

**POLICIES, RULES
AND PROCEDURES
OF THE
PRATTSBURG FREE LIBRARY**

Explore.

Learn.

Create.

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
SECTION 1: PEOPLE	1
LIBRARY BILL OF RIGHTS	2
RULES OF CONDUCT.....	3
FRIENDS OF THE PRATTSBURG LIBRARY	4
VOLUNTEERS.....	5
ANTI-DISCRIMINATION	6
WHISTLE BLOWER POLICY.....	7
CONFIDENTIALITY	8
EQUAL OPPORTUNITY EMPLOYMENT	9
PROHIBITION OF HARASSMENT, INCLUDING SEXUAL HARASSMENT	10
STAFF CONTINUING EDUCATION.....	12
REGISTRATION OF PATRONS.....	13
UNATTENDED CHILDREN	14
SECTION 2: TECHNOLOGY	1
INTERNET AND COMPUTER USAGE	2
SOCIAL MEDIA.....	3
eREADER BORROWER POLICY.....	5
SECTION 3: MATERIALS.....	1
DVDs & MUSIC CDs	2
RECOVERY OF OVERDUE MATERIALS.....	3
LENDING RULES AND PROCEDURES.....	4
SELECTION OF MATERIALS.....	5
MATERIAL SELECTION RECONSIDERATION.....	7
MATERIAL SELECTION RECONSIDERATION FORM.....	8
SECTION 4: FACILITY.....	1
EMERGENCY MANAGEMENT PLAN (DISASTER PLAN)	2
FACILITY USE	3
HOURS AND DAYS OF OPERATION.....	4
TELEPHONE USE.....	5
RULES FOR GROUPS.....	6

SAFETY AND SECURITY	7
SECTION 5: SERVICES & PROGRAMS.....	1
EXAM PROCTORING GUIDELINES.....	2
INTERLIBRARY LOANS	3
PROGRAMS	4
SECTION 6: BOARD OF TRUSTEES	1
CONFLICT OF INTEREST	2
PUBLIC PARTICIPATION IN LIBRARY DECISION MAKING.....	3
INDEX	1

SECTION 1: PEOPLE

PRATTSBURG FREE LIBRARY

LIBRARY BILL OF RIGHTS

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

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

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Reviewed October 2015 (no change)
Reviewed February 2015 (no change)

PRATTSBURG FREE LIBRARY

RULES OF CONDUCT

1. No eating or drinking.
2. Audio equipment must be played so that others cannot hear it.
3. No smoking.
4. No misusing the restroom.
5. Children under 8 must be accompanied by an adult at all times.
6. Talk quietly – others are using the Library too.
7. Shirt and shoes must be worn.
8. No offensive language (Library staff or volunteer in charge will decide what is offensive).
9. No physical contact with other people in the Library.
10. No harassment of anyone in the Library or outside in the vicinity. (See Harassment Policy).
11. No arguing.
12. Library privileges may be limited for the following reasons;
 - Not adhering to a Library policy
 - Refusing to follow instructions given by any of the Library staff or volunteer in charge.
 - Damaging Library property.
 - Stealing Library materials.
 - Physically harming staff, volunteers or patrons.

Revised October 2015
July, 2006

PRATTSBURG FREE LIBRARY

FRIENDS OF THE PRATTSBURG LIBRARY

The purpose of this policy is to define the roles and responsibilities of the Friends of the Prattsburg Free Library ("Friends").

The Friends of the Prattsburg Free Library ("Library") is a group of volunteers which is organized for the purpose of:

1. Assisting and supporting the goals of the Library
2. Establishing closer ties between the Library and its community.
3. Promoting knowledge of, and interest in, the functions and resources of the Library and;
4. Assisting in raising funds for special projects.

Responsibility for Implementation

The responsibility for implementation of this policy lies with the Library Director acting according to the general policy established by the Board of Trustees ("Board").

General Policy

1. The Board acknowledges the importance of the volunteer service provided by the Friends.
2. The Friends will abide by all Board policies.
3. The Friends will recognize the Board's right to govern.
4. Any Friends proposed fundraising projects shall be pre-approved by the Board.
5. All funds raised by the Friends will be used at the sole discretion of the Board, and all items purchased with these funds are the property of the Prattsburg Library.
6. The Friends are required to meet at least once a year.
7. The Prattsburg Board has the right to disband the Friends at any time at their sole discretion.

Revised October 2015
January 2014

Friends of the Prattsburg Library

PRATTSBURG FREE LIBRARY

VOLUNTEERS

The Prattsburg Free Library ("Library") welcomes and encourages members of the community and persons of the Retired and Senior Volunteer Program (RSVP) to volunteer their time and talents to enrich and expand Library services.

Volunteers are expected to conform to all Library policies. Volunteers may be required to complete training to ensure better patron service.

Volunteers may help with special events, projects or activities. They may also help augment the Library schedule. Services by volunteers will supplement, but not replace regular services.

See also policy on Friends of the Prattsburg Free Library.

Revised October 2015
Reviewed on 7/17/2007
6/16/2005

PRATTSBURG FREE LIBRARY

ANTI-DISCRIMINATION

No person shall be excluded from employment or from participation in or be subjected to discrimination in, any program or activity of the Prattsburg Free Library on the grounds of race, color, religion, national origin or ancestry, age, mental or physical disability, sex, marital or parental status, handicap or belief, protected Veteran status, sexual orientation, or any other basis prohibited by law.

Any violation of this Anti-Discrimination Policy should be brought promptly to the attention of the Board of Trustees.

The failure of any individual to comply fully with this Policy will be grounds for discipline up to and including discharge or loss of privileges.

Revised October 2015
3/6/2008

Anti-Discrimination

PRATTSBURG FREE LIBRARY

WHISTLE BLOWER POLICY

If any employee of the Prattsburg Free Library ("Library") reasonably believes that some policy, practice, or activity of the Library is in violation of law, a written complaint must be filed by that employee with the Library Director or the President of the Board of Trustees ("Board"). It is the intent of Board and staff to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.

An employee is protected from retaliation only if the employee brings the alleged unlawful policy, practice or activity to the attention of the Library Director or the President of the Board of Trustees and provides that individual with a reasonable opportunity to investigate and correct the alleged unlawful policy, practice or activity. The protection described below is only available to employees that comply with this requirement.

The Library will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some policy, practice or activity of the Library, or of another individual or entity with whom the Library has a business relationship, on the basis of a reasonable belief that the policy, practice or activity is in violation of law, or a clear mandate of public policy. The Library will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any policy, practice or activity of the Library that the employee reasonably believes is in violation of a law or a rule or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

All employees will sign a copy of this policy indicating that they have received and understand it.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Employee Signature

Date

Revised October 2015
Policy reviewed 5/2/12

Whistle Blower Policy

PRATTSBURG FREE LIBRARY

CONFIDENTIALITY

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

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

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

Adopted October 2015

Confidentiality

PRATTSBURG FREE LIBRARY
EQUAL OPPORTUNITY EMPLOYMENT

The Prattsburg Free Library is committed to a policy of equal educational and employment opportunity without regard to race, color, religion, age, national origin, ancestry, mental or physical disability, sex, marital or parental status, protected veteran status, sexual orientation or any other basis protected by law.

Revised October 2015
Edited 3/6/2008
2/21/2008

PRATTSBURG FREE LIBRARY

PROHIBITION OF HARASSMENT, INCLUDING SEXUAL HARASSMENT

It is the express policy of the Prattsburg Free Library ("Library") that it does not, and will not; tolerate any type of harassment of the Library Director, volunteer, patron or other visitor for any reason. In particular, harassment of the Library Director, volunteer, patron or other visitor by the Library Director, volunteer, patron or other visitor on the basis of race, color, religion, sex, national origin, sexual orientation, age, disability, or any other basis protected by law is strictly prohibited. The Library Director, staff and volunteers on duty are responsible for assuring that the Library is free from harassment. **This is a zero-tolerance policy.**

In addition to the types of harassment described elsewhere in this Policy that are based on a protected characteristic, including race, color, religion, sex, national origin, age, sexual orientation, or disability, harassment comprises any continuing acts of unwelcome and unwarranted criticism of, or attacks upon, another individual, which that person views as threatening or upsetting.

Individuals who believe they have been subjected to sexual or any other form of harassment should bring their complaint to the attention of the Board of Trustees immediately. Complaints will be promptly handled in a confidential manner.

Retaliation against any individual who makes a complaint about improper conduct, or against any other individual who provides information in support of the complaining individual, is strictly forbidden.

Sexual Harassment

Sexual harassment is against Library policy and is a violation of federal and state law.

Work Environment

It is the policy of the Library that employees have a right to work in an environment free of sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment,
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he or she is being subjected to sexual harassment is urged to immediately report such conduct to the President of the Board of Trustees.

Library Employee/Patron Relationship

The Board affirms its commitment to ensuring an environment for all patrons free of sexual harassment.

Sexual harassment of a patron by a Library employee means:

1. any sexual advance by an employee toward a patron,
2. any request by an employee to a patron for sexual favors,
3. any acceptance by an employee of a sexual advance or request for sexual favors from a patron, or
4. any conduct of a sexual nature by an employee directed toward a patron when (i) the patron's submission to or rejection of such conduct is either explicitly or implicitly a term or condition of a patron's participation in any Library-sponsored activity, or (ii) such conduct has the purpose, or effect on a patron of reasonable sensibilities, of creating an intimidating, hostile, or offensive Library environment for the patron.

Any patron who suspects that she or he has encountered sexual harassment should report the incident to the President of the Board of Trustees. Anyone who witnesses or has knowledge of sexual harassment by a Library employee against a patron shall immediately report it to the President of the Board of Trustees.

Examples

Sexual harassment prohibited by this policy includes verbal, non-verbal, or physical conduct. The terms "intimidating," "hostile" or "offensive" as used above include conduct which has the effect of humiliation, embarrassment or discomfort.

Examples of verbal sexual harassment includes: explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a sexual nature, and humor or jokes about sex or gender-specific traits.

Examples of non-verbal sexual harassment include: suggestive or insulting sounds, leering, whistling, obscene gestures, display of foul or obscene printed or visual material.

Examples of physical sexual harassment include: sexual touching, patting or pinching of a sexual nature, intentional brushing the body, coerced sexual intercourse, and sexual assault.

Duty to Report Sexual Harassment by Patrons to Fellow Patrons

All Library employees have the affirmative duty to report incidents of sexual harassment perpetrated by patrons upon fellow patrons, whether witnessed first-hand or reported to them. Such incidents must be reported to the President of the Board of Trustees.

Retaliation

It is a violation of this policy to retaliate or to take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination against the person raising the concern or against another individual.

PRATTSBURG FREE LIBRARY
STAFF CONTINUING EDUCATION

The Board of Trustees supports the continuing education of the Library Director and staff at the Prattsburg Free Library. The Library Director is encouraged to attend classes, information meetings and peer group meetings sponsored by the Southern Tier Library System (STLS) and convey what is learned to other staff and volunteers (if appropriate). The Library Director will be compensated for time at the classes/meetings and mileage to and from the meetings/classes from Prattsburgh. Books and supplies to further the interests of the Library will be paid for by the Library and added to the collection for use by other libraries and their directors.

Revised October 2015
Reviewed on 7/17/2007
Created on 5/31/2006

PRATTSBURG FREE LIBRARY

REGISTRATION OF PATRONS

Prattsburgh Residents

The Prattsburgh Free Library ("Library") is funded by the Town of Prattsburgh and, therefore, borrowing privileges are available at no additional charge to the residents of the town of Prattsburgh. The Library does not charge for membership to persons residing outside the town of Prattsburgh.

Each borrower's registration must be accurate and current. All persons shall show some form of identification when registering or renewing their privilege. The ID must show full name and address. Each person may only have one account with one library in the Southern Tier Library System; the cards can be used with any library in the System. Any existing accounts must be settled and canceled before a patron can obtain another account. The borrower is required to inform the Library of any change in address or telephone number. Parents or guardians must assume responsibility for the actions of children less than 18 years of age.

A patron assumes full responsibility for all use made of the card. By signing the application form, the patron agrees to comply with all library rules and regulations; to pay all fines; to be responsible for any loss or damage to materials including paying for replacements; to provide immediate notice of any change of address; and to provide immediate notice if the card is stolen.

Out of Area Library Patron Cards

Persons whose primary residence is outside Prattsburgh may obtain a patron's card by using their permanent residence address in addition to their address in Prattsburgh.

Out of Area Patrons' cards are valid for 6 months from the date of the original application. Before a patron's barcode number is revalidated, all registration information contained in the user record must be verified, and updated if necessary. All overdue materials must be returned and all fines and/or fees must be paid in full before a patron's barcode number is revalidated.

All patrons assume full responsibility for all use made of the card. By signing the application form, the patron agrees to comply with all library rules and regulations; to pay all fines; to be responsible for any loss or damage to materials including paying for replacements; to provide immediate notice of any change of address; and to provide immediate notice if the card is stolen.

No one is permitted to use another patron's library card.

Revised October 2015
Revised 4/10/2008
Created on 6/15/2005

Registration of Patrons

PRATTSBURG FREE LIBRARY

UNATTENDED CHILDREN

Parents and guardians, not Library staff, are responsible for the behavior and supervision of their children while using the Prattsburg Free Library ("Library"). The Library is a public place. Anyone may enter and use the facilities. Young children left alone in the building can be vulnerable and at risk. Therefore, the Board of Trustees has adopted the following policies:

- Children younger than 8 years shall be attended and adequately supervised by a responsible person (parent, guardian, other caregiver, or mature adolescent, age 14 or older) at all times.
- Children over the age of 8 years may use the Library unattended for a reasonable period of time provided they are able to maintain proper Library behavior. However, parents are still responsible for the actions of their children. Children must have the telephone numbers of their parent, guardian, or other designated adult so that a responsible person may be contacted to come and pick up the child in case of a health emergency, or other special circumstance.

Revised October 2015
12/4/2006

Unattended Children

SECTION 2: TECHNOLOGY

PRATTSBURG FREE LIBRARY
INTERNET AND COMPUTER USAGE

1. Any library patron in good standing may use the computers after signing this usage policy. Children under 18 years of age must have a parent or legal guardian's signed permission. Children 8 years of age or younger must be accompanied by a parent or guardian at all times.
2. It is the right and responsibility of parents who are concerned about children's use of electronic resources to provide guidance to their own children. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parents or legal guardian.
3. The computers may not be used for any illegal or unethical purposes. Patrons may not send, receive or display text or graphics that may reasonably be construed as offensive. Patrons must respect licensing and copyright laws.
4. Time for computer use is scheduled in 20 minute segments. A user who has exceeded his or her sign up time may be asked to relinquish the computer to another waiting patron. The Library reserves the right to change rules so that everyone may have fair use of the computers.
5. Patrons will sign in on the clipboard before each computer use.
6. When using the printer, each page is \$.10 per copy. Color printouts are \$.25 each.
7. Users must not use e-mail to transmit obscene, threatening or harassing materials.
8. Patrons are responsible for any damage they cause to the computers, related equipment or software. Parents are responsible for damage caused by children. Abuse of equipment or policies may result in loss of Library privileges.
9. Patrons may use their personal wireless devices on the Library's WiFi. Policies above that are related to the Internet will apply.

I have read and understand the Prattsburg Free Library Internet and Computer Usage Policy and agree to all terms.

Signature

Date:

Print Name

Parent/Guardian

Revised October 2015
Edited on 10/9/2007
Created on 7/7/200

Internet and Computer Usage

PRATTSBURG FREE LIBRARY

SOCIAL MEDIA

This policy provides guidance for Library staff use of social media, which should be broadly understood for purposes of this policy to include websites, blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to professional use of social media on behalf of the Prattsburg Free Library ("Library") as well as personal use of social media when referencing the Library:

1. Library staff needs to know and adhere to other Library policies when using social media in reference to the Library.
2. Library staff should be aware of the effect their actions may have on their images, as well as the Library's image. The information that Library staff posts or publishes may be public information for a long time.
3. Library staff should be aware that the Board of Trustees ("Board") may observe content and information made available by Library staff through social media.
4. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
5. Library staff are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, Library staff should check with the Library Director or the Board. (See policy on Confidentiality)
6. Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Library staff should refer these inquiries to the Board.
7. If Library staff encounter a situation while using social media that threatens to become antagonistic, Library staff should disengage from the dialogue in a polite manner and seek the advice of the Library Director or the Board.
8. Library staff will give appropriate notification that pictures taken at Library events may be posted on social media and the Library webpage. The Library will make accommodation for adults or children whose parents have requested in writing that their images or images of their children be excluded from publication.
9. Social media use should not interfere with Library staff's responsibilities at the Library. When using Library computer systems, use of social media for Library purposes is allowed (e.g.: Facebook, Twitter, blogs, Library website), but personal use of social media networks or personal blogging of online content during work hours is discouraged and could result in disciplinary action.
10. Subject to applicable law, after-hours online activity that violates this policy may subject a Library staff to disciplinary action or termination.

11. If Library staff publishes content after-hours that involves work or subjects associated with the Library, a disclaimer should be used, such as “The postings on this site are my own and may not represent the Prattsburg Free Library’s positions, strategies or opinions.”

Keep in mind that any conduct that adversely affects job performance or the performance of fellow Library staff or otherwise adversely affects patrons, volunteers, and others who work on behalf of the Library may result in disciplinary action up to and including termination.

Created October 2015

PRATTSBURG FREE LIBRARY

eREADER BORROWER POLICY

Borrower Criteria

To borrow an eReader from the Prattsburg Free Library (“Library”), a patron must be a resident of Prattsburgh, have a Southern Tier Library System (STLS) library card in good standing and have been a cardholder for a minimum of 3 months. Patrons must be 18 years of age or older and must provide a valid photo ID to verify library account information.

Content

Included in eReader kit:

- eReader
- Red reader case
- External black carrying case
- USB charging Cable
- Copy of the Library eReader policy

Patron Content:

Once returned to the library, all eReaders will be cleared of all content outside of the preloaded content.

Circulation

Loan Period, Renewals and Reservations:

Loan period – 14 days

No renewals

eReaders may be reserved with a Library staff member.

Patrons may check out (1) digital device at a time.

Checkout Procedure

At the time of checkout, the patron is required to provide their signed and valid library card and photo ID.

Return Procedure

eReaders must be returned to a staff member at the circulation desk of the Library. If the circulation desk is unattended, patrons must find a staff member to assist them. eReaders cannot be left at the unsupervised circulation desk. eReaders **MAY NOT BE RETURNED TO THE BOOK DROP.**

Financial Responsibility

Overdue fines are \$3.00 per day, and will accrue up to a maximum of \$21.00. Fines start accruing with the 1st day overdue. The borrowing patron’s card will be blocked from the 2nd day overdue.

The patron is responsible, and will be charged, for missing or damaged items from the eReader kit.

eReader	\$140.00
Red reader case	\$15.00
Black carrying case	\$30.00
USB Charging Cable	\$5.00
Charger	\$20.00

eReaders left unattended at the circulation desk, returned in the book drop, or to another library will be subject to additional fees up to the price of the eReader kit and will result in the patron being blocked from checking out devices in the future.

All fees for devices and equipment will be charged against the patron's library card account.

Replacement Charges

Patron may be responsible for replacement charges up to \$250.00!!

Problems or Issues with the Device

Patron should report problems or issues with the eReader kit to the staff member at the circulation desk.

Disclaimer

The Library is not responsible for any liability, damages, or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. The library is not responsible for downloaded content on the device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

Policy Effective Date, Amendments, and Revisions

This policy is effective as of September 1, 2015. Amendments and/or revisions to this policy shall be formulated and recommended to the Library Director and may then be amended and/or revised by the Board of Trustees.

This policy shall be signed and dated every time the eReader is checked out regardless of whether the patron has checked out an eReader from the Library in the past.

I have read and understand these terms.

Patron Signature

Date

Adopted September 2015

eReader Borrower Policy

SECTION 3: MATERIALS

PRATTSBURG FREE LIBRARY

DVDs & MUSIC CDs

Patrons are responsible for the proper handling of DVDs and CDs and for damages caused by children.

Patrons are limited to checking two DVD media units and two CDs at any one time.

All discs will be checked for scratches when returned. If any disc cannot be played the patron will be charged the full replacement cost of the material (see registration policy). If the disc can be repaired the patron will be charged the cost of the repair.

Only patrons with adult library cards may check out R-rated DVDs and must be present to check out the R-rated DVD.

Minor children may not check out R-rated DVD's, unless parents provide the Library with written permission in person. The minor child will then be allowed to check out R-rated films on his/her library card.

Revised October 2015

Modified 2/6/14

Created: 2007

PRATTSBURG FREE LIBRARY

RECOVERY OF OVERDUE MATERIALS

Library materials are purchased for the use of all patrons. The Prattsburg Free Library ("Library") has established regulations for the loan of materials, including circulation periods, renewal processes, and fines for overdue items.

The Library believes that the individual who chooses to keep materials past the due date compromises to some extent his or her right to privacy.

The Library staff will establish a process to recover overdue materials and will notify patrons or their parents, if the patron is under the age of 18, of over-due items. The Library staff will also provide sufficient information to allow any individual other than the holder of the borrower's card to settle unpaid fines on that card. However, authors, titles or subjects of lost or overdue materials will not be discussed with any person(s) other than the card holder or, if the card holder is under 18 years of age, the card holder's parents or guardians.

See Lending Rules and Regulations for further information on fines.

Revised October 2015
Edited on 5/8/2007

PRATTSBURG FREE LIBRARY

LENDING RULES AND PROCEDURES

Patrons wishing to borrow materials from the Prattsburg Free Library ("Library") will need a library card issued by the Library or a library card from another library in the Southern Tier Library System (STLS) and be a member in good standing. A member in good standing will have no outstanding fines or charges for lost materials.

The patron may take the materials they wish to borrow following the loan period rules:

New Books	14 days
Fiction	28 days
Non-Fiction	28 days
Audio Books	14 days
Holiday Books	14 days
Interlibrary Loan	28 days
Mixed Media	14 days
Rotating Collection Books	28 days
Videos VHS	14 days
DVD (limit of 2)	7 days
Music CD's (limit of 2)	14 days

All materials must be checked out from the desk and charged to the account of the patron. Materials may be returned to any library in the Southern Tier Library System.

New books, music CDs, videos (VHS, DVD & rotating) may all be renewed once. All other materials may be renewed twice.

Overdue and Lost Items

Fines on overdue materials are as follows:

Videos (VHS, DVD), and music CDs are \$1 per day.

All other items are \$.10 per day.

Fines must be paid by everyone including staff, board members, volunteers, members of Friends of the Library. No one with overdue books will be allowed to take out more books until the overdue books are returned and any fines are paid.

Replacement of lost or damaged materials is the responsibility of the borrower, or if the borrower is under 18, the parents of the borrower.

PRATTSBURG FREE LIBRARY

SELECTION OF MATERIALS

Purpose

The purpose of the Prattsburg Free Library Selection of Materials Policy is to guide the Library Director and to inform the public about the principles upon which selections are made.

The Library's major goal in selection of materials is to secure for all residents of Prattsburgh the informational, educational, cultural and recreational materials that fit their needs.

Responsibility for Selection of materials

The ultimate responsibility for selection rests with the Library Director who operates within the framework of the policies approved by the Board of Trustees. The Library Director may authorize other staff to apply this policy in building the Library collection.

Selection Criteria includes but is not limited to:

Accuracy
Authority and competence in presentation
Availability of information elsewhere in the community
Contemporary significance
Ease of use
Factors of publishing industry
Format
Language
Permanent value
Popular demand
Price
Publishing output
Quality in content and format
Relation of work to existing collection
Scarcity of information in subject area
Subject currency

Principles of Selection

1. The Library adheres to the principles contained in the Library Bill of Rights. A copy of that Bill of Rights is included in the Library's policies.
2. The library recognizes the purpose and resources of other libraries in the Southern Tier Library System and shall not needlessly duplicate functions and materials. Through cooperative agreements the resources of these libraries are available to the residents of Prattsburgh.
3. Because the Library serves a public embracing a wide range of ages, educational backgrounds and reading abilities, it will always seek to select materials of varying complexity.
4. In selecting materials for the collection the Library will consider the special, commercial,

industrial, cultural and civic characteristics of the community.

Gifts

The library accepts gifts of materials (dependent on storage space), but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchased materials. No other considerations may be imposed relating to any gift either before or after its acceptance by the Library.

Maintaining the Collection

Materials which no longer serve a need will be removed from the collection. Decisions for removal will be based on circulation, physical condition, usefulness, age and accuracy.

Reconsideration of Material

Procedures have been developed for the reconsideration of materials to assure that objections or complaints are handled in an attentive and consistent manner. Once an item has been accepted for purchase, based on the Selection of Materials Policy and the criteria for selection, it will not be automatically removed upon request.

Revised October 2015
Created on 6/15/2005

PRATTSBURG FREE LIBRARY

MATERIAL SELECTION RECONSIDERATION

The choice of library materials by patrons is an individual matter. While patrons may reject materials for themselves, they may not exercise censorship to restrict access to the materials by others.

The Prattsburg Free Library ("Library") supports the American public's Freedom to Read as guaranteed by the American Library Association Bill of Rights.

Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to assure that objections or complaints are handled in an attentive and consistent manner.

The patron with the request for reconsideration should be referred immediately to the Library Director or to the Board of Trustees' President. That person should explain to the patron that selections are made in accordance with the Selection of Materials Policy of the Board of Trustees of the Library. If the patron is not satisfied with the explanation received, he/she may ask for The Library Director will refer the Request for Reevaluation to a committee consisting of the Library Director and the Board of Trustees. The Board of Trustees will communicate the decision to the patron.

Revised October 2015
Created on 6/16/2005

PRATTSBURG FREE LIBRARY
MATERIAL SELECTION RECONSIDERATION FORM

Title _____
Author _____
Type of Material _____
Name of person making request _____
Address _____
Phone Number _____
Patron represents him/herself? a Group?

-
1. What do you believe is the theme or purpose of the material? _____

 2. Is your objection to this material based upon personal exposure to it, upon reports you have heard, or both?

 3. Have you read/heard/seen the material in its entirety? Yes No
 4. To what do you specifically object? _____

 5. Are you aware of the judgment of this material by literary critics? Yes No
Please attach any such material that pertains to your objection.
 6. What action are you recommending be taken regarding the use of this material?

(Please use back if more room is needed.)

Signature _____ Date _____

Print Name: _____

Reviewed October 2015
Created on 6/16/2005.

Material Reconsideration Form

SECTION 4: FACILITY

PRATTSBURG FREE LIBRARY
EMERGENCY MANAGEMENT PLAN (DISASTER PLAN)

1. EMERGENCY CONTACTS: 911

Trustees and Director:

Kathy Zajchenko
Becky Jensen
Brenda Remchuk
Deb Wordingham
Peter Scheid
Eileen Filkins
Karen Scott

2. IN CASE OF:

- **SMOKE OR FIRE: (1) CLEAR THE BUILDING. (2)** Investigate the situation to determine the location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. If there is any doubt about whether the fire can be controlled immediately call 911. All staff and volunteers need to be familiar with the type, location and application of the fire extinguishers in the building, and also with the emergency exit.

The Library Director shall have the responsibility for keeping fire extinguishers current.

- **HEALTH EMERGENCIES:** Staff should not undertake more than keeping sick or injured patrons comfortable and protected until medical help can be obtained. Since each case is unique staff should use their own judgment to do what is reasonable. Call 911 immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.
- **SEVERE WEATHER:** Closing of the Prattsburg Free Library during severe weather will be at the discretion of the Library Director and Board President. However, The Library always will be closed when the Prattsburg Central School is closed.
- **BOMB THREAT:** If a bomb threat is called in, staff should keep the caller on the line as long as possible and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information. Immediately after the caller hangs up, call 911 and clear the building.

Revised October 2015
11/29//2006

Emergency Management Plan (Disaster Plan)

PRATTSBURG FREE LIBRARY

FACILITY USE

Meeting Rooms

The Prattsburg Free Library ("Library") is available for meetings of local, non-profit, community organizations. These meetings cannot interfere with regular library hours and schedules. All meetings are contingent upon review by the Board of Trustees and Library Director.

Any group wanting to meet at the library must submit a request in writing to the Board. An adult must sign for full responsibility of the group. All persons in the group must adhere to the Rules of Conduct and the Library Rules for Groups, in particular the rule to clean the room after use.

After hours meetings must be attended by a member of the Board or staff.

There is no admittance to the meeting room unless patrons are attending a pre-approved meeting.

Printer

The Library has a printer available for patron use. Prints and copies are \$.10 per copy unless the patron is doing homework, printing job resumes, or government forms.

Facility

Individuals who have keys to the Library may not use the Library for personal use outside of regular Library hours.

Reviewed October 2015

PRATTSBURG FREE LIBRARY

HOURS AND DAYS OF OPERATION

The Prattsburg Free Library ("Library") will be open at least 20 hours a week and closed on Sunday and Monday. Hours of operation are posted on the website and on the door of the library.

The Library will be closed New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Veterans' Day, Saturday before Memorial Day, Memorial Day, Fourth of July, Saturday before Labor Day, Wednesday before Thanksgiving, Christmas Eve and Christmas.

During inclement weather, the Library will be closed on days that the Prattsburgh Central School is closed.

Revised October 2015
Edited on 3/6/2008
Created on 5/30/2006

Hours and Days of Operation

PRATTSBURG FREE LIBRARY

TELEPHONE USE

Patrons may not use the telephone in the Library for any purpose. In case of an emergency, the staff or volunteer in charge will place a call for a patron. In case of an incoming call, patrons will be notified and they can return the call on a cell phone or return home to speak on the phone. There will be no exceptions; the phone is for library business.

Revised October 2015
7/23/2008

Telephone Use

PRATTSBURG FREE LIBRARY

RULES FOR GROUPS

Any group wanting to meet at the library must submit a request in writing to the Board of Trustees and the request must be approved by the Board.

After hours meetings must be attended by a member of the Board or staff.

No one should touch anything on or in the Library Director's desk.

Children must be supervised at all times by parents or group leaders.

Use of computers is prohibited unless prior consent is obtained.

Group leaders and individuals are responsible for clean-up after use. If not properly cleaned, you will be charged accordingly. Cleanup includes:

- removing all program materials, craft supplies and trash from the table and surrounding floor and return all materials to their proper places.
- pushing chairs into the table or moving them to their normal locations.
- washing table if necessary.
- other tasks required to put the room back as it was before the meeting.

Turn off the heater in the meeting room.

Return the thermostat to 55 degrees.

Lock all doors and turn off all lights.

Any damage to Library premises or materials is the financial responsibility of group leaders or individuals using the library.

In general, leave the Library as you found it.

Revised October 2015
Created on 6/16/2005

PRATTSBURG FREE LIBRARY

SAFETY AND SECURITY

Safety

The Board of Trustees and staff of the Prattsburg Free Library ("Library") endeavor to provide a safe and healthful environment for all employees, patrons, and visitors to the Library. The Library Director, staff, volunteers and patrons are responsible for acting in a safe and reasonable manner in the Library, for obeying any safety rules established by the Library, and for reporting any unsafe condition to the President of the Board of Trustees so that it may be corrected.

Safety Rules

Below are some general safety rules.

1. Horseplay is strictly prohibited; do not behave recklessly or carelessly on Library premises at anytime.
2. Use caution and correct techniques in lifting loads and do not attempt to lift excessive loads without assistance.
3. Use only appropriate steps and ladders for climbing and exercise caution.
4. Clean up liquid spills and broken glass immediately.
5. Keep work areas and aisles free of tripping hazards.
6. Do not overload electrical outlets or extension cords.
7. Use and store flammable items with caution.
8. Do not smoke in the building.

On the Job Injuries

On-the-job accidents, injuries, and illnesses, regardless of how minor, must be reported to the President of the Board of Trustees immediately via phone, and in writing within 48 hours. Failure to do so may disqualify employees from receiving worker's compensation benefits or an unexcused absence may result in disciplinary action.

Security

It is the intention the Board of Trustees and staff of the Library that the Library be managed in a secure manner.

Description of Facility:

The Library is a "storefront" library with 4 rooms. The Library Director, staff or volunteer manning the circulation desk is able to see most of the premises. The front of the Library has an entry door and 4 large windows.

Building Security

- All doors and windows will be locked when the Library is closed.
- Patrons, volunteers and staff will enter and exit via the entrance on Main Street.
- The Emergency Exit at the rear of the Library will remain locked at all times.
- Keys will be issued to the Library Director and members of the Board of Trustees.
- No smoking is allowed in the Library.
- The Library has fire extinguishers located at the front and rear of the Library.

Patron Management

- The Library Director will maintain healthy patron relations while enforcing reasonable rules and procedures.
- All patrons may borrow items from the Library if they have a current library card from member library of the Southern Tier Library System, subject to the Fines and Recoveries of Overdue Materials Policy.
- Children under 8 must be accompanied by an adult. (See unaccompanied children policy.)

To protect the Library and individual property and the Library facility, the Library prohibits anyone from:

- bringing drugs, alcohol, weapons, and/or other unauthorized or illegal substances or materials into the Library;
- taking or removing tools, equipment, materials, files, and/or other property without authorization; or
- intentionally damaging any property.

The Library expressly reserves the right, in its discretion:

- to question any individual before he/she enters or leaves the Library premises;
- to search or inspect the containers, handbags, briefcases, packages, parcels, and personal belongings of any individual; and
- to search any personal vehicle used by an individual on Library business, at any time.

Any individual who refuses to submit to, and cooperate with, Library officials in conducting a search will be disciplined, up to and including discharge for employees or loss of privileges for patrons

Materials Management

- All materials in the Library have been entered into a computerized circulation system.
- Items must be checked out at the circulation desk which is located just inside the entrance on Main Street.
- Borrowing of materials shall be subject to the Library policies that pertain.
- No food or drink is allowed in the Library.

Emergency Management

See Emergency Management Plan.

Computer Security

See Internet and Computer Usage Policy

Revised October 2015

SECTION 5: SERVICES & PROGRAMS

PRATTSBURG FREE LIBRARY

EXAM PROCTORING GUIDELINES

The Library will:

1. Receive tests for students, provide a volunteer or staff member to set up the exam and sign the appropriate paperwork. It is the student's responsibility to contact the Prattsburg Free Library ("Library") to verify receipt of the test. All tests should be sent through the mail in a sealed envelope to the Library at P.O. Box 426, Prattsburgh, NY 14873.
2. Make the student aware of any specific instructional guidelines (e.g. no notes, no open books, etc.)
3. Provide an area for test-taking.
4. Send the completed exam back to the institution. Postage must be prepaid by the institution or the student.

The Library cannot:

1. Provide a locked or secure place for the test.
2. Provide a monitor to administer the test one-on-one.
3. Provide proctoring to groups of students.
4. Fax completed exams.
5. Accept the receipt of exams via email. Nor can the Library receive passwords or logins to access electronic tests.

The Student will:

1. Call the Library to verify receipt of the exam, and make an appointment to take the test and reserve an area for that time.
2. Pay a fee of \$20 to the Library before taking the test.
3. Allow sufficient time to take the test before the deadline established by the institution. The Library will hold tests for 60 days or the test's stated deadline, and if the student does not pick up the test by that time it will be returned to the institution.
4. Come prepared with the necessary or required supplies to take the test.
5. Provide postage if the institution does not.
6. Allow sufficient time for normal mailing.

PRATTSBURG FREE LIBRARY

INTERLIBRARY LOANS

The Prattsburg Free Library (“Library”), through the Southern Tier Library System (“the STLS”), participates in the Interlibrary Loan program. This allows the Library to borrow materials from libraries outside the STLS as well as to loan materials to libraries outside the STLS. This program is available to all patrons whose record is clear of fines and overdue items.

The Library does not charge for the interlibrary loan service, however, the patron is responsible for charges or fines imposed by the lending library. The policies of the lending library will apply to materials loaned (i.e. lending period, fines, etc).

Reviewed October 2015
Created on 6/16/2005

PRATTSBURG FREE LIBRARY

PROGRAMS

The Prattsburg Free Library ("Library") works to provide programs that vary both in subject content and audience interest.

Programs may be developed and presented by Library staff or may be co-sponsored by the Library and other community organizations.

Each year the Board of Trustees and Library Director will establish an annual budget for hiring performers and purchasing materials for programs.

Programs are generally open to anyone wishing to attend. No fees may be charged to attend any library-sponsored or co-sponsored program. However, fees may be charged for materials.

If space restrictions or program requirements limit the number of people who may attend, preference will be given to residents of Prattsburg.

Persons attending Library programs are expected to adhere to the Rules of Conduct.

All Leaders of Library programs (including staff, volunteers or members of Friends of the Library) are responsible for clean-up after use as detailed in Rules for Groups.

Revised October 2015
Reviewed on 7/17/2007
Created July 2006

SECTION 6: BOARD OF TRUSTEES

PRATTSBURG FREE LIBRARY

CONFLICT OF INTEREST

Occasionally certain activities of the Prattsburg Free Library may pose a conflict of interest between a Board member's business or personal affiliations and his/her participation in the Board. Such activities may include but are not limited to, direct or indirect financial interest, selection of recipients of awards, formal evaluation of specific media, or choice of vendor services.

When any such activity becomes relevant to any subject requiring action by the Board of Trustees, the Board member having a conflict will bring the conflict to the attention of the Board and will not vote on the specific subject. If excluded from voting because of a conflict of interest, a Board member will be required to briefly state the nature of the conflict. The minutes of the meeting will show that a disclosure was made and that the Board member who stated a conflict of interest did abstain from voting.

In addition, if any Board member, who by reason of his/her institutional affiliation or any other pertinent matter, anticipates that in the future certain issues may place him/her in a position of conflict of interest, the Board member shall notify the Board of Trustees in writing and make it a matter of record.

Reviewed October 2015 (no changes)
Created on 7/8/2005

Conflict of Interest

PRATTSBURG FREE LIBRARY
PUBLIC PARTICIPATION IN LIBRARY DECISION MAKING

Any resident of the town of Prattsburgh is welcome at any open meeting of the Board of Trustees ("Board") of the Prattsburg Free Library ("Library"), either as observers or for presentation to the Board.

Any person, or group, who wishes to place a topic on the official agenda of the Board, is asked to contact the Library Director at least one week in advance.

Any person, or group, who wishes to speak, is asked to register upon arrival and indicate group affiliation and to limit comments and general information to five minutes.

Because the Library is a community information center, public information-gathering forums may be planned at the Library. Please contact a member of the Board or the Library Director (all forums must be approved by the Board).

Telephone calls, letters and visits to the Library are all encouraged and the Library Director maintains an open-door policy. Appointments to meet with the Library Director are encouraged, but not required.

Revised October 2015
3/23/2007

INDEX

- Alcohol 4:8
- American Library Association 1:2
 - Bill of Rights 1:2
 - Selection of Materials 3:7
- Anti-Discrimination **1:6**
 - Bill of Rights 1:2
 - Equal Employment Opportunity 1:9
 - Harassment 1:11
- Bill of Rights, Library **1:2**
 - Material Reconsideration 3:7
 - Selection of materials 3:5
 - Whistle Blower 1:7
- Board of Trustees
 - Anti-Discrimination 1:6
 - Children 1:14
 - Confidentiality 1:8
 - Conflict of Interest 6:2
 - Emergency Management Plan 4:2
 - eReaders 2:6
 - Facility Use 4:3
 - Friends 1:4
 - Groups 4:6
 - Harassment 1:10
 - Material Reconsideration 3:7
 - Programs 5:4
 - Public Participation 6:3
 - Safety and Security 4:7, 4:8
 - Selection of Materials
 - Social Media 2:3
 - Staff Continuing Education 1:12
 - Whistle Blower 1:7
- Bomb Threat
 - Emergency Management Plan 4:2
- CD, Music **3:2**
 - Lending Rules 3:4
- Censorship
 - Bill of Rights 1:2
 - Materials Selection Reconsideration 3:7
- Children **1:14**
 - Conduct 1:3
 - DVD 3.2
 - Groups 4:6
 - Internet & Computer Usage 2:2
 - Registration 1:13
 - Safety & Security 4:8
 - Social Media 2:3
- Computer **2:2**
 - Confidentiality 1:8
 - Groups 4:6
 - Social Media 2:3
- Conduct 1:3
 - Harassment 1:10
 - Meetings 4:3
 - Programs 5:4
- Confidentiality **1:8**
 - Harassment 1:10
- Conflict of Interest **6:2**
- Continuing Education, Staff **1:12**,
- Damages
 - DVDs and Music CDs 3:2
 - eReaders 2:5
 - Groups 4:6
 - Internet & Computer Usage 2:2
 - Lending Rules 3:4
 - Registration of Patrons 1:13
 - Technology 2:6
- Disaster Plan **4:2**
- Drugs
 - Safety and Security 4:8
- DVDs & Music CDs **3:2**
 - Lending Rules 3:4
- Emergency Management Plan **4:2**
- Employees (see also Staff)
 - Continuing Education 1:12
 - Equal Opportunity Employment 1:9
- Equal Opportunity Employment **1:9**
- Exam Proctoring **5:2**
- eReaders **2:5**
- Fees
 - eReader 2:5, 2:6
 - Exam Proctoring 5:2
 - Facility use 4:3
 - Lending Rules 3:4
 - Printing 2:2
 - Programs 5:4
- Fire
 - Safety and Security 4:2
- Friends **1:4**
 - Programs 5:4
- Gifts
 - Selection of Materials 3:5
- Groups **4:6**
 - Facility Use 4:3
- Harassment **1:10**
 - Conduct 1:3
- Health Emergency 4:2
 - Children 1:14
- Holidays 4:4
- Hours and Days of Operation **4:4**
- Inclement Weather 4:4

Injuries
 Safety and Security 4:7

Interlibrary Loans **5:3**

Internet and Computer Usage **2:2**

Keys, Library
 Facility Use 4:3

Lending Rules & Procedures **3:4**
 eReaders 2:5

Library Cards
 eReaders 2:5
 Lending Rules 3:4
 Out of area 1:13
 Overdue Materials 3:3
 Registration 1:13
 Safety and Security 4:8

Library Director
 Continuing Education 1:12
 Emergency Management 4:2
 eReaders 2:6
 Facility Use 4:3
 Friends 1:4
 Groups 4:6
 Harassment 1:10, 1:11
 Material Reconsideration 3:7
 Programs 5:4
 Safety and Security 4:7, 4:8
 Selection of Materials 3:5
 Social Media 2:3
 Whistle Blower Policy 1:7

Loan Periods
 eReaders 2:5
 Lending Rules **3:4**

Selection of Materials **3:5**, 3:6
 Materials Reconsideration 3:7, 3:8
 Safety and Security 4:8

Meetings
 Bill of Rights 1:2
 Facility Use 4:3
 Groups 4:6

Out of Area Library cards
 Registration 1:13

Overdue materials **3:3**
 eReaders 2:4
 Interlibrary Loans 5:3
 Lending Rules 3:4
 Registration 1:13
 Safety 4:8

Patron
 Conduct 1:3
 Confidentiality 1:8
 DVDs & Music CDs 3:2
 eReaders 2:5, 2:6
 Facility Use 4:3
 Harassment 1:10, 1:11
 Internet & Computer Usage 2:2
 Lending rules 3:4

Materials Selection Reconsideration 3:7
 Meetings 4:3
 Out of Area 1:13
 Overdue Materials 3:3
 Registration 1:13
 Safety & Security 4:7, 4:8
 Social Media 2:4
 Telephone 4:5
 Volunteers 1:5

Prattsburgh, Town of
 eReaders 2:5
 Programs 5:4
 Public Participation 6:3
 Registration of Patrons 1:13
 Selection of Materials 3:5

Exam Proctoring **5:2**

Property Damage 4:8

Printer
 Facility Use 4:3
 Internet & Computer Usage 2:2

Programs **5:4**

Public Participation **6:3**

Reconsideration of Materials Selection **3:7**
 Form 3:8
 Selection of Materials 3:6

Registration of Patrons **1:13**

Reimbursement
 Continuing Education 1:12

Renewals
 eReaders 2:5
 Lending Rules 3:4
 Overdue Materials 3:3

Residents
 eReader 2:5
 Registration 1:12
 Programs 5:4
 Public Participation 6:3
 Selection of Materials 3:5

Retaliation
 Harassment 1:10, 1:11
 Whistle Blower 1:7

Retired and Senior Volunteer Program (RSVP)
 Volunteers 1:5

Rooms, Meeting
 Facility Use 4:3
 Groups 4:6

Rules
 of conduct **1:3**
 for groups **3:6**

Safety and Security **4:7**

Search
 Safety and Security 4:8

Sexual Harassment **1:10**

Smoke 4:2

Smoking 4:7

Social Media **2:3**

- Southern Tier Library System
 - Continuing Education 1:12
 - eReaders 2:5
 - Interlibrary Loans 5:3
 - Lending Rules 3:4
 - Selection of materials 3:5
- Staff (see also Employees)
 - Continuing Education 1:11
 - Emergency Management 4:2
 - Exam Proctoring 5:2
 - Facility Use 4:3
 - Groups 4:6
 - Programs 5:4
 - Safety and Security 4:7
 - Social Media 2:3
 - Telephone Use 4:5
- Students
 - Emergency Management 4:2
 - Exam Proctoring 5:2
- Telephone Use **4:5**
- Volunteers **1:5**
 - Conduct 1:3
 - Emergency Management 4:2
 - Exam Proctoring 5:2
 - Friends 1:4
 - Harassment 1:10
 - Lending Rules 3:4
 - Programs 5:4
 - Safety and Security 4:7, 4:8
 - Social Media 2:4
- Weapons
 - Safety and Security 4:8
- Weather
 - Emergency Management 4:2
 - Hours and Days of Operation 4:4
- Whistle Blower **1:7**
- WiFi
 - Internet & Computer Usage 2.2