the interest, understanding and confidence of the public
7. to enlist the support of Town of Williamson residents and the Town of Williamson Board to secure adequate financial support
8. to maintain the interest and support of children and their parents
9. to establish and maintain cooperative relations and mutual understanding with public schools and other educational institutions in the community
10. to maintain good internal staff relations
11. to foster a public expectation of change and progress in library operation and service.

Revised by the Library Board October 19, 2017

**IMPLEMENTING AND ORGANIZING A COMPREHENSIVE  
PUBLIC RELATIONS PROGRAM**

1. The Board of Trustees shall develop and announce the policies for public relations (2000).
2. The Board of Trustees shall provide a clear definition and delegation of duties necessary to actively involve all staff members.
3. The Board of Trustees shall provide for constructive involvement of community leaders and organizations to help in planning and executing the program. This is essential in order to guarantee effective two-way communication.
4. The library staff should carefully plan and systematize the public relations program in relation to the policies designated by the Board.
5. In working with the community, the Trustees and the library staff should:
  - a. continuously survey its needs for services and its attitudes toward the public
  - b. keep the public regularly informed
  - c. build constructive relations with the press and other agencies of mass media
  - d. cooperate with and enlist the assistance of community organizations
  - e. utilize a wide variety of media and techniques for implementing the Public Relations program with
    1. news releases
    2. fliers to schools, organizations, and the community
    3. special brochures
    4. regular or special columns in newspapers
    5. posters, displays, exhibits, etc.
    6. open houses
    7. orientation programs for new residents, parents, school children, etc.
    8. a physically attractive building
    9. social media
    10. surveys to determine attitudes toward library service and needs in the library's collections
6. The Board of Trustees and staff have the joint duty of evaluating the public relations program.

Adopted by the Library Board 2/18/1987

Revised 10/19/2017



## WILLIAMSON PUBLIC LIBRARY MEETING ROOM USE POLICY

As the community's connection for lifelong learning and discovery, the Williamson Public Library offers use of its community meeting rooms to fulfill its role as a community hub.

## Policy:

- The meeting rooms of the Williamson Public Library are provided as a public service for the use of non-profit organizations, associations and groups that are educational, cultural or civic in nature.
- Permission to use meeting room space does not constitute or imply support or endorsement by the Library or the Library Board of Trustees for a particular organization, its beliefs, or meeting content.
- An authorized (18 years or older) representative of the group must reserve the use of the room in advance, sign an agreement to abide by meeting room policies, and be responsible for any damages to the meeting room and its equipment beyond normal wear and tear. The group is also responsible for any injuries or misconduct as the result of the meeting. It is the responsibility of the person signing the room use agreement as the authorized representative of the group to remain on the premises throughout the period for which it is reserved to ensure that the use of the facility complies with these policies.
- Any requesting organization needs permission and must collaborate with the Library Director, if any additional organizations or groups other than the organization booking the room is using library space for an event or presentation. All groups involved must complete and sign the meeting room use policy booking slip.
- Groups or organizations using meeting room space may not personally profit from a meeting. No funds of any kind or admission fees may be solicited or collected. Sale of products or services is not permitted with the exception of the Friends of the Williamson Public Library who may use the space for fund raising. Rooms may not be used as a location to conduct business operations.
- All meetings must be open to the public.
- All rules and regulations of the library apply to those using the meeting rooms. Groups in meeting rooms must not disrupt or disturb other library users or library operations.
- Priority for meeting room use is given to library sponsored programs first. Other groups may use the library on a first-come, first-served basis.
- Rooms may be reserved up to 6 months in advance and no more than 6 meetings may be scheduled during a six month period. Groups wishing to reserve an additional six meetings must wait until six months have passed since their first meeting.
- If the scheduling group cancels the use of the room, the library must be notified of the cancellation immediately. The library reserves the right to cancel a reservation if the room is needed for library use. Whenever possible, a twenty-four hour notice will be given
- All groups are responsible for setting up the room, for returning furniture to its original place, and for clean up and removal of trash produced from the meeting from the library.
- Refreshments may be served and kitchen equipment may be used, but the group must return items used to their original, clean condition after use. Smoking and alcoholic beverages are prohibited. All food, beverages and

garbage must be removed from the meeting room space at the close of the meeting or a \$35.00 fee for cleanup will be imposed and future use by the group may be denied.

- Meetings may begin no earlier than 9:30 am M-F and 10:00 am on Saturdays. Meetings should conclude by 8 pm M-Th, 4:30 pm on Fridays, and 1:30 pm on Saturdays. Meetings must be conducted during open hours of the library and set up is not allowed before the library opens.
- The board reserves the right to require any applicant group to supply a certificate of insurance.
- Meeting attendance is limited to 75 in the large meeting room and 10 in the small meeting room.
- Groups must comply with ADA (Americans with Disabilities Act) and are responsible for providing qualified interpreters or auxiliary aids when required.
- Children attending meetings or accompanying adults who are attending meetings must be supervised at all times, both in the meeting room and in the library proper.
- The use of the rooms for solicitation or promotion of business services, proselytizing, or for private parties or receptions is not allowed. No group using the rooms shall charge a fee for attendance or materials.
- Permission to use the library's meeting rooms may be denied to any group that has previously been disorderly or has violated the meeting room policies.
- Meeting rooms, even when scheduled in advance, will not be available when the Library building is closed due to emergencies conditions or inclement weather. If the library closes early, staff will try to reach the meeting room contact and leave a message if possible. If the library is closed prior to opening it is the group's responsibility to check the Library's website and Facebook page if inclement weather is in the forecast.
- Groups are prohibited from making statements in their publicity or signage that suggest library sponsorship or endorsement. All publicity must include the statement "This event is free and open to the public."
- When not in use, the small meeting room may be used by individuals for tutoring and group study on a walk-in basis, with a limit of one hour.

Adopted by the Library Board 3/17/2016



## WILLIAMSON PUBLIC LIBRARY

6380 Route 21, Suite 1

Williamson, NY 14589

### MEETING ROOM BOOKING SLIP

FOR:

☐

LARGE MTG. ROOM

☐

SMALL MTG. ROOM

**Non-Profit Organization, Association or Civic Group (please circle group type) and list**

**Name of Organization** \_\_\_\_\_

**Person in Charge** \_\_\_\_\_

**Telephone Numbers** ( ) \_\_\_\_\_ **DAY** ( ) \_\_\_\_\_ **EVENING**

**Date of meeting:** \_\_\_\_\_

**Purpose of meeting:** \_\_\_\_\_

**Number of participants expected:** \_\_\_\_\_

**Starting Time:** \_\_\_\_\_ **Ending Time :** \_\_\_\_\_

**Description of Meeting:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MEETINGS must be open to the public and cannot have a charge for participation or supplies no selling of goods or materials, or result in personal profit for an individual or organization. Non Profit organizations, associations and civic groups can book up to 6 meetings within a 6 month period. An additional 6 meetings may be scheduled 6 months after the first meeting is held. Library programs may take precedence over scheduled meetings. This booking is not considered complete or entered into the calendar until the signed booking slip and agreement of meeting room policies is signed by the person in charge of the meeting and the form is returned to the Library and approved by the Library. Organization's representative: *I have received a copy of the Meeting Room Policies and agree to abide by them.***

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR WILLIAMSON PUBLIC LIBRARY STAFF**

**Williamson Public Library approved on:** \_\_\_\_\_

**Staff Member Booking:** \_\_\_\_\_



**Williamson Public Library**

6380 Route 21, Suite 1  
Williamson, New York 14589-9560  
Telephone 315.589.2048  
FAX 315.589.5077  
Email [williamson@pls-net.org](mailto:williamson@pls-net.org)

**Request for Serial Booking of Meeting Room**

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

**Room Request Please Circle**

**SMALL**

**LARGE**

**Name of individual responsible:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Non Profit: Organization, Association or Civic Group Name:**

\_\_\_\_\_

**Purpose of meetings:** \_\_\_\_\_

**Number attending (approximately) :** \_\_\_\_\_

**Will meetings be open to the public? Yes No**

**Is this a not-for-profit organization? Yes No**

**Requested schedule for meetings:**

**Reason Non Profit Organization, Association or Civic Group needs to use meeting room more than the 6 times in a six month period as allowed by Library Policy:**

\_\_\_\_\_

**Description of Meeting:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Organization's representative:** \_\_\_\_\_

***I have received a copy of the Meeting Room Policies and agree to abide by them.***

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff Member Taking Request:** \_\_\_\_\_

**Presented to Library Board** \_\_\_\_\_ **Approved Yes No**

Library Operations

General operating procedures shall include:

1. Hours of operation shall be established by the Board of Trustees.:

Monday through Thursday:	9:30 AM to 8:30 PM
Friday:	9:30 AM to 5:00 PM
Saturday:	10:00 AM to 2:00 PM

2. The Williamson Public Library shall close on national and traditional holidays, specified by the Board of Trustees to include the following days:

Day before New Year's Day and New Year's Day  
Martin Luther King Day  
Presidents' Day  
Saturday before Memorial Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving and the Friday and Saturday after Thanksgiving  
Day before Christmas, Christmas Day and the day after Christmas

Adopted by the Library Board 2/18/1987

Revised: 5/16/1990

Revised: 6/25/1997

Revised: 1/17/2008

Revised: 11/19/2009

## 4000.1

### Library Services Offered by the Williamson Public Library

The services of the Williamson Public Library support the goals of its mission statement – to provide a collection of relevant, high-interest materials, useful information resources, a safe and comfortable facility and effective customer assistance by our staff.

- The COLLECTION includes:
  - Books for all ages
  - Large Print book collection
  - DVDs
  - Audio Books on CD
  - Magazines
  - Newspapers
  - Local history materials
  - Music CDs
  - Learning aids and educational games
  - Spanish materials
  - Videogames
  - Downloadable audio books, eBooks and e-magazines
  - Ancestry.com and Heritage Quest
  - Sun and Record newspaper Digital
- INFORMATION RESOURCES include:
  - OWWL catalog for access to all resources in the Pioneer Library System
  - Wired and wireless access to the Internet
  - Online databases
  - Reference materials and services by phone or in person
  - Online web site and Facebook page for library information
- The FACILITY provides:
  - Free public access computers with printing capability
  - Meeting rooms for public use
  - FAX and black and white and color copier service
  - Lounge areas for comfortable seating
  - Study areas with tables for groups and individuals
  - Handicapped access
  - Wheelchair
  - Gender Neutral restrooms with diaper changing stations
- STAFF SERVICES include:
  - Circulation assistance with the OWWL automated system
  - Reader's advisory
  - Assistance with all library resources
  - Programming for all ages

Adopted by the Library Board 2/18/1987

Revised: 4/18/1994

Revised: 4/25/1999

Revised: 8/20/2009

Revised: 10/19/2017

**4001**

**OPEN MEETINGS LAW**

The Board of Trustees of the Williamson Public Library complies with the provisions of Article 7 of the Public Officers Law: Section 511 of the Laws of 1976 and Section 933 of the Laws of 1977, also known as the Open Meetings Law.

### **Public Participation at Library Board Meetings**

The New York State Open Meetings Law (Article 7, Public Officers Law) gives members of the public the right to attend meetings of public bodies but does not give the public the right to speak or otherwise participate at those meetings, except at public hearings and under other limited circumstances. The New York State Committee on Open Government has agreed that a public body can adopt reasonable rules that treat members of the public equally and allow them to speak during open meetings. Such rules can serve as a basis for preventing verbal interruptions and a public body can regulate actions of the public attending meetings so as not to interfere with the deliberative process.

Therefore, the Library Board of Trustees of the Williamson Public Library hereby adopts the following rules for public participation at meetings of the library board:

1. Public participation at meetings of the Library Board shall be limited to the public participation segment of the agenda or at the invitation of the chair.
2. Public comment, whether during the public participation segment of the meeting or during a duly designated public hearing, shall be limited to five minutes per person. An individual's time may not be given or traded to other speakers or reserved for other portions of the meeting. The Chair or the presiding officer shall act as timekeeper or shall designate another board member as timekeeper.
3. Any comments in reference to an individual staff member will be addressed in executive session. Any action of the Board will be taken in open session.
4. Any person wishing to speak at a library board meeting during the public participation segment or during a public hearing must sign the sign-in sheet upon entering the room. The sheet will be used by the Chair or the presiding officer to recognize speakers.
5. Comments must relate to legitimate library business.
6. Members of the board, speakers, and audience members must observe proper decorum. Any statement made during the meeting or during a public hearing by the Chair, members of the Library Board and staff, or members of the general public shall not involve personal, impertinent, or slanderous attacks on individuals, regardless of whether the individual so attacked is an elected official, a Library Board member or staff, or a member of the general public.
7. The Chair or the presiding officer shall control the meeting. The use of profane, vulgar, inflammatory, threatening, abusive, or disparaging language directed at the Chair, members of the Library Board or staff or members of the general public, or statements by a person not recognized to speak will not be tolerated.
8. Banners, flyers or other signs are not permitted in the meeting room. Distribution of flyers in the meeting room is also not permitted.
9. Any person who disregards the directives of the Chair or the presiding officer in enforcing the rules or who generally conducts himself or herself in a boisterous or inappropriate manner while addressing the Library Board and disturbs the peace at a meeting, will be barred from further participation and will forfeit any balance of time remaining for his or her comments.
10. The Library Board is not obligated to respond to public comments during the meeting.

Adopted by the Library Board 5/19/2011



## RULES OF CONDUCT

Recognizing the need to maintain an environment suitable for studying, reading, browsing and the general use of library resources, the Library Board establishes rules and procedures to assure the safety of library users, library personnel, and library materials, equipment and furnishings; and to assure that the use of the library is not obstructed by inappropriate behavior or actions.

Library patrons are expected to follow all library rules and policies including these Rules of Conduct. Entering the library implies agreement to abide by these rules and policies while in the library. Failure to do so may result in expulsion from the Library and/or loss of Library privileges. A person who defies an authorized library employee not to enter the library or not to remain in the library for failure to comply with the library's rules and policies is subject to arrest for trespass (New York State Penal Law, Section 140.05)

The following rules are to be observed:

1. No smoking, sleeping, or eating food or drinking beverages from outside the library.
2. No disorderly, disturbing or disruptive behavior on library premises, which may include offensive personal hygiene, so as to constitute a nuisance to other persons.
3. No harassment of library users or library personnel.
4. No weapons with the exception of peace officers.
5. No pets, except for assistance animals.
6. Absence of shirts or shoes is not permitted.
7. No placing feet on chairs or tables.
8. No defacing or damaging library materials, equipment, furniture or facility.
9. No loitering or soliciting on library premises.
10. No littering.
11. No leaving young children unattended.
12. No clothing which can reasonably be deemed vulgar or obscene on library premises.

Adopted by the Library Board 12/13/1988

Revised: 01/12/1991

Revised: 08/18/2005

Revised: 11/17/2005

Revised: 01/17/2008

Revised: 03/15/2012

Revised: 05/21/2014

### CHILDREN'S SAFETY IN THE LIBRARY

Children are always welcome at the Williamson Public Library. It is a wonderful place for them to experience the excitement of reading and the pleasure of sharing good books.

Library staff members strive to ensure that the facility is operated in a safe manner. However, because the building is open to the public, the library should not be considered a safe place for unattended children. The responsibility for the safety and behavior of children in the library rests with the parents, legal guardians, or other responsible adult caregivers. Library staff members are not responsible for the care and safety of unattended children in the library.

- All children under **ten** must be supervised by a parent, guardian or other responsible adult in such a manner to maintain that child's positive behavior and for the safety of the child.
- Children aged 10 or older may use the library without a parent or responsible adult caregiver present, but must be able to reach a responsible adult immediately. All children must abide by the posted Rules of Conduct and all library policies and procedures while in the library. Children who do not follow these rules are subject to the same consequences as other library users, including being required to leave the library or losing library privileges.
- *Parents or caregivers should be aware of library closing times. If a child is not picked up by the time the library closes, a member of the staff will notify the local law enforcement agency.*
- *In order to maintain a safe environment for children in the Children's Area, adults who are not accompanying a child or using the children's collection for legitimate purposes may be questioned by staff and asked to move to another area of the library. Failure to comply with a staff member's direction may result in intervention by law enforcement.*

Adopted by the Library Board 12/13/1988

Revised: 3/20/1991

Revised 8/19/2005

Revised 1/17/2008

## **4002.2**

### **THEFT**

Any apparent theft of library property valued over \$20.00, not including library materials that are overdue, will be reported to the police.

Adopted by the Library Board 07/20/2006

## **Safety Policy**

### **Williamson Public Library**

No person shall engage in inappropriate conduct on the premises of the Williamson Public Library or when participating in library programs. "Library premises" include the interior of the library's facility in the Town Complex, as well as the foyer entry, sidewalks, library parking area and lawn.

Inappropriate conduct shall include any individual or group activity that is disruptive to other persons who are lawfully using the library premises or any behavior otherwise inconsistent with the activities normally associated with a public library. In general, behavior that violates the law, behavior that interferes with the use and enjoyment of the library by others, and behavior that interferes with library employees in the performance of their duties is prohibited.

Library users are required to observe the Rules of Conduct (Attachment A) and all rules and policies governing the use of the Williamson Public Library. If a person defies an order personally communicated by an authorized library employee not to enter the library or not to remain in the library for failure to comply with the library's rules or policies, said person is subject to arrest for trespass (New York State Penal Law, Section 140.05).

### **Support of Staff Members' Actions**

Library staff members who have acted on their best judgment, in a firm and in control manner, when confronting a person will be supported by their supervisor and the library board.

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

- Handle the problem directly with the patron. Staff should use judgment as to whether the situation requires assistance from another staff member.
- Call for police support immediately if the situation appears to be potentially violent or an emergency.
- Ask the senior staff person present to assess the situation and make a decision as to how it should be handled.
- Decide to contact the police if the offending person(s) will not conform to the Rules of Conduct and the request of the staff to do so.

In all cases, the supervising staff person who is present, should be kept informed of the situation and should oversee the documentation of the situation, as well as its satisfactory resolution. The incident and documentation, should be provided to the Director as soon as possible, so s/he is aware of the situation.

### **Incident Reports**

Incident reports (Attachment B) should be filed in all cases when it is necessary to confront someone who is involved in violation of the Rules of Conduct or engaging in any other inappropriate behavior.

Incident reports will be used to document security or safety issues as well as to monitor on-going problems on library property. They should be filled out as completely as possible and should include any information that might be helpful to resolve the situation.

### INAPPROPRIATE CONDUCT – MINOR VIOLATIONS

Staff members are empowered to determine the severity of the violations that they observe. If a violation is considered “minor” – i.e. if there is no immediate threat of damage to the library’s facility, collection or furnishings, or danger to staff or patrons– the following steps will be taken:

- Serve a patron with one warning, either verbally or in writing by using the Violation Notice form and Rules of Conduct pamphlet (Attachments C and D), to notify him/her that he/she is in violation of the Rules of Conduct.
- If the person persists with the behavior for which he/she has been notified, he/she will be asked to leave the premises. If the person leaves as asked, he or she will be banned from the premises for the rest of the day. A staff person may ban someone for a day. The Director *may* extend the ban up to a week, if the situation warrants. The person will be notified verbally and if extended, in writing. All staff will receive written notice of the situation.
- If the person does not comply with the request to leave the premises, the police will be called. If this step is necessary the incident becomes a *major violation* and the offending person will be banned from the library for thirty (30) days per procedures below.
- In any case, an incident report must be filed describing the situation and any staff actions that have been taken.

### INAPPROPRIATE CONDUCT – MAJOR VIOLATIONS

If a staff member observes a person involved in a significantly serious violation of library rules, he or she will proceed as follows. A “significantly serious violation” of the Rules of Conduct may include– but is not limited to – theft, vandalism, harassment, threats, criminal activity, or violent or dangerously reckless behavior.

- The police will be called immediately.
- The patron may be banned from the library premises for a period of thirty (30) days to six (6) months at the discretion of the Library Director and Board, depending on the nature of the offense, the extent of damage or disruption that was caused, and the history of prior violations.
- An incident report must be filed with all pertinent information.

## **BANNING**

A patron may be banned from the library premises under the circumstances described above.

### *Extended banning process*

If a patron commits a serious violation and banning of thirty (30) days or more is being considered, the following procedures will be followed:

1. The Library Director will review the incident report as well as interview any staff members who were involved with the situation.
2. The Director, or the staff person designated to act on the part of the Director in his/her absence, will provide a written decision in consultation with the Board President or Vice President regarding the banning within one (1) business day of the violation.
3. The written decision will set forth the period during which the patron will be banned from the library and will specify the reasons for the determination. The patron may be banned for a serious violation for thirty (30) days up to six (6) months.
4. The patron and all staff will be notified in writing of the reasons for and the length of banning. A copy will also be sent to the Wayne County Sheriff's Office and the Library Board President.
5. The Director may review or reconsider the decision and may shorten or terminate the banning period if information submitted by the patron or staff merits such modification. If such a decision is made, both the staff and the patron, Board and authorities will be notified in writing.

## **REPEAT OFFENDERS**

Any person who persists in violating the Rules of Conduct-including what may be considered a minor offense – may be considered to be subject to extended banning of thirty (30) days or more as deemed appropriate by the Director and Board. The same procedures for extended banning of thirty (30) days or more described above will be followed. Any person who enters or remains on library premises after having been notified of a period of banning by an authorized individual will be subject to arrest and prosecution for trespassing. This may be considered to be grounds for permanent banning of the individual.

## **PERMANENT BANNING**

In the event that a person regains access to the library after a major violation and banning -- and then repeats that activity he or she may be permanently banned from the library premises.

1. The Library Director and Library Board will review the incident report and staff statements at the next Library Board meeting.
2. After discussion with the Library Board, the Director will provide a written decision regarding the permanent banning as soon as possible after the repeat offense.
3. The written decision will state that the patron will be permanently banned from the library and will specify the reasons for the determination.
4. The patron and all staff will be notified in writing of the permanent banning. A copy will also be sent to the Wayne County's Sheriff's Office and the Library Board President.

Adopted by the Library Board 8/16/2007

Revised 1/17/2008

## **Video Surveillance Policy**

### **PURPOSE**

The Williamson Public Library is committed to establishing and maintaining an environment that is secure and safe for both employees and library visitors, and maintaining the security of its property and facilities. In pursuit of this objective, selected public areas of the library premises are under video surveillance and recording. The purpose of this policy is to regulate the use of security cameras and video monitors to observe and/ or record activities in library facilities. This policy is in force to deter public endangerment, vandalism, theft and mischief and to identify those individuals involved in such activity for law enforcement purposes, while adhering to the Protection of Privacy Act and the Freedom of Information Act. The Williamson Public Library balances the security benefits derived from the use of video surveillance with the privacy rights of individuals.

### **POLICY**

In the daily operation of the Williamson Public Library premises, the safety of property, visitors and employees is protected and maintained by conventional means such as alert observation by staff, safety training for staff, and the consistent application of the Library's Rules of Conduct and Safety Policy. However, in some circumstances, additional protection provided by surveillance cameras is essential in maintaining lawful and safe use of library premises. Utilizing security-monitoring equipment is an option for a location in the library or on library premises under the following conditions:

- It is a vulnerable area that is difficult to monitor due to staffing patterns and assignments.
- It is an area which lacks direct sight lines for supervision.
- The area is burdensome to monitor due to its size or remoteness.
- An area experiences recurrent security related incidents.
- A previous incident of significance has occurred in that location.

Video surveillance for security purposes at the library is limited to locations and uses that do not violate the reasonable expectation of privacy. Such areas for surveillance may include those of public usage, including the grounds, parking lots, entrances and interior hallways. Video surveillance will be conducted in a professional manner and in a manner consistent with other existing library policies. No audio will be recorded.

This policy does not imply or guarantee that any or all cameras will record images or monitor in real time for 24 hours a day, seven days a week. Recordings are normally retained for a minimum of 30 days. Video recordings and photos obtained through the video monitoring system will be released as necessary and in accordance with applicable laws, such as in response to search warrants and court orders. Only the Director or employees designated as Persons in Charge shall be authorized to release any video record to law enforcement. Only the Director shall be authorized to release any video record to any third-party other than law enforcement. A log will be maintained to record all episodes of access to, or use of recorded materials.

Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances. Appropriate signage will be posted at the entrance to the library indicating that public areas may be subject to video surveillance. Lack of signage does not indicate a reasonable expectation of privacy.

Adopted by the Library Board 3/19/2009

## **DISPOSITION OF LIBRARY PROPERTY**

The Board of Trustees has the responsibility to dispose of the library's property as it shall deem in the best interests of the library. Used, unusable donations, or surplus library materials, equipment, or furnishings which are to be disposed of and which have no market value, shall be offered to a not-for-profit, a library, or a political subdivision. Items, which do have a market value will be offered for sale to the general public. Any proceeds received from the sale of items shall be retained for the purpose of maintaining and improving the library.

## **DONATIONS OF LIBRARY MATERIALS**

POLICY: All materials donated to the Library are to be considered the property of the Library to be used at the discretion of the Library Director as follows:

1. Added to the circulating or reference collection. Please keep in mind that only items with a copyright within the past two years and suitable for public library collections will be considered for the library's collection unless the items is pertinent to the history of the community or county.
2. Added to the yearly book sales with proceeds used for the benefit of the Library.
3. Disposed of if not usable in the above manner.
- 4.

### PROCEDURE:

1. Since the Library does not have storage space, donations will be accepted in the spring or fall, in accordance with the timing of the Friends of the Williamson Public Library book sales.
2. Donors will be advised of the materials accepted and the collection time frame.
3. All materials will be screened by the library and/or Friends.
4. Donations will always be accepted with gratitude to the donor. Staff and Friends of the Library will express appreciation for supporting the Library in this manner.
5. Donors will be provided with an appraisal of donations form for tax purposes. Library staff and or the Friends of the Library cannot by law place a value on materials donated.

Adopted by the Library Board 2/18/1987

Revised 10/19/2017



## APPRAISAL OF DONATED MATERIALS

The Library cannot evaluate books, periodicals, etc. for collections for estates, private individuals or businesses. A book dealer should be hired to make such an appraisal.

Further, the Library cannot evaluate materials for tax statement; s/he must make arrangements with a book dealer to evaluate the gift. The Library will give the donor a receipt stating how many hardcover books and how many paperback books have been donated using the following form.

### SAMPLE:

The Williamson Public Library acknowledges receipt of the material listed below which the donor has placed a value of \$\_\_\_\_\_.

Number of hardbound books\_\_\_\_\_

Number of paperbacks\_\_\_\_\_

Adopted by the Library Board 2/28/1989

## SELECTION POLICY

### PURPOSE AND SCOPE

The Williamson Public Library is committed to providing area residents a “collection of relevant high-interest materials and information resources to meet their life-long educational, vocational and recreational needs” as described in its Mission Statement.

Emphasis is placed on free access to information, the promotion of literacy and life-long learning, and the provision of enrichment and enjoyment to the community.

It is recognized that a wide range of interests and viewpoints are present in the community. The library strives to provide a balanced collection within the limitations of budget and space which addresses the interests and concerns of the community.

### ACCESS

The Board of Trustees recognizes that full, confidential and unrestricted access to information is essential for patrons to exercise their rights as citizens. The Board believes that reading, listening and viewing are individual, private matters. While anyone is free to select or reject materials for themselves or for their own minor children, the freedom of others to read or inquire cannot be restricted.

The Library Board endorses the following statements adopted by the American Library Association:

Library Bill of Rights

Freedom to Read Statement

Freedom to View

Restricted Access to Libraries for Minors

Statement on Labeling

Expurgation of Library Materials

Diversity of Collection Development

Access for Children and Young People to DVDS, Gaming, and Other Non-Print Formats

All limitations in minors' access to library materials and services violate Article V of the Library Bill of Rights, which states that, “The rights of an individual to use the Library should not be denied or abridged because of age...” Limiting access to some services and materials to only adults abridges the use of libraries for minors. “Use of the Library” includes use of, and access to all library materials and services.

The Library does not stand in loco parentis. Parents and guardians have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children. If a material is deemed to have been properly selected by the terms of this policy, public use of it shall not be denied or abridged in any way.

## RESPONSIBILITY FOR SELECTION

The authority and responsibility for the selection of library materials is delegated to the Library Director by the Library Board of Trustees and, under the Director's supervision, to staff members who are qualified for this activity by reason of education, training, and experience.

## CRITERIA FOR SELECTION

To build collections of merit and usefulness, materials must be measured by objective guidelines. All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all of the criteria in order to be acceptable. Collection development staff members use their training, knowledge and expertise along with the following general criteria to select materials for the collection:

### GENERAL SELECTION CRITERIA

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer
- Suitability of format to circulation and use
- Date of publication or production
- Price, availability and library budget

## CHALLENGES TO THE COLLECTION

Once an item has been accepted as qualifying under the selection policies and rules, it will not be removed at the request of those who disagree with it unless it can be shown to be in violation of these policies and rules. If a criticized material is deemed to have been properly selected by the terms of this policy it shall not be denied or abridged in any way. A material is evaluated as a whole work, not by detached excerpts.

Materials should not be proscribed or removed because of partisan or doctrinal disapproval, questionable language or attitudes. Materials which represent only one point of view may be selected to provide necessary balance to other materials. The existence of a particular viewpoint in the collection is not an endorsement of that particular point of view, but an expression of the Library's adherence to the principles of intellectual freedom.

There is a formal procedure for reconsideration of materials (see Procedures for Dealing with Challenged Materials – 4005.10). The Library Director is available to discuss the interpretation and application of these selection principles.

## WEEDING OR WITHDRAWAL

The continuous review of the Library's collections to remove physically deteriorated or obsolete materials is one means to maintain an active library collection of current interest to users.

Criteria to be considered before removing materials from the collection include:

- Condition
- Number of copies in the local collection or within the Pioneer Library System
- Relevance to the needs and interest of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local interest
- Enduring value
- Space limitations

## **SPECIAL CONDITIONS AND CONCERNS**

### **JUVENILE COLLECTION**

The Juvenile collection begins with board and cloth books for babies and extends through materials for sixth graders. It also includes dvds, audio books, electronic gaming, "Book Packs" and learning aids. Believing that good materials will help develop the child as a citizen, as an imaginative and creative individual, and as a lifetime reader, the following are some factors to be considered:

1. Attractive and inviting format with illustrations in harmony with text
2. Fiction which is well-written, imaginative, and up-to-date
3. Non-fiction which is accurate, informative and up-to-date
4. Subject matter, format and reading level appropriate for the age level intended
5. Literary style appropriate to the subject matter

### **YOUNG ADULT COLLECTION**

The Young Adult collection will include materials for Junior High through High School age. It is recognized that adult or young adult materials may supplement the juvenile collection wherever necessary. Conversely, some older students and adults are best served by materials found in the juvenile collection.

Selection of Young Adult materials will follow the General Selection Criteria in this policy.

### **SCHOOL CURRICULUM**

A goal of the library is to promote life-long use of the public library for the purpose of literacy, reading for pleasure, information, growth, informed citizenship, and solving daily practical problems. It is an objective of the library to assist students with materials and services supplemental to their school libraries. The collections for young people will primarily serve their activities, interests, and the needs, which are non-school related; and secondarily their school-related educational needs. The library does not intend to duplicate the responsibility of the school libraries to meet school curriculum needs.

### **GIFTS**

The library reserves the right to evaluate all gifts, donations and memorial requests in accordance with the criteria applied to purchase materials. Those which do not meet the library's objectives and policies may be refused or if accepted, used in any way determined to be suitable by the library director. No conditions may be imposed relating to any gift, donation or memorial either before or after its acceptance by the library.

### **LOCAL HISTORY**

The library recognizes its obligation to provide material related to the history and heritage of Williamson, but the library should not attempt to duplicate the work of the Town Historian or local historical societies.

Adopted by the Library Board 2/18/1987

Revised: 2/8/1989

Revised: 9/10/1999

Revised: 1/17/2013

Revised: 10/19/2017

**NON REMOVAL OF CHALLENGED MATERIALS**  
**An Interpretation of the Library Bill of Rights**

**WHEREAS**, The Library Bill of Rights states that no library materials should be proscribed or removed because of partisan or doctrinal disapproval, and

**WHEREAS**, Constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line, and

**WHEREAS**, Any attempt, be it legal or extra-legal, to regulate or suppress material must be closely scrutinized to the end that protected expression is not abridged in the process, and

**WHEREAS**, The Constitution requires a procedure designed to focus searchingly on the question before speech can be suppressed, and

**WHEREAS**, The dissemination of a particular work which is alleged to be unprotected should be completely undisturbed until an independent determination has been made by a judicial officer, including an adversary hearing.

**THEREFORE, THE PREMISES CONSIDERED, BE IT RESOLVED**, That the American Library association declares as a matter of firm principle that no challenged library material should be removed from any library under any legal or extra-legal pressure, save after an independent determination by a judicial officer in a court of competent jurisdiction and only after an adversary hearing, in accordance with well-established principles of law.

Adopted by the ALA Council on June 25, 1971.

Adopted by the Library Board 2/18/1987

### **Procedures for Dealing with Challenged Materials**

1. The individual questioning an item in the collection will be treated with courtesy.
2. Staff, the Library Director or Children's Specialist or Teen Specialist shall attempt to discuss the concern informally with patience and the understanding that the individual has a right to his or her opinion.
3. If an individual wishes to file a formal complaint, the procedure will be explained. The person will be supplied with information on the library's selection policy and the appropriate form. The form when completed will be given to the Library Director, Teen Specialist or the Children's Specialist depending on the material being challenged.
4. If a "Request for Reconsideration" or "Patron Comment" form is filed by an individual, the Library Director, Teen Specialist, or Children's Specialist will follow up with a response letter to the individual, expressing the library's policy and reasons for retaining or discarding the material as appropriate. The Library Bill of Rights, Freedom to Read statement, professional reviews or other relevant documents will be attached as deemed necessary. A copy of the correspondence will be provided to the Library Director.

Adopted by the Library Board 2/18/1987

Revised: 10/19/2017



WILLIAMSON PUBLIC LIBRARY  
6380 Route 21, Suite 1  
Williamson, NY 14589  
(315) 589-2048

**PATRON COMMENT ON LIBRARY MATERIALS**

1. Material on which you are commenting:

\_\_\_\_\_ Book                      \_\_\_\_\_ DVD      \_\_\_\_\_ Audio Book

\_\_\_\_\_ Magazine                      \_\_\_\_\_ Newspaper                      \_\_\_\_\_ Other (specify)

2. Title of the work \_\_\_\_\_

Author \_\_\_\_\_ Publisher/Producer \_\_\_\_\_

3. Please state your comment, suggestion or criticism of the material as specifically as possible.

4. Did you read, see, listen or otherwise use the material in its entirety? \_\_\_\_\_  
If not, then which part(s) were available to you:

5. Are you aware of the judgment of this material by qualified critics? \_\_\_\_\_  
If yes, please identify the source:

6. What resource(s) do you suggest to provide additional information on this topic?



7. Additional comments:

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

This library appreciates your interest. Your comments will be forwarded to the Library Director.

Received by (staff member) \_\_\_\_\_

Adopted by the Library Board 2/18/1987

Revised: 11/13/1995



**WILLIAMSON PUBLIC LIBRARY**  
**6380 State Route 21, Suite 1**  
**Williamson, NY 14589**  
**315-589-2048**

**REQUEST FOR RECONSIDERATION OF CHILDREN'S LIBRARY MATERIAL**

Format of the material: Book \_\_\_\_\_ DVD \_\_\_\_\_

Audio Book \_\_\_\_\_ Other \_\_\_\_\_

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

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

Request initiated by \_\_\_\_\_

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

Do you represent: Yourself \_\_\_\_\_ Name of group \_\_\_\_\_

Name of organization \_\_\_\_\_

To help us in our response, please answer as many of the following questions as you can.

1. Specifically, to what do you object in the material?
  
  
  
  
  
  
  
  
  
  
2. What do you feel might be the result of exposure to this material?
  
  
  
  
  
  
  
  
  
  
3. What is good about this material?
  
  
  
  
  
  
  
  
  
  
4. For what age group would you recommend this material?
  
  
  
  
  
  
  
  
  
  
5. Did you read, listen to, or view the materials in its entirety? \_\_\_\_\_. If not, what parts did you examine?

6. Are you aware of the judgment of this material by qualified critics? \_\_\_\_\_ If yes, please identify the source:
7. In its place, what material would you recommend that would convey a valuable picture and perspective of the subject treated?
8. Additional comments:

The library appreciates your interest. This request will be given to the appropriate age-level specialist. A response from the specialist librarian should be expected within a month.

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

Received by (staff member) \_\_\_\_\_

Adopted by the Library Board 2/18/1987

Revised: 11/13/95

Revised: 10/19/2017

## THE FREEDOM TO READ

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*A Joint Statement by:*

American Library Association

Association of American Publishers

*Subsequently endorsed by:*

American Booksellers for Free Expression

The Association of American University Presses

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

### **Freedom to View Statement**

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 guarantees 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.

## Free Access to Libraries for Minors

### An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users. Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

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

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

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

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

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

<sup>1</sup>See Erznoznik v. City of Jacksonville, 422 U.S. 205 (1975)-"Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. See Tinker v. Des Moines School Dist., *supra*. Cf. West Virginia Bd. of Ed. v. Barnette, 319 U.S. 624 (1943)." Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004.



## 4005.45

### **Restricted Access to Library Materials**

#### **An Interpretation of the Library Bill of Rights**

Libraries are a traditional forum for the open exchange of information. Restricting access to library materials violates the basic tenets of the American Library Association's *Library Bill of Rights*.

Some libraries block access to certain materials by placing physical or virtual barriers between the user and those materials. For example, materials are sometimes labeled for content or placed in a "locked case," "adults only," "restricted shelf," or "high-demand" collection. Access to certain materials is sometimes restricted to protect them from theft or mutilation, or because of statutory authority or institutional mandate.

In some libraries, access is restricted based on computerized reading management programs that assign reading levels to books and/or users and limit choices to titles on the program's reading list. Titles not on the reading management list have been removed from the collection in some school libraries. Organizing collections by reading management program level, ability, grade, or age level is another example of restricted access. Even though the chronological age or grade level of users is not representative of their information needs or total reading abilities, users may feel inhibited from selecting resources located in areas that do not correspond to their assigned characteristics.

Physical restrictions and content filtering of library resources and services may generate psychological, service, or language skills barriers to access as well. Because restricted materials often deal with controversial, unusual, or sensitive subjects, having to ask a library worker for access to them may be embarrassing or inhibiting for patrons desiring access. Even when a title is listed in the catalog with a reference to its restricted status, a barrier is placed between the patron and the publication. (See also "Labeling and Rating Systems.") Because restricted materials often feature information that some people consider objectionable, potential library users may be predisposed to think of labeled and filtered resources as objectionable and be discouraged from asking for access to them.

Federal and some state statutes require libraries that accept specific types of federal and/or state funding to install content filters that limit access to Internet resources for minors and adults. Internet filters applied to Internet resources in some libraries may prevent users from finding targeted categories of information, much of which is constitutionally protected. The use of Internet filters must be addressed through library policies and procedures to ensure that users receive information and that filters do not prevent users from exercising their First Amendment rights. Users have the right to unfiltered access to constitutionally protected information. (See also "Access to Digital Information, Services, and Networks.")

Library policies that restrict access to resources for any reason must be carefully formulated and administered to ensure they do not violate established principles of intellectual freedom. This caution is reflected in ALA policies, such as "Evaluating Library Collections," "Free Access to Libraries for Minors," "Preservation Policy," and the ACRL "Code of Ethics for Special Collections Librarians."

Donated resources require special consideration. In keeping with the "Joint Statement on Access" of the American Library Association and Society of American Archivists, libraries should avoid accepting donor agreements or entering into contracts that impose permanent restrictions on special collections. As stated in the "Joint Statement on Access," it is the responsibility of a library with such collections "to make available original research materials in its possession on equal terms of access."

A primary goal of the library profession is to facilitate access to all points of view on current and historical issues. All proposals for restricted access should be carefully scrutinized to ensure that the purpose is not to suppress a viewpoint or to place a barrier between users and content. Libraries must maintain policies and procedures that serve the diverse needs of their users and protect the First Amendment right to receive information. Adopted February 2, 1973, by the ALA Council; amended July 1, 1981; July 3, 1991; July 12, 2000; June 30, 2004; January 28, 2009; and July 1, 2014

**STATEMENT OF LABELING****LABELING AND RATING SYSTEMS****An Interpretation of the LIBRARY BILL OF RIGHTS**

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling and rating systems present distinct challenges to these intellectual freedom principles.

Many organizations use or devise rating systems as a means of advising either their members or the general public regarding the organization's opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, websites, games, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by a library violates the American Library Association's *Library Bill of Rights* and may be unconstitutional. If enforcement of labeling or rating systems is mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice or discourage users or restrict their access to resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Libraries sometimes acquire resources that include ratings as part of their packaging. Librarians should not endorse the inclusion of such rating systems; however, removing or destroying the ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation (see "Expurgation of Library Materials: An Interpretation of the *Library Bill of Rights*"). In addition, the inclusion of ratings on bibliographic records in library catalogs is a violation of the *Library Bill of Rights*.

Prejudicial labeling and ratings presuppose the existence of individuals or groups with wisdom to determine by authority what is appropriate or inappropriate for others. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The fact that libraries do not advocate or use proscriptive labels and rating systems does not preclude them from answering questions about them. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005; July 15, 2009; July 1, 2014.

## **Expurgation of Library Materials**

### **An Interpretation of the Library Bill of Rights**

Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). By such expurgation, the library is in effect denying access to the complete work and the entire spectrum of ideas that the work intended to express. Such action stands in violation of Articles I, II, and III of the Library Bill of Rights, which state that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval," and that "Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment."

The act of expurgation has serious implications. It involves a determination that it is necessary to restrict access to the complete work. This is censorship. When a work is expurgated, under the assumption that certain portions of that work would be harmful to minors, the situation is no less serious.

Expurgation of any books or other library resources imposes a restriction, without regard to the rights and desires of all library users, by limiting access to ideas and information. (See also other Interpretations to the Library Bill of Rights, including Access to Electronic Information, Services, and Networks and Free Access to Libraries for Minors.)

Further, expurgation without written permission from the holder of the copyright on the material may violate the copyright provisions of the United States Code.

Adopted February 2, 1973, by the ALA Council; amended July 1, 1981; January 10, 1990.

## **Diversity in Collection Development:**

### **An Interpretation of the Library Bill of Rights**

Throughout history, the focus of censorship has fluctuated from generation to generation. Books and other materials have not been selected or have been removed from library collections for many reasons, among which are prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual forms of expression, and other potentially controversial topics.

Some examples of censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting materials about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information on or materials from non-mainstream political entities.

Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to, issuing bibliographies and presenting exhibits and programs. Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user, and policies should not unjustly exclude materials even if they are offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article II of the **Library Bill of Rights**: "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." A balanced collection reflects a diversity of materials, not an equality of numbers. Collection development responsibilities include selecting materials in the languages in common use in the community the library serves. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures.

There are many complex facets to any issue, and variations of context in which issues may be expressed, discussed, or interpreted. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron's right to read, view, or listen to materials and resources protected by the **First Amendment**, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the access to materials on all subjects that meet, as closely as possible, the needs, interests, and abilities of all persons in the community the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990.

## Access for Children and Young Adults to Nonprint Materials

### An Interpretation of the Library Bill of Rights

Library collections of nonprint materials raise a number of intellectual freedom issues, especially regarding minors. Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

The American Library Association's principles protect minors' access to sound, images, data, games, software, and other content in all formats such as tapes, CDs, DVDs, music CDs, computer games, software, databases, and other emerging technologies. ALA's Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights states:

. . . The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

. . . [P]arents—and only parents—have the right and responsibility to restrict access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

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

Policies that set minimum age limits for access to any nonprint materials or information technology, with or without parental permission, abridge library use for minors. Age limits based on the cost of the materials are also unacceptable. Librarians, when dealing with minors, should apply the same standards to circulation of nonprint materials as are applied to books and other print materials except when directly and specifically prohibited by law.

Recognizing that librarians cannot act *in loco parentis*, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's reading and viewing. Libraries should provide published reviews and/or reference works that contain information about the content, subject matter, and recommended audiences for nonprint materials. These resources will assist parents in guiding their children without implicating the library in censorship.

In some cases, commercial content ratings, such as the Motion Picture Association of America (MPAA) movie ratings, might appear on the packaging or promotional materials provided by producers or distributors. However, marking out or removing this information from materials or packaging constitutes expurgation or censorship.

MPAA movie ratings, Entertainment Software Rating Board (ESRB) game ratings, and other rating services are private advisory codes and have no legal standing (Expurgation of Library Materials). For the library to add ratings to nonprint materials if they are not already there is unacceptable. It is also unacceptable to post a list of such ratings with a collection or to use them in circulation policies or other procedures. These uses constitute labeling, "an attempt to prejudice attitudes" (Labels and Rating Systems), and are forms of censorship. The application of locally generated ratings schemes intended to provide content warnings to library users is also inconsistent with the Library Bill of Rights.

The interests of young people, like those of adults, are not limited by subject, theme, or level of sophistication. Librarians have a responsibility to ensure young people's access to materials and services that reflect diversity of content and format sufficient to meet their needs.

Adopted June 28, 1989, by the ALA Council; amended June 30, 2004.

### **Evaluating Library Collections:**

#### **An Interpretation of the Library Bill of Rights**

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, materials may be added and physically deteriorated or obsolete materials may be replaced or removed in accordance with the collection maintenance policy of a given library and the needs of the community it serves. Continued evaluation is closely related to the goals and responsibilities of all libraries and is a valuable tool of collection development. This procedure is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community. Such abuse of the evaluation function violates the principles of intellectual freedom and is in opposition to the Preamble and Articles I and II of the **Library Bill of Rights**, which state:

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.

The American Library Association opposes such “silent censorship” and strongly urges that libraries adopt guidelines setting forth the positive purposes and principles of evaluation of materials in library collections.

Adopted February 2, 1973, by the ALA Council; amended July 1, 1981.

4005.90

### **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*.

Adopted by the ALA Council, July 2 1997



**DISTRIBUTION OF FREE PUBLIC SERVICE MATERIALS**

The Board of Trustees recognizes that the public library has a role in the community to disseminate information, which is community oriented and which residents of Williamson and/or library users will find useful. The Board recognizes that many civic, social, cultural, recreational, educational, and health-related agencies and organizations view the library as a place for publicizing activities and concerns.

In line with constitutional rights and privileges and the Library Bill of Rights, the Board does not discriminate toward any group or individual or purpose they represent.

Space is provided in the library for free distribution of brochures and flyers provided by agencies and organizations and which provide information of interest and/or use to the community and to library users.

Materials which are to be freely distributed must meet the following criteria:

1. Materials must be confined to the Information Rack or other display areas.
2. Library employees will not be responsible for contacting agencies, organizations, or individuals with regard to the disposal or replacement of materials left in the library for free distribution.
3. All materials must indicate on each copy the name of the agency or organization responsible for the flyer or brochure.
4. Materials should in no way imply connection to the Williamson Public Library, unless an official connection does exist.
5. All materials are left with the understanding that library staff may discard the materials based on space considerations, current nature of the material, and apparent lack of interest in the material.
6. The Library Director may decide on the quantity of materials to be left for free distribution.

The following materials will not be accepted for posting:

1. Partisan political or campaign materials
2. Commercial materials
3. Sales, solicitations or materials resulting in a personal gain with the exception of Friends of the Williamson Public Library sales or solicitations in support of the Library
4. Advertisements
5. Petitions
6. Surveys not administered by the Library

Adopted by the Library Board 2/18/1987

Adapted by the Library Board 5/17/2018

**4009**

**USE OF THE LIBRARY'S PUBLIC AREA**

The use of library's public areas for non-traditional library activities is not permitted. No indoor part of the library or any entranceway thereto, may be used for commercial or non-commercial sales, solicitations, petitions, handbill distribution, public speaking or advertising. Activities conducted for commercial enterprise in the library facility are prohibited.

Adopted by the Library Board 4/18/2002

Revised: 3/25/2004

## **Access to Electronic Information, Services, and Networks**

### **An Interpretation of the LIBRARY BILL OF RIGHTS**

#### **Introduction**

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information.<sup>1</sup> Libraries and librarians protect and promote these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology.

The American Library Association expresses these basic principles of librarianship in its Code of Ethics and in the Library Bill of Rights and its Interpretations. These serve to guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to electronic information, services, and networks.

Libraries empower users by providing access to the broadest range of information. Electronic resources, including information available via the Internet, allow libraries to fulfill this responsibility better than ever before.

Issues arising from digital generation, distribution, and retrieval of information need to be approached and regularly reviewed from a context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are not swept away.

Electronic information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it. Even so, many people lack access or capability to use electronic information effectively.

In making decisions about how to offer access to electronic information, each library should consider its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

#### **The Rights of Users**

All library system and network policies, procedures, or regulations relating to electronic information and services should be scrutinized for potential violation of user rights.

User policies should be developed according to the policies and guidelines established by the American Library Association, including Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities.

Users' access should not be restricted or denied for expressing or receiving constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved or utilized electronically is constitutionally protected unless determined otherwise by a court of law with appropriate jurisdiction. These rights extend to minors as well as adults (Free Access to Libraries for Minors; Access to Resources and Services in the School Library Media Program; Access for Children and Young Adults to Nonprint Materials).<sup>2</sup>

Libraries should use technology to enhance, not deny, access to information. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, and use information effectively.

Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice in accordance with Privacy: An Interpretation of the Library Bill of Rights.

### Equity of Access

The Internet provides expanding opportunities for everyone to participate in the information society, but too many individuals face serious barriers to access. Libraries play a critical role in bridging information access gaps for these individuals. Libraries also ensure that the public can find content of interest and learn the necessary skills to use information successfully.

Electronic information, services, and networks provided directly or indirectly by the library should be equally, readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive their major support from public funds (50.3 Free Access to Information; 53.1.14 Economic Barriers to Information Access; 60.1.1 Minority Concerns Policy Objectives; 61.1 Library Services for the Poor Policy Objectives). All libraries should develop policies concerning access to electronic information that are consistent with ALA's policy statements, including Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights, Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities, and Resolution on Access to the Use of Libraries and Information by Individuals with Physical or Mental Impairment.

### Information Resources and Access

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a library's selection or collection development policy. It is, therefore, left to each user to determine what is appropriate. Parents and legal guardians who are concerned about their children's use of electronic resources should provide guidance to their own children.

Libraries, acting within their mission and objectives, must support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained electronically. Libraries have an obligation to provide access to government information available in electronic format.

Libraries and librarians should not deny or limit access to electronic information because of its allegedly controversial content or because of the librarian's personal beliefs or fear of confrontation. Furthermore, libraries and librarians should not deny access to electronic information solely on the grounds that it is perceived to lack value.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the Library Bill of Rights (ALA Policy Manual, 53.1.17, Resolution on the Use of Filtering Software in Libraries). If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech. Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely manner. Minors also retain the right to access constitutionally protected information and, at the minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely manner. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.<sup>3</sup>

Electronic resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to electronic resources no less than they do to the more traditional sources of information in libraries (Diversity in Collection Development).

<sup>1</sup>Martin v. Struthers, 319 U.S. 141 (1943); Lamont v. Postmaster General, 381 U.S. 301 (1965); Susan Nevelow Mart, The Right to Receive Information (PDF), 95 Law Library Journal 2 (2003).

<sup>2</sup>Tinker v. Des Moines Independent Community School District, 393 U.S. 503 (1969); Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, (1982); American Amusement Machine Association v. Teri Kendrick, 244 F.3d 954 (7th Cir. 2001); cert.denied, 534 U.S. 994 (2001)

<sup>3</sup>"If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." United States, et al. v. American Library Association (PDF), 539 U.S. 194 (2003) (Justice Kennedy, concurring).

See Also: Questions and Answers on Access to Electronic Information, Services and Networks: an Interpretation of the Library Bill of Rights.

Adopted January 24, 1996, by the ALA Council; amended January 19, 2005.

## ACCEPTABLE COMPUTER USE POLICY

**MISSION** – In keeping with the Williamson Public Library's mission to provide current information in a variety of formats, the library offers public access to the Internet. Internet access is filtered in compliance with federal e-rate requirements.

**Scope of this service** – A varied selection of programs is available for public use including free access to the Internet. Information gathering and research will be the Internet's primary purpose in this library.

**Eligibility** – All users must stop at the desk and have a staff member sign out computer time. Any adult with a valid OWWL Library card or an adult guest may use a computer in accordance with established procedures and policies in effect. Users under the age of 18 must have a parent's or guardian's signature on a computer use agreement, which will be filed in a binder at the desk. Anyone 8 years old or older may use a computer alone. Anyone under the age of 8 must have an adult who sits with him/her at the same computer at all times.

**Rights of Users** – The Internet is not a secure medium and all transactions, files and communications may be subject to unauthorized access by third parties. The library respects a patron's right to both confidentiality and privacy and will not release information on the use of electronic resources by members of the public except as required by law.

**Use of the Internet by minors** – The library supports the American Library Association Library Bill of Rights, including those that deal with intellectual freedom, as well as the First Amendment to the Constitution of the United States. The library affirms that it is the right and responsibility of parents to supervise their children's use of library materials, including Internet access. The unauthorized disclosure, use and dissemination of personal identification information regarding minors is prohibited.

**Responsibility** – All users or in the case of those under 18, users' parents, will be held fiscally responsible for any damage to the computers, related equipment or software caused by inappropriate use of the equipment or software. Abuse of the equipment or the service will result in the user being denied further access to the service. Malicious damage may result in prosecution. All use of the computer system must comply with acceptable use guidelines.

**Disclaimer** – The library is not responsible for any damage to or loss of data resulting from the use of our computers. We have no control over the availability of our network access, or the inability to connect to any site due to excessive traffic on the Internet, or the availability of information links, which change frequently. The library is not responsible for the quality of information found on the Internet. Users are responsible for evaluating data received.

## **Telecommunications Act, the Neighborhood Children's Internet Protection Act, Copyright Law and Legal Issues–**

Use of the Internet for activities that violate local, state or federal laws is prohibited. This includes but is not limited to activities such as viewing child pornography, committing fraud, hacking, unauthorized access or spreading libel or slander.

Telecommunications Act of 1996, Section 502: The Williamson Public Library, does not condone nor will it tolerate the use of library computer resources to break any law, including, but not limited to, the Telecommunications Decency Act:

"Whoever in interstate or foreign communications by means of a telecommunications device knowingly makes, create, or solicits, and initiates transmission of, any comment, request, suggestion, proposal, image, or other communication which is obscene, lewd, lascivious, filthy, or indecent, with intent to annoy, abuse, threaten , or harass another person;...shall be fined under Title 18, United States Code, or imprisoned not more than two years, or both." Computer resources may only be used for legal purposes. Since the public Internet workstations are in view of other patrons and staff, users are not permitted to display any visual images containing nudity, obscenity, or graphic violence. Patrons will receive one warning regarding this rule; another violation will result in permanent loss of Internet privileges at the library. Acceptability of screen displays will be left to the discretion of the supervising library staff.

Neighborhood Children's Internet Protection Act: It is the policy of the library to comply with the Neighborhood Children's Internet Protection Act by following the policies and procedures regarding computer use accepted by the Library Board of Trustees.

Copyright Law, Title 17, U.S. Code: Most of the library's software is protected under the Copyright Laws of the United States of America. Software piracy is a federal crime punishable under this law.

Adopted by the Library Board 9/29/1998

Revised and adopted at a public meeting following normal public notice: 6/20/2002

Revised 10/18/2005

Revised 4/26/2007

Revised 10/19/2017

APPLICANT'S NAME \_\_\_\_\_

OLIBRARY CARD # \_\_\_\_\_

**AGREEMENT FOR USE OF WILLIAMSON PUBLIC LIBRARY'S PUBLIC ACCESS COMPUTER SYSTEM**

AUTHORIZATION OF COMPUTER USE FOR THOSE UNDER 18:

**(To be signed by parent or guardian)**

As a parent or legal guardian of \_\_\_\_\_,

a minor, I have read the library's "Computer Use Rules and Procedures" and acknowledge that I am allowing him/ her to use the library's computer system and to access the Internet. I understand that if he or she engages in any unauthorized use of the Williamson Public Library's computer system, his or her privileges may be revoked, suspended or modified. I assume personal responsibility, both civil and criminal, for any unauthorized, improper or illegal use of the Internet and/or equipment by this minor. I will be fiscally responsible for any damage he/she may cause to the computers, related equipment or software used. I understand that to the extent practical, the library staff will monitor online activities of minors in accordance with library policy and rules. ***I assume responsibility for his/her appropriate use of the computer system.***

Parent/Guardian's Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

Adopted by the Library Board 9/29/1999

Revised 1/17/2002

Revised 6/20/2002

Revised 10/18/2005



## COMPUTER USE RULES AND PROCEDURES

In keeping with the Williamson Public Library's mission to provide our patrons with current information in a variety of formats, the library offers free access to computers and the Internet. Information gathering and research will be the Internet's primary purpose in the library.

1. All users must stop at the desk to sign out computer time. Users must have a valid OWWL Library card or request a guest pass before applying to use a computer. Users will be assigned a computer by staff. The user must remain on that computer unless a staff member gives permission to use another machine. Minors under the age of 18 must have a signed authorization of computer use form on file and provide staff with their library card, identification, or the parent or guardian that signed the form must be with them. An adult must remain at the computer with any minor under the age of 8.
2. Computer time is available at no charge in one-hour increments on a first-come, first-served basis. If no one is waiting at the end of the first hour, additional time may be requested and granted at staff discretion. The library staff may regulate computer availability to allow the most efficient use of the public computer network during times of high demand. Computer hours will be from opening time until one-half hour before closing.
3. Only one person with a valid OWWL card or guest pass is allowed at the computer station at a time. Permission for a second person at a station may be given at the discretion of staff.
4. Users 8 years old and older may use the children's computer alone. Anyone under the age of 8 must have a parent or guardian present to supervise at all times. It is the right and responsibility of parents to supervise their children's use of the Internet.
5. Using computer resources for activities that violate local, state or federal law is prohibited.
6. Due to the public setting for computer terminals, display of objectionable images (including nudity, obscenity or graphic violence) as deemed such by library staff will result in the immediate termination of the session. A second offense will result in permanent loss of computer privileges.
7. Patrons may print information from a computer workstation at the cost of 20 cents per page for black and white copies. Patrons who would like color copies must ask staff for assistance and color copies are 40 cents per page. Some documents may be several pages in length; users are financially responsible for all of the printouts.
8. Downloading to the computer's hard drive is strictly prohibited, as is changing computer settings or programs. Working outside the approved Windows menu is strictly prohibited.
9. Email using a *web-based* email account is permitted. Opening attachments on email is allowed, however patrons should use caution when opening documents or attachments from unknown sources or attachments that are questionable in nature. Patrons should not open an attachment that triggers an anti-virus software warning. Patrons should immediately inform staff if a document opened appears suspicious in nature or hijacks the computer, so that staff can quarantine the computer in question.
10. Library staff members are trained to provide some startup support and will assist with computer use as their time permits.

11. Any damage to the computer or its peripheral devices is the responsibility of the user. Abuse of the equipment will result in the user being denied further access to the service. Malicious damage may result in prosecution.
12. Since the Internet is not a secure medium, transactions may be subject to unauthorized access by third parties. The library respects confidentiality and will not release information on the use of electronic resources except as required by law.

**These rules are subject to revision at any time. Users are responsible for keeping informed of any change. Current library policy will be clearly posted at each terminal. Refusal to abide by these rules can result in the loss of computer privileges for a period of time to be determined by the Library Director.**

Adopted by the Library Board 1/17/2002

Revised: 6/20/2002

Revised: 10/18/2005

Revised: 1/17/2008

Revised: 8/21/2008

Revised: 9/15/2011

Revised: 03/20/2014

Revised: 10/19/2017

## CHILDREN'S RULES FOR ON-LINE SAFETY

*(Excerpted from "Child Safety on the Information Highway" by the National Center for Missing and Exploited Children.)*

- I will not give out personal information such as my full name, address, phone number, parent's work address/ phone number, birth date or the name and location of my school without my parents' permission. I will be wary of apps and programs that track my physical location.
- I will tell my parents right away if I come across any information that makes me feel uncomfortable.
- I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and a parent will accompany me.
- I will not respond to any messages that are mean or are in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents right away so they can contact the site or service provider.
- I will not send a person my picture or anything else without first checking with my parents for permission.
- I will be mindful of the information and pictures that I post, share, or provide comments about online. I know that anything digital can be copied, stored and posted, so even though I think it is deleted or has restricted access, others may see it or share it, and it could harm my reputation, school or employment options now or in the future.
- I will talk with my parents so that we can set up rules for going online. We will discuss the apps, sites and times of the day that I can be online and appropriate areas for me to visit. I will not access other areas or apps that break these rules without their permission.
- I will not misrepresent myself as someone I am not when I am online.
- I will think critically about the information I provide online. I will question emails that ask for a username or password and will not click on any links, but type in the address of websites to avoid getting caught up in "phishing" schemes.
- I will use secure passwords and will not give out my internet password to anyone (even my best friends) other than my parents.

Adopted by the Library Board 1/17/2002

Revised: 10/19/2017

## 4020.4 Virtual Reality Computer Gaming Policy

The Williamson Public Library welcomes use of the Virtual Reality Gaming System in the library for ages 10 and up. Children under age 10 may use the Gaming System with a parent, guardian or legally responsible adult. Computer Gaming System users under age 18 must have parental permission on file to use the Computer Gaming System.

Our Gaming computer is due to a Pioneer Library System Technology grant, to allow users the opportunity to experience virtual reality technology, to encourage visits to the library, and to provide an educational or entertaining library experience.

Anyone using the VR gaming system must read and agree to the Gaming Policy before using it. The rules in the policy are set up to ensure proper use of the equipment and to allow fair access to our patrons. Failure to follow these rules of conduct will result in loss of Library Gaming System privileges. Any damages that occur to the library's equipment and to the Oculus Rift VR and VR accessories will be the responsibility of the patron or patrons using the area at the time the damage occurs. A manual invoice may be generated and attached to the patron's library card account to pay for damages. A letter explaining the damage charges will be sent to the patron's home address.

### *Virtual Reality Gaming Rules*

1. The patron (s) must have a valid OWWL library card.
  2. Game playing will be limited to 60 minutes per day/evening. If no one is waiting to use the gaming computer, play may continue for up to 30 more minutes, but players must be willing to end play if someone else signs up to use the VR Gaming Computer. Players must end play immediately anytime at the request of library staff.
  3. Patrons must sign up to use the VR Gaming Computer at the desk. The following will be checked out to the patron on their library card: gaming controllers and all accessories needed for play. A staff member will connect the viewer and login into the gaming session. After the play period is up, the patron must alert a library staff member. The staff member check in the gaming items. The player should remain until a staff member has reviewed and checked in all of the items and has verified they have been returned in good condition.
  4. Gamers using the VR Gaming Computer must use the equipment responsibly. Gamers who fail to follow these rules will lose their privileges. Library Staff may limit a player's sign-up to 2 hours per week to give other players an opportunity to use the gaming computer.
  5. Patrons using the VR Gaming Computer should respect others using the library and not select games requiring verbal interaction. Patrons are also asked to use caution when wearing the VR headset and to limit movement for safety.
  6. Only 2 patrons will be allowed to play or observe play at one time unless the library is sponsoring a special event or tournament. The players must register at the desk at the time of checkout, each must have a signed parental permission for use if under age 18, and each will assume responsibility for any damage or loss. Since the gaming computer is a quiet area noise level should be minimal and respectful of others using the library.
  7. Gamers may only use the Oculus Rift Virtual Reality equipment and games provided by the library. No games, memory cards or extra accessories from home or downloaded maybe used at the library. The library will not allow the equipment to be removed or used outside of the Virtual Reality Computer Gaming carrel.
- pg. 60

9. Inventory and condition of gaming accessories will be taken at check out and check in by library staff.

10. Gamers are asked to treat the equipment gently. Those patrons that do not treat the equipment gently or are too loud and disruptive will be asked by the staff to stop for the day. Gamers who repeatedly abuse the equipment will have his/her gaming privileges revoked indefinitely.

11 Gamers must quit play and check equipment back in to the staff 30 minutes before closing. The staff will give players a reminder of gaming end time 10 minutes prior to end time.

12. Gamers agree to abide by Library Computer Use policy, Library Code of Conduct and Oculus Code of Conduct policies, which includes no inappropriate, profane or obscene texting or interactions with other gamers, no harassment or threats made to other gamers, no discrimination of others, no real money gambling or wagering, no bullying of other players, and no inappropriate contact with minors.

13. As with any online activity, please be aware that players may be adults or minors and may misrepresent their age.

14. For your safety do not provide personal information, agree to meet up, or share contact info online.

A copy of the signed gaming policy will be kept on file at the library. Parents wishing to have a copy of these rules may obtain one from the desk.

Thank you.

The Williamson Public Library Staff and Board of Trustees.



**Williamson Public Library  
6380 Route 21, Suite 1  
Williamson, NY 14589  
(315) 589-2048**

### **Williamson Public Library Virtual Reality Computer Gaming Use Agreement**

I \_\_\_\_\_ (first and last name printed)

agree to the above policy and will abide by the Virtual Reality Gaming Rules as stated above. I understand any damage or loss of equipment will result in charges applied to my account. The total cost for the gaming unit is \$877 and each gaming accessory if lost or damaged will be billed at new replacement value.

Date \_\_\_\_\_

Patron Signature:

\_\_\_\_\_

Parent or Legal Guardian's Signature if under age 18:

\_\_\_\_\_

## **4025 STORYTIME PROGRAM**

To help foster library habits in children and assist parents in sharing the world of books with their children, the Board of Trustees has established a preschool storytime program, under the direction of the Children's Specialist. Operational details are given in 4025a.

Revised 10/19/2017

### **4025(a)**

#### **STORY HOUR OPERATIONAL DETAILS**

The Board of Trustees subscribes to the following details in conduct of story hour programs:

1. Story hour sessions will meet within a schedule set by the Library Director and the Children's Specialist.
2. Registration may be required for some programs. Class size and age guidelines will be determined by the Children's Specialist.
3. Space and resources will be provided by the library.

Revised 10/19/2017

## **FINES AND CHARGES**

Retrieval of library materials is important to maintaining the Williamson Public Library's collection and to insuring that library materials are available to all interested patrons.

Overdue books and materials are subject to the following fine schedule:

Books, audio books, learning aids, magazines, and puzzles: \$0.10/ day

DVD's, CDs, and electronic gaming: \$1.00/ day

Form letters are used for overdue materials, billing and legal notices.

## **REPLACEMENT COST**

Borrowers are responsible for returning library materials by their due dates in good condition. Library staff will assess any damage to materials at the time of their return. If a borrower returns library materials in such condition that the staff decides that they are no longer suitable for circulation, the borrower will be billed for the cost of replacing the material.

Replacement cost includes the purchase price of the material as well as the library resources used to process and catalog the item.

In the case of minors, the parent or guardian who has given permission for the minor to obtain a library card will be responsible for returning materials in reasonable condition and for paying any fines or fees incurred.

Library materials will be declared lost by staff based on the material's due date, or if the patron declares that the material is lost before that time. The full replacement cost is charged for lost materials. No refunds provided if the material is located after payment to the library.

The library will not accept a physical item as a replacement for lost or damaged materials. Patrons are expected to pay the replacement cost of the original item as determined by the library staff.

**COPIER SERVICE:** \$0.20 per single page. \$0.40 per two-sided copy and .40 for color copy single page and .80 per double sided.

Computer printer copies: \$0.20 per page, regardless of number of pages and .40 per page for color copies.

FAX transmittals: \$2.00 for the first page and \$1.00 for all pages thereafter.

FAX reception: \$2.00 for the first page and \$1.00 for all pages thereafter.

**DAMAGES TO AV EQUIPMENT, COMPUTERS AND PERIPHERAL DEVICES:** Damages to AV equipment, computers and peripheral devices due to negligent or inappropriate use by the patron will be charged to the patron at the cost of repair or replacement.



**LOST OR DAMAGED MATERIALS:** Borrowers who lose or damage materials beyond repair will be charged the full purchase price of the lost or damaged item. If the item is no longer available, the charge will be what a similar replacement will cost.

**LEVY OF FINES:** Levy of fines shall be the responsibility of the library staff member who charges such fines. Receipts from the library fines and replacement costs shall be recorded to the patron's account and entered into the cash register upon receipt.

**RETURNED CHECKS:** There will be a charge of \$15.00 levied for any returned check.

Adopted by the Library Board 2/2/1984

Revised:11/14/1991

Revised:9/18/1992

Revised:9/8/1999

Revised:4/19/2001

Revised:11/15/2001

Revised:9/18/2008

Revised:4/14/2011

Revised:10/19/2017

## Circulation Policies

### • Registration

Borrowing privileges are granted to residents of the Pioneer Library System (Ontario, Wayne, Wyoming and Livingston counties) and for those out of the area with valid identification and local contact information.

Borrowers must apply for a library card in person.

Acceptable documentation establishing the borrower's identity must be presented at the time of application.

Children aged five (5) years to fourteen (14) years may obtain a library card. A parent or legal guardian must be present at the time of application and must sign to assume financial responsibility for the child's borrowing. The parent must present acceptable identification at the time of application.

Borrowers are responsible for updating their registration information upon any change of address, name, email, phone number, stolen card, etc. Application for a library card constitutes an agreement with the library that the borrower is responsible for all materials borrowed on the card and will return them in a timely manner and in good condition. The borrower assumes financial responsibility for any fines or replacement costs incurred for lateness, loss or damage to the materials. The borrower's signature on the application implies his/her agreement to abide by all library rules, policies and regulations.

A borrower may replace a lost card for \$1.00. Identification may be required at the time of replacement.

### • Borrowing

A borrower must present his or her library card for every transaction. Borrowers may be denied access to materials or services when fines amount to more than \$5.00 or he/she has more than five (5) overdue items, or has chronically abused the library's borrowing rules, as determined by the library staff. A limit on materials to be borrowed by one person may be imposed based on demand, value, or availability of the items.

Loan periods:

Books	3 weeks	2 renewals*
Magazines	3 weeks	2 renewals*
Audio Books	3 weeks	2 renewals*
Music CDs	3 weeks	2 renewals*
DVD Sets	3 weeks	1 renewal*
DVD (regular)	1 week	1 renewal*
DVD – New	3 days	No renewal

\*Renewals are allowed as specified unless the item is reserved for another person ("on hold") in which case, it cannot be renewed.

The borrower agrees that any audio-visual materials borrowed and used with the borrower's own equipment are used at his/her own risk. The library is not responsible for damage to the borrower's equipment.

Adopted by the Library Board 5/17/2007

Revised: 10/17/2017

## Circulation and Use Policy for E-Readers

### Eligibility:

**Adult patrons may check E-Readers out from the library.**

**Patrons must present a valid OWWL library card at time of checkout.**

### Loan Period:

**Adult Patrons may borrow an E-Reader for 3 weeks.**

**Adult Patrons may reserve or place a hold on a device.**

**E-Readers will not be loaned to other libraries or via OWWL delivery.**

A \$5.00 fee is added to a patron's account if the following guidelines are not met:

**Device must be returned *to a staff member at the circulation desk.***

**Device cannot be returned in any book drop.**

**Device cannot be returned to other libraries.**

### Device Use:

Each e-reader is pre-loaded with a range of bestselling or in demand titles.

Patrons should not download, delete, or add materials, register, or change any settings in the device with the exception of brightness or font size for reading enjoyment.

### Late Fees:

A device not returned by its due date will incur a \$1.00 per day late fee

### Lost or damaged devices:

Users are responsible for a lost or damaged device or device accessories checked out on their library card. Charges based on replacement costs. Please note the total replacement cost for the device, the device case and the device charger is \$200.00

Adopted by the Library Board 6/15/2017

## **EQUIPMENT PURCHASE**

The library director is responsible for determining and recommending to the Board of Trustees the equipment needs of the library. Selection of equipment should be based on knowledge of the needs of the library, types of equipment appropriate to the library and resources for recommendation and evaluation.

Consideration should be given to the effective use of the collection and staff, and the goals and objectives of the library in determining equipment needs and selecting items.

Technology, compatibility with style and design already in use, durability, maintenance, and effectiveness should be considered. Comparisons of reliability, workmanship, cost, etc., should be made before any purchase.

Equipment purchases should be a planned part of the yearly budget. Long-range planning should be made in cases of major equipment needs.

The library director should consult with and obtain the prior approval of the Board of trustees on items costing more than twenty (20) per cent of the current year's equipment budget. The library director will keep the Board informed of purchases.

The library director will follow the appropriate procedures for bids when required by law.

Adopted by the Library Board 9/16/1999

Revised: 04/19/2001

## **SALE OF ITEMS IN THE LIBRARY**

It is the desire of the Board of Trustees of the Williamson Public Library to serve the needs and interests of local citizens in the area of public library-media services. Staff members are hired to conduct the daily operations of the Williamson Public Library.

With regard to sale or distribution of merchandise or materials by local, civic, fraternal, service and non-profit organizations, it is not the objective of library services to make available marketing space or cashier services in the library. Sale of materials in the library will be limited to projects or merchandise of Friends of the Williamson Public Library and surplus equipment sales by the Board of Trustees.

Consideration of liability on the part of the library staff and the Board of Trustees for receipts or merchandise left in the library over any period of time and of the time and responsibility placed upon staff by outside sales dictates that the Board of Trustees shall not allow the sale of merchandise which is not library related.

The librarian is directed to administer this policy and refer any appeals directly to the Board of Trustees.

An exception to this policy requires prior written approval of the Board of Trustees or librarian. The librarian is authorized by the Board of Trustees to use discretion in the administration of this policy.

## **POSTING OF MATERIALS IN THE LIBRARY**

The Williamson Public Library is a public institution. The Library must be in line with constitutional rights, privileges and the library Bill of Rights. The Board of Trustees of the Williamson Public Library does not discriminate toward any group or individual or the purpose they represent.

Posting of materials will be limited to library items, materials of the Friends of the Williamson Public Library, and items of special community interest.

### ***Smoke Free Facility Policy***

Due to the hazards caused by exposure to environmental tobacco smoke, the Library Board of Trustees wishes to provide a smoke-free environment for all employees and patrons and has adopted the following smoke free facility policy.

Smoking is not permitted at any time inside the facility of the Williamson Public Library or outside within fifty (50) feet from the main entrance.

This policy applies to all persons on the Library premises. Failure to comply with the policy could result in being asked to leave the Library.

Revised 10/19/2017

**Community Health Policy**

In an effort to ensure that the Williamson Public Library provides continuing services in a safe and healthy environment, the Library Board of Trustees supports the following principles of operation:

- Staff and patrons are encouraged to stay home if they are sick, particularly with a fever that indicates a more serious illness.
- Library staff will encourage patrons who are homebound due to illness to arrange for a family member or a third-party to pick up of materials, or have someone reach out on their behalf to facilitate renewals of materials etc.
- Staff and patrons are encouraged to practice good hygiene to prevent the spread of infection.
- The library will provide adequate supplies for the staff and public to maintain the maximum level of cleanliness within the facility.
- The decision to limit library programming, depending on the level of illness in the community, will be made by the director or his/her representative and library board president or his/her representative.
- Based on the level of staffing available, the decision to decrease the hours that the library is open or to close the library entirely will be made by the director or his/her representative and library board president or his/her representative.
- Recommendations by the Health Department and other appropriate government agencies are to be considered in all decisions regarding the status of library services.

Adopted by the Library Board 11/19/2009

Revised 10/19/2017

**CONFIDENTIAL RECORDS OF WILLIAMSON PUBLIC LIBRARY**

1. All circulation records are considered confidential in nature.
2. All librarians and library employees will be advised that such records shall not be made available to any agency of Federal, State, or local Government except pursuant to a subpoena as may be authorized under the authority of, as pursuant to, Federal, State or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.
3. The librarian shall resist issuance or enforcement of any such process or order, or subpoena until such time, as the proper showing of good cause has been made in a court of competent jurisdiction, with the option of appeals residing with the Board of Trustees.

Adopted by the Library Board: 2/18/1987

Revised: 10/19/2017



## **Library Telephone Services**

The following is the Williamson Public Library's policy regarding telephone services and the use of the library's landlines.

### **Personal Telephone Calls**

The Williamson Public Library's telephone lines are strictly for official library business. The Library pays a fee for each local and long distance call made from our phone system. Also phone lines when in use prevent incoming calls to the library. No personal phone calls are allowed using a library phone line, with the exception of personal calls on behalf of a minor if it pertains to the child's safety. In this case, a Library Staff member will make the call for the minor.

### **Incoming Calls**

The acceptance of incoming collect calls billed to the Library is not authorized along with any incoming personal calls for the public.

## Library Data Breach Policy

This policy defines the circumstances under which the Williamson Public Library shall provide notice regarding a data breach in security resulting in unauthorized access to private information.

This policy applies to information stored by the Williamson Public Library. Suspected or confirmed information security breaches must be reported immediately to the Library Director.

A breach is defined as unauthorized access to Library information. The Library will investigate all reports of breaches of security concerning information maintained by the Library. Based on the results of the investigation, internal and/or external parties may be notified as necessary.

Upon notification of a suspected information security breach, the Library will:

- Report the breach to the appropriate officials;
- Block, mitigate, or de-escalate the breach, if possible;
- Implement processes and procedures to prevent similar breaches from occurring in the future.

### Internal Notification

The employee discovering the breach will report it to the Library Director who will establish an appropriate response strategy. If it is determined that criminal activity has taken place, the Director will notify law enforcement and the Library Board of Trustees President.

### External Notification

The Director will determine if external notification is required. External notification is required if any of the following conditions are met:

- Access has been gained to private information as that term is defined in New York State Technology Law Section 208(1)(a);
- A physical device that contains private information has been lost or stolen;
- There is evidence that private information has been copied or removed from a physical device containing sensitive information.

External notifications will go to anyone affected by the breach, or whose data may have been compromised, as well as to government officials, as required by law.

**Board approved 5/17/2018**

**SELECTED LAWS AFFECTING LIBRARY BOARDS**

Trustees' Powers: "They shall have all the powers of trustees of other educational institutions of the university." (Ed. Laws 260 and 226)

	PUBLIC LIBRARIES	ASSOCIATION LIBRARIES
Number on board	5-11, county libraries  5, other public libraries  (Ed. Law 260)	5-25, (Ed. Law 226)
Appointed or elected	County-Board of Supervisors  Town-Town Board  Village-Village Board,  School District-Voters  (Ed. Law 260)	Association members
Ineligibility	No member of local government board appointing the trustee (Ed. Law 260)  No local government board attorney, (State Compt. Opinion)  No treasurer of library board  (State Compt. Opinion)	Member of local government board contracting with the library (State Compt. Opinion)
Special eligibility	Village library-trustee may be resident of town, (Ed. Law 260; Pub. Off. Law 3)	DOES NOT APPLY
Vacancies	Filled by the Board of Trustees (Ed. Law 226)	SAME

Terms of Office	5 years, after initial term-determined by lot, (Ed. Law 260)	Terms fixed by or by Board of Trustees, (Ed. Law 226)

Selected Laws Affected Library Boards contd. 5020(a)

	PUBLIC LIBRARIES	ASSOCIATION LIBRARIES
Board Meetings: Quorum	A majority of the total number of trustees, (Ed. Law 226)	SAME
Chairman Votes Open Meetings	At all times, (Ed. Dept. Opinion) Public entitled to attend, (Ed. Dept. Opinion)	SAME NOT APPLICABLE
Executive Session	Close meetings permissible for discussion, but not action (Compt. Opinion)	NOT APPLICABLE
Minutes	Guidelines for secretary	SAME
Trustee Membership Contributions by Library Authorized	To Library Trustees Foundation of New York State, (Ed. Law 260)	SAME
Appointment and Discharge Of Staff	Trustees have power, (Ed. Law 260 and 226)	SAME

	Confirmed by Attorney General (Atty. General Opinion)	NOT APPLICABLE
Requirement to Hire Professional Librarian	If library serves 5,000 or more people (Comm. Reg. 105)	SAME
Power to Fix Salaries	Trustees have power, (Ed. Laws 260 and 226)  Confirmed by Attorney General & State Comptroller (Opinions)	SAME  (Ed. Law 226)  NOT APPLICABLE
Power to Approve Vacations  Sick Leave	Trustees have power, (Atty. General Opinion), (Compt. Opinion) (Ed. Dept. Opinion)	IMPLIED APPLICATION
Power of Local Government to	May curtail financial support (Compt. Opinion)	COULD APPLY

Retaliate if Opposed to Salaries or Other Benefits		
--	--	--

Adopted by the Library Board 2/28/1989

## HISTORY OF THE WILLIAMSON PUBLIC LIBRARY

The Williamson Free Public Library was first organized in 1911. Mrs. A.E. DeZutter was the first townspeople to actively desire and seek a Public Library in Williamson. Mrs. DeZutter wrote to the Educational Extension Division of the University of the State of New York for information regarding the establishment of a Village Library. A notice was placed in "The Williamson Sentinel" to arouse interest in and discuss the new project. On the evening of September 12, 1911, thirty people met in response to the notice. The need for a library was evident, so a canvass of the Township was made resulting in the formation of the so-named Williamson Library Association of September 19, 1911. Later research determined that there never was an association library formed in our town since an association library is established and controlled in whole or in part as an association or as trustees under the provisions of a will or deed. The officers of the "association" were: Mrs. A.E. DeZutter, President; Mrs. F.M. Gordon, Vice-President; Mrs. W.G. Fish, Secretary; Miss Kittie Burr, Treasurer. The trustees were Mr. and Mrs. H.V. Pearsall, Dr. Annie T. Lapp, Mr. and Mrs. W.H. Williams, Mrs. C.L. DeZutter, Mrs. C.G. Hoagland, and Miss Annie Cheetham.

The library opened with 150 books on the 13<sup>th</sup> of December, 1911, located in the printing offices of Williams and Scott, who offered space for bookcase, rent free, for three years.

The library soon outgrew the space in the printing office and moved first to the Grange Hall and later to larger accommodations in the Tassell and Fairbanks building. The early library was funded by donations, general fund drives, and from library sponsored entertainments and plays. The people who participated in these events went to great lengths to ensure their success. Acting as prop manager for a play to benefit the library and unable to obtain stage curtains for the production, Dr. Annie Lapp went home and promptly returned with her own maroon velvet parlor curtains. The play went on as scheduled. Each year fundraising became more burdensome, so the association petitioned the Town Board to grant a sum of money for the support of a library to serve the entire Township (including Williamson, Pultneyville, and East Williamson) and to be known as the Williamson Free Public Library.

The Town Board granted the petition at their meeting held December 28, 1921. The sum of \$300 was appropriated yearly to maintain the library. This money provided for the rent of a library room, the salary for one librarian, and the purchase of books, provided the library spent a like amount on books.

The Board of Regents of the University of New York granted a provisional charter on February 22, 1922 and the library was provisionally incorporated by the Regents of the University of New York on May 5, 1923. An absolute charter, No. 4718, was granted on April 18, 1941. With incorporation as a Free Public Library, the library became a municipal agency. After incorporation in 1923, trustees were elected and branch libraries were opened in East Williamson and Pultneyville.

The library continued much the same for several years until joining the Wayne County Library System in the early 1960's. The library reaped many benefits with this move, including a \$150 grant, once-a-week delivery service, rotating book collections, and interlibrary loans. Contrast this with today's membership in the Pioneer Library System. Grants now total thousands of dollars, three-times-a-week delivery service, rotating collections of books, videos and audio-visual materials, E-ILL (electronic interlibrary loan) and continuing staff and trustee education through workshops and seminars. The Pioneer Library System consists of libraries in Wayne, Ontario, Livingston, and Wyoming counties with the Central Library in Geneva.

The library building at 4170 East Main Street began as an idea born of necessity. The library's last home was a yellow house located where the current Main Street parking area is. Mr. Charles A. Garfield donated that building in 1939 in memory of his first wife. The year 1968 was notable in the history of the Township. The completion of the new Xerox complex in Webster, New York brought many new people to town. From 1968 to 1969, the population of the town grew from 5,294 to 6,082. This sudden influx of people caused an enormous increase in circulation of materials in the library. Along with the sudden increase in circulation came another problem: the recommended floor space for a library serving a community the size of Williamson was 3,400 square feet minimum, far exceeding the 895 feet of the Garfield house.

Discussions for additional library space began in 1970. With Williamson's reading public outranked only by Newark in Wayne County and Canandaigua in Ontario County, additional space was urgently needed. Eventually, the architectural firm of Tucker & Fairbanks was commissioned to design the new building. Early in 1973 construction began with 30 students in building trades at the Wayne County Occupational Center working with private contractors with completion before fall. The resulting building consisted of two levels at 3,500 square feet each to total 7,000 square feet.

The scene at 9:00 AM on Saturday, October 27, 1973 could have been the rehearsal of a spectacular movie or a giant pilgrimage to some unknown place. But what really took place was the moving of the library and its contents to a new building. By 11:30 AM, all of the books had been moved and by noon all of the shelving and miscellaneous materials had vacated the old building. A human chain of volunteers from the old to the new building resulted in an efficient operation. Scout troops, their leaders and helpers, Friends of the Library, local organizations and many individuals were part of the "chain." During a break, the volunteers were treated to cider donated by the Williamson Juice Corporation and cookies donated by the Friends of the Library. The library opened for business on Wednesday, October 31 on the main floor of the newly constructed building.

Space again became a problem, and in the mid-eighties, the children's collection was moved to the recently finished lower level of the library. Scout troops again formed a human chain from the main floor to stock the newly installed shelving.

In its location at 4170 East Main Street, the Williamson Free Public Library continued to expand its services and increase its circulation. From a total circulation of 31,362 in 1973 the numbers grew to a total circulation of 169,346 in 1998. In January 1999, the library was ranked in the top ten public libraries in the nation among communities of similar size. This ranking compiled by Thomas Henning, Jr., and published in *American Libraries* magazine is referred to as the HAPLR rating – Henning American Public Libraries Rating. The Williamson library would continue to be on the "Top Ten" list for six years in a row.

History repeats itself, and in 1999, the library board and town board acknowledged that space and parking were inadequate for the number of people who used both the town hall and the public library. A community committee was formed to examine options and several public forums were held to allow the public to discuss a number of different solutions to the space crunch. Finally, the town board decided to put up a proposal to build a new library building on the north side of Main Street. The building, if approved would be two levels with parking behind the library on the lower level. In a vote on November 7, 2000, the proposal was defeated by 75 votes. Surveys taken after the polls closed seemed to indicate that voters felt that the new library would not solve all the problems – it would not provide an answer for the town hall's space issues, the location would require a similar two-story building as the current library, parking would be on an elevation lower than the street level and it just didn't satisfy expectations.



The town and library boards went back to the drawing board. In January 2001, the town board sent out another survey giving four potential “solutions” to the facility question. They were:

1. Do minimal renovations to the town hall and library to address handicapped access to bathrooms, doorways and hallways. Put an elevator in the town hall.
2. Renovate town hall and library as in #1, increase the space by adding on to the building and put an elevator in each building.
3. Build a new town hall and court at a new location with the possibility of adding a library at a later date.
4. Build a new complex at a new location to include the town hall, court and library.

Over 700 people responded and 75% of those felt that the town should consider new facilities rather than remodel the old ones. Land was available on Route 21 just south of 104. The town board began to consider its purchase for a time when it would be clearer what should be done. The arrangements were made to purchase about eight acres for future construction. Action by a local citizen forced the issue to come to a vote. On November 11, 2001, voters approved the purchase of the land.

Now, the decision had to be made as to what exactly to do on that parcel – and when. After more fact-finding, it was decided to give the voters a choice between building a complex complete with court, town office and library facilities, just a town office or just a library. On Tuesday, November 5, 2002 option #1 – a new Town Complex to be built for \$3.4 million was approved.

Over the next year and a half, plans were developed and the official groundbreaking ceremony took place on September 4, 2003. The building was constructed on the Route 21 property. The new library would occupy 10,500 square feet of the 21,000 square foot building. On Friday, June 18, 2004, the library on 4170 East Main Street closed. On Monday, June 21 movers and staff began the gargantuan task of relocating the entire collection, computer network and files to the Town Complex building. It took four tractor-trailers and forty workers fourteen hours until the last box was moved.

For the rest of the week – a scant four more days – the library staff labored to organize and arrange. New shelving and workstations accommodated the old collection and work materials. Slowly, the “new” library began to emerge. Each day a crew of home-schooling families would bring a lunch for the staff so that they could take a break from their work. Finally, on Monday June 28, 2004 the library re-opened in its new location. Over 800 people flocked through the doors to see what was inside. Over 2100 items were borrowed that day. It was a record-breaking day for the library in many ways.

The town complex has been well received and the public has found it to be convenient for their needs. The larger building has allowed the library board to expand computer access for the public and it is one of the most sought-after services. In addition to public access computers, wireless Internet is available for those who bring their own laptops. In December 2004, the library joined the Pioneer Library System’s automated circulation system, OWWL Access. Now Williamson borrowers have instant access to over one million items held in the 42 libraries of Ontario, Wayne, Wyoming and Livingston counties.

In March 2015, the Williamson Free Public Library submitted paperwork to the NYS Department of Education to change its charter to become the Williamson Public Library. The above action was granted by the Board of Regents and the name was officially changed.

On June 9, 2015 the Library held its first 259 vote placing the library budget directly to the voters. Residents of the Williamson Central School District voted overwhelmingly to provide stable funding to the municipal library starting with the 2016 library budget.

In 2016 due to patron demand and changing technology needs, the library upgraded to a fiber network. This change has resulted in the library being able to provide a fast high-speed connection for its public computers and also for WIFI users of the library's internet access services.

In 2017, the library upgraded its single stall restroom facilities to gender neutral family restrooms and added diaper changing stations for families. The Library continues to add services, materials and amenities to reflect the changing needs of the Town of Williamson community.

1911 to 1999 compiled by Lorraine Miller, Director 1969 to 1999

1999 to 2012 compiled by Cheryl Gravelle, Director 1999 to 2013.

2013 to present compiled by Kimberly Iraci, Director 2013 to present.

Revised 10/19/2017