



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

PART I: EXTERNAL POLICIES

1. Circulation

Anti-Discrimination Policy

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.

Adopted March 6, 2008

Revised October 2015

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

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

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).

Adopted June 16, 2005

Reviewed October 2015

Public Participation in Library Decision Making Policy

Any resident of the town of Prattsburgh is welcome at any open meeting of the Board of Trustees (“Board”) of the Prattsburgh 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.

Adopted March 23, 2007

Revised October 2015

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 May 8, 2007

Revised October 2015

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.

Adopted June 15, 2005
Revised April 10, 2008
Revised October 2015

2. Collection

Challenge to Library Materials Policy

Prattsburg Free Library supports all members of its community by collecting materials representing all viewpoints. However, it is not the role of the Prattsburg Free Library to advocate for or endorse any particular idea, opinion, or point of view; nor will the Prattsburg Free Library or any of its employees, volunteers, or trustees act *in loco parentis* (as a parent to library patron – either adult or minor).

The Board of Trustees recognizes the importance of providing a procedure whereby opinions from the public regarding materials selected can be voiced. A request for reconsideration must be made in writing on forms provided by the Prattsburg Free Library. These forms are available upon request from the circulation desk and upon completion, should be delivered to the circulation desk, or mailed to Prattsburg Free Library in care of the Library Director. Upon receipt of the signed form, the Library Director will convene a committee with the President of the Board of Trustees and two librarians not involved in the selection of the material.

Within two weeks the committee shall:

1. Examine the material in question, the issues raised and the circumstances involved.
2. Make a decision to remove or retain the material in question.
3. Notify the American Library Association (<http://www.ala.org/bbooks/online-challenge-reporting-form>) and the New York Library Association (director@nyla.org) of any challenges.

The Prattsburg Free Library Director will respond in writing by certified mail to the patron within 10 days of the committee's decision.

Should the patron wish to appeal the decision, he/she may write to the President of the Board of Trustees to request a hearing by the Board. The Board will complete a review of the issue within 90 days and respond to the patron as soon as may be possible after such review. Any further appeal must be made to the Commissioner of Education in Albany, N. Y.

Adopted June 16, 2005

Revised October 2015

Revised February 9, 2022



Request for Reconsideration of Library Materials

Prattsburg Free Library Request for Reconsideration of Library Materials

Please fill out following form completely and mail to Library Director, Prattsburg Free Library, PO Box 426 Prattsburgh, NY 14873.

Name: _____ Date _____

Address: _____

City: _____ State _____ ZIP _____

Phone: _____ E-Mail _____

Do you represent yourself? _____ An Organization? _____

Resource on which you are commenting:

Book ____ Video/DVD ____ Audiobook ____ Multi-media Kit ____ e-Book ____ Electronic
information/network (please specify) _____ Other (please specify) _____

Title: _____

Author/Producer: _____

Library owning this title: _____

What brought this title to your attention?

Did you read, view, or listen to the entire work? If no, what parts?

What do you believe is the theme of this title?

What specifically concerns you about this title? Please cite pages, scenes, items, etc.

Are there, in your judgment, any positive elements in this title? Please describe:

Will you share any reviews of this title that support your point of view? _____

Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

Signature: _____

[BELOW TO BE COMPLETED BY THE PRATTSBURG FREE LIBRARY DIRECTOR]

Reconsideration action:

Date request received: _____

Findings of Reconsideration Committee:

Date response sent to patron: _____

Reviewed October 2015
Adopted June 16, 2005

Copyright

Prattsburg Free Library complies with federal copyright law (Title 17, U.S. Code). It is the intent of this law to protect the rights of copyright owners from unauthorized reproduction of their works. This includes works that have been fixed in any format, including print, audio, video, and computer file, whether or not they have been published.

However, the law also recognizes the public benefit of allowing citizens to do limited copying from copyrighted works for educational purposes. Under the precepts of **fair use** (section 107), library patrons may copy or print parts of copyrighted works for one-time, educational, non-profit activities. Copying that would replace or infringe upon a commercial sale of a copyrighted work (such as copying a work in its entirety, copying something for repeated use, or making exceedingly numerous copies of the same item) is forbidden. In such cases, library patrons should seek permission from the copyright owner before proceeding.

Public use of copy machines and printers

The library provides a copier/printer for the convenience and lawful use of its patrons. While library staff act in good faith by posting public notices and other practices to remind library patrons about copyright law and its restrictions, they cannot be liable for the acts of individual patrons using library materials or equipment.

Except in the case of filling interlibrary loan requests, library staff generally do not photocopy materials for patrons, although exceptions may be made when circumstances warrant.

Beyond those stipulated by the law, the Library places no restrictions on the photocopying of library materials by patrons, except in cases where fragile materials may be damaged during the photocopying process.

Staff practices

In the course of their work, library staff seek to adhere to the tenets of Title 17 and will not knowingly fulfill patron requests that constitute violations of copyright law.

For detailed guidelines about federal copyright law and how it pertains to library use and practices, see the American Library Association fact sheet on “Video and Copyright.”

Adopted March 9, 2022

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.

Adopted 2007

Revised October 2015

Revised February 6, 2014

American Library Association's Freedom to Read and Freedom to View

The Prattsburg Free Library subscribes to the American Library Association's *Freedom to Read* and *Freedom to View* Statements. We believe the freedom to speak, to hear, to read and to view, are 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, the following principles are affirmed.

Freedom To Read---

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

Freedom To View---

- 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.

Adopted February 9, 2022

The 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
Reviewed February 2015

Selection of Materials Policy

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

The library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. Items dealing with local history are an exception, as are certain classics and award-winning children's books. The Library will incorporate standard weeding guidance as outlined in the CREW manual.

Withdrawn books are disposed of at the discretion of Library Director.

Adopted June 15, 2005

Revised October 2015

Revised February 9, 2022

3. Public Space

Accessibility/ADA Statement

The Prattsburg Free Library affirms its support of equal access for persons with disabilities and the Americans with Disabilities Act. Although the building is handicapped accessible, there are areas of the building which are not. The Library seeks to make its services, facilities, and programs as accessible as possible to the public, including those who have disabilities. To accommodate those with disabilities, the following services are offered:

- We will deliver materials to the curb outside the library for disabled patrons if coordinated before arrival.
- We welcome service animals in the library.
- We provide reference help and research inquiries via e-mail, mail, or phone. We coordinate the loan of Talking Books through an application process to New York State Talking Book and Braille Library (NYSTBBL) The state will provide each user with a digital book player or cassette player to keep in their home on loan and will send requested books directly to the user. Also included is a postage-paid envelope for easy return of the book.
- We coordinate the loan of Braille Books from the NYSTBBL.
- We lend large print books and Braille Books through our collection and other books may be requested from libraries in the Southern Tier Library System.
- We maintain a collection of books on CD and all cardholders have access to digital audiobooks available online through the library's website.
- We will hold storytime outside on library grounds upon request if weather permits. We will also make efforts to find an accessible alternative location for the program if necessary.

People who wish to request accommodation or make a complaint about accessibility at the Library have access to a three-step procedure:

Step One:

Requests for accommodation and/or complaints about accessibility may be presented in person, by mail, email, or over the phone. These should be addressed to the Library Director who then makes every attempt to provide accommodation and/or resolve the issue without further recourse to this procedure.

Step Two:

If resolution is not achieved by Step One, a complaint can be presented in writing on an Accessibility Concerns Form. Assistance in completing this form is provided as needed. Completed forms are reviewed by the Library Director; a formal response is made to the library user within ten working days of the date of original submission of the form. The formal response can be a telephone call, followed by a letter confirming the telephone discussion or directly by letter. The Library Director will make every attempt to resolve the issue through this means.

Step Three:

If resolution is not achieved by Step Two, the concerned individual can request that the

complaint be presented to the Library Board. The Library Director will have the matter placed on the agenda so that the concerned individual can present his or her concern at the next regularly scheduled Library Board meeting. The decision of the Library Board is final. If resolution is still not achieved, the concerned individual may wish to pursue other courses of action as described in the American with Disabilities Act and related regulations.

Adopted January 12, 2022

Accessibility Concerns Form

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

E-mail Address: _____

Please describe the nature of the problem you have encountered:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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.

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

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, Juneteenth, Fourth of July, Saturday before Labor Day, Wednesday before Thanksgiving, Thanksgiving, Black Friday, Christmas Eve and Christmas.

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

Adopted May 30, 2006

Revised March 6, 2008

Revised October 2015

Revised July 7, 2021

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 Prattsburgh.

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.

Adopted July 2006

Reviewed July 17, 2007

Revised October 2015

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.

Adopted June 16, 2005
Revised October 2015

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.

Adopted July 2006
Revised October 2015

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 any time.
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.

- 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

See Emergency Management Plan.

Computer Security

See Internet and Computer Usage Policy

Revised October 2015

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.

Adopted December 4, 2006
Revised October 2015

4. Technology and Equipment

Internet and Computer Usage Policy

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: _____

Adopted July 200_
Edited on October 2007
Revised October 2015

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.

Adopted July 2008
Revised October 2015

PART II: INTERNAL POLICIES

1. Board

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.

Adopted July 8, 2005
Reviewed October 2015

2. Administrative

Record Retention and Disposition Policy

The purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the Prattsburg Free Library as well as to comply with applicable legal requirements; (b) disposition of documents which no longer need to be retained; and (c) guidance for the Board of Trustees, Library staff and other stakeholders with respect to their responsibilities concerning document retention and disposition.

Administration

The Library Director shall be the administrator (“Administrator”) in charge of implementing this Policy. The Administrator’s responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrators shall also be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation. The Administrators may also modify the Document Retention Schedule as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect organizational policies and procedures. Modifications must be reviewed and approved by the Board of Trustees.

Privacy

It shall be the responsibility of the Administrators to determine how privacy laws will apply to the organization’s documents from and with respect to employees and other constituencies; to establish reasonable procedures for compliance with such privacy laws; and to allow for their audit and review on a regular basis.

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the Document Retention Schedule will be maintained for the appropriate amount of time. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

Library records will be stored in a safe, secure, and accessible manner. This includes appropriate fire and water resistant organizers, and where appropriate stored electronically.

Document Destruction

The Administrator is responsible for the ongoing process of identifying records, which have met the required retention period, and overseeing their disposition. Disposition of financial and personnel-related documents will be accomplished by shredding. Document disposition will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Disposition will be reinstated upon conclusion of the investigation.

Compliance

Unauthorized removal or modification of records from LIBRARY is not permitted. Disposition of records not in accordance with the Schedule below is prohibited.

Document Retention Schedule

Document Type

Retention Period

Accounting and Finance

| | |
|--|-----------|
| Annual Financial Statements and Audit Reports | Permanent |
| Cash Disbursements | Permanent |
| Cash Receipts | Permanent |
| Canceled Checks – special (e.g. taxes, loan payment) | Permanent |
| Chart of Accounts | Permanent |
| Depreciation Schedules | Permanent |
| General Journal | Permanent |
| General Ledger | Permanent |
| Payroll records (NYS Retirement Recommendation) | 55 years |
| Time cards and employee absence records | 7 years |
| Accounts Payable Ledger and Schedules | 7 years |
| Accounts Receivable Ledger and Schedules | 7 years |
| Bank Reconciliations | 7 years |
| Bank Statements, Deposit Books & Deposit Slips | 7 years |
| Canceled Checks – routine | 7 years |
| Check Copies/Stubs | 7 years |
| Claim Sheets (Vouchers) and supporting bills | 7 years |
| Division of Library Development Aid & Grant Statements | 7 years |
| Employee Requests for Leave | 7 years |
| Invoices to Customers/Member Libraries | 7 years |

Budget

| | |
|--|-----------|
| Annual budget official copy when not included in minutes | Permanent |
| Mid-Year budget revisions | Permanent |
| Special budget filed with State or Federal agency | Permanent |
| Budget status report (Cumulative) | 7 years |
| Preliminary or tentative budget | 7 years |

Grants Received and Disbursed

| | |
|--|------------------------------|
| Grant Applications, Proposal Agreement, Narrative, Evaluation, and Annual Report for Approved Grants | 7 years after close of grant |
|--|------------------------------|

Corporate and Exemption

| | |
|----------------------------------|-----------|
| Board of Trustee Meeting Minutes | Permanent |
| Bylaws and Amendments | Permanent |

| | |
|---|-----------|
| Charter | Permanent |
| IRS Exemption Determination Letter | Permanent |
| State Exemption Determination Letter | Permanent |
| Licenses and Permits | Permanent |
| Employer Identification (EIN) | Permanent |
| Agendas and Other Board Meeting Documents | 7 years |

Correspondence and Internal Memoranda

Correspondence and internal memoranda important to the organization or having lasting significance

Permanent, subject to review

Electronic Mail (E-mail) to or from the organization

Electronic mail (e-mails) relating to a particular topic otherwise addressed in this Schedule should be retained for the same period as the topic to which they relate, but may be retained in hard copy form with the document to which they relate.

E-mails considered important to the organization or of lasting significance should be printed and stored in a central repository.

Permanent, subject to review

Employment, Personnel and Retirement

| | |
|---|-----------|
| Employee Benefit Plans | Permanent |
| Personnel Records (NYS Retirement Recommendation) | Permanent |
| Retirement/Pension records (NYS Retirement) | Permanent |
| Employment Applications | 3 years |

Insurance

| | |
|---|-----------|
| General Liability Insurance Policies | Permanent |
| Accident Reports and Insurance Claims Records | 7 years |
| Property, D&O, Workers' Compensation and | |

Legal and Contracts

| | |
|--|---------------------------|
| Contracts, related correspondence and other supporting documentation (still in effect) | Permanent |
| Legal correspondence | Permanent |
| Contracts, related correspondence and other supporting documentation (expired) | 7 years after termination |

Management and Miscellaneous

| | |
|--------------------------------|---------------------------------------|
| Strategic Plans | 7 years after expiration |
| Policies and Procedures Manual | Current version with revision history |

Property – Real and Personal

| | |
|---|----------------------------|
| Property deeds and purchase/sale agreements | Permanent |
| Property Tax | Permanent |
| Real Property Leases | Permanent |
| Personal Property Leases | 10 years after termination |

Purchasing

| | |
|--|---------|
| Purchase Order, or similar record, used to obtain materials, supplies, or services. | 7 years |
| Purchase request, estimate or similar record, used to make purchase. | 7 years |
| Performance guarantee or written warranty for products or similar record. | 7 years |
| Invoice statement or similar notification by vendor. | 7 years |
| Packing slip, shipping ticket, or similar record used to verify receipt of materials or supplies | 7 years |
| List or abstract of purchase orders, claims or contracts | 7 years |
| Standing order file, used for purchase of materials/supplies received on a regular basis | 7 years |

Survey Records

| | |
|--|---------------------------------|
| Survey results, including official copy of survey form | 7 years after completion |
| Completed survey forms | 0 after survey results prepared |

Tax

| | |
|--|-----------|
| Annual information returns (W2, W3, 1099 etc.) | Permanent |
| IRS Rulings | Permanent |
| Tax returns and worksheets – federal & state | Permanent |

Adopted January 12, 2022

3. Financial Controls

Use of Library Credit/Debit Card

The Prattsburg Free Library may issue a credit or debit card or cards in its name for use of by designated employees for authorized Library-related expenses. The maximum purchase amount is \$1,000. All original receipts for a credit or debit card purchase must be submitted to the Treasurer within 3 business days.

Only those library personnel designated by the Board shall be authorized for use of a library credit or debit card(s).

Expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges. The card(s) shall be locked in the library cash box.

Adopted February 9, 2022

Petty Cash Policy

A petty cash fund, in an amount not to exceed \$250, shall be established for the Prattsburg Free Library for the purchase of materials, supplies or services under conditions requiring immediate payment, in cash, in amounts less than \$25

The Prattsburg Free Library Board of Trustees shall appoint the Library Director to be the custodian for the library's petty cash fund, and the Director shall administer and be responsible for the security of the funds and the control of disbursements.

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

1. Receipts and cash-on-hand must always remain within the authorized fund amount. All disbursements from such funds are to be supported by receipts or other evidence documenting the expense.
2. Individual payments from petty cash may not exceed \$25.
3. Payments may be made from petty cash for materials, supplies or services, requiring immediate cash payment, but shall not to be used for frequently purchased items.
4. The Library does not pay sales tax on purchases. Employees should provide a vendor with the Library's tax-exempt certificate before each purchase to avoid being charged sales tax. Employees will not be reimbursed for sales tax payments. This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.

Adopted February 9, 2022

4. Personnel

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.

Adopted February 2008

Edited March 6, 2008

Revised October 2015

Evaluation Policy

The Library Director and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's six-month introductory period. Additional formal performance evaluations are conducted approximately once annually to provide both Director and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The Board of Trustees is responsible for evaluating the Director every twelve months. Evaluation records become a regular part of the employee's personnel file. Employees will receive a copy of their own evaluation upon request.

Adopted January 12, 2022

Friends of the Prattsburg Free 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 Prattsburg Free Library.
6. The Friends are required to meet at least once a year.
7. The Board has the right to disband the Friends at any time at their sole discretion.

Adopted January 2014
Revised October 2015

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.

Revised October 2015

Recruitment and Selection of Staff

A. The Library Director is hired by and is responsible to the Board of Trustees. The Library Director recommends the employment of all staff members for approval by the Library Board of Trustees. No persons who are immediately related (wife, husband, mother, stepmother, father, stepfather, daughter, stepdaughter, son, or stepson) may be placed in a direct supervisory-subordinate relationship

B. The library may do a background check on prospective or current employees.

C. It is the policy of the Prattsburg Free Library not to discriminate in its service programs or employment practices on the basis of race, color, religion, sex, national or ethnic origin, age, disability, sexual orientation, gender identity, veteran status or any other discrimination prohibited by law. It is imperative that the library recruits hires, and retains highly capable and productive employees. To do this, the library needs to attract qualified individuals, ensure that employees are acknowledged for their contributions, and encourage employees to achieve their full potential

Adopted January 12, 2022

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.

Adopted May 31, 2006
Reviewed July 17, 2007
Revised October 2015

Termination of Employment

Employees may be terminated for substandard work without notice during the introductory period. After such period, employees will receive verbal and written notice to improve substandard work before dismissal. Serious offenses, including but not limited to theft, use of drugs while at work, physical assault, or a determination of sexual harassment on the part of an employee, may result in immediate dismissal without counseling. Employees who are terminated may file a grievance with the President of the Board of Trustees within five days of termination. A grievance must be made in writing.

If budget cuts necessitate a reduction in staffing levels, the library director will determine which positions can be cut to create the least negative effect on library services, and submit a plan to the library's Board of Trustees for approval before implementation. Longevity will be a primary factor in retaining staff.

Employees who leave in good standing or who are laid off will be paid for unused paid time as utilized per the library's policy.

Volunteers Policy

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.

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.

Signature: _____

Adopted June 16, 2005

Reviewed July 17, 2007

Reviewed May 2, 2012

Revised October 2015

5. Safety

EMERGENCY MANAGEMENT PLAN (DISASTER PLAN)

1. EMERGENCY CONTACTS: 911

Trustees and Director:

Pete Scheid
Becky Jensen
Jen Kuhn
Stephanie Randall
Celeste Arlie
Steve Beikirch
Wilsinia Ocasio

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.

Adopted November 2006
Revised October 2015

Pandemic Operations Plan

Date of Plan Approval: 7 April 2021

This plan has been developed in accordance with NYS legislation S8617B/A10832.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of STLS and Prattsburg Free Library's Board of Trustees, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

--

As the authorized official of Prattsburg Free Library, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: 7 April 2021

By: Wilsinia C. Ocasio

Signature: _____

Title: Library Director

Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to *Prattsburg Free Library*. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of [April 7, 2021/ *STLS publication*]. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- Per S8617B/A10832, ‘essential employee’ is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- Per S8617B/A10832, ‘non-essential employee’ is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

Concept of Operations

The Library Director of Prattsburg Free Library, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Library Director.

Upon the determination of implementing this plan, all employees and contractors of Prattsburg Free Library shall be notified by phone and emails with details provided as possible and necessary, with additional information and updates provided on a regular basis. The Board of Trustees will be notified of pertinent operational changes by way of email. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Director will

maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Library Director of Prattsburg Free Library, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Library Director of Prattsburg Free Library, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Essential Positions

A list and description of all positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, and the justification for classifying each position as essential.

The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of Prattsburg Free Library. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

LIBRARY DIRECTOR:

Responsibilities

- Manage day-to-day operation of library
- Supervise all personnel and volunteers
- Manage internal communications about status of library operations, updates or changes to services and policies among staff and trustees.
- Manage external communications about the status of library operations in media, including traditional print media and social media and ensure signage and messaging is adequately communicating information to the public.
- Communicate and coordinate directly with County Health Department, heads of town or city government, and healthcare professionals

This position must be staffed on-site because the Library Director needs to be able to properly secure PPE and receive external communications concerning the library.

Reducing Risk Through Remote Work and Staggered Shifts

Protocols the employer will follow in order to enable non-essential employees to telecommute or work remotely, including plans to obtain any needed devices or technology such as

software, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 1. Internet capable laptop
 2. Necessary peripherals
 3. Access to VPN and/or secure network drives
 4. Access to software and databases necessary to perform their duties
 5. A solution for telephone communications

1. Note that phone lines may need to be forwarded to off-site staff

The Director will work from home as much as possible with all necessary office equipment having already been supplied. The Director will enter and manage the building, screen phone calls, address building and delivery issues, only when necessary

Non-essential staff will work out of home if the following conditions can be met:

1. They possess an internet capable computer whether personal or work
2. Access to VPN and/or secure network drives if needed to do work
3. Access to software and databases necessary to perform their duties
4. There is necessary work to be done from home. The Director will determine what work and duties can be performed remotely.

Staggered Shifts

A plan describing how the employer will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation and at work sites.

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Prattsburg Free Library will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Clerks and Senior Clerk work hours will be staggered

2. Approval and assignment of changed work hours

The Director will determine how the work hours for all employees and contractors will be staggered. When Pandemic Operations measures are implemented, employees cannot be on Library grounds without the express knowledge and consent of the Director.

Personal Protective Equipment

A description of the protocol the employer will implement to obtain necessary personal protective equipment (PPE) for essential employees and contractors, based upon the various tasks and needs of such employees, in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over at least a six-month period of time. PPE includes: “all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats and disposable gowns and aprons.”

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves

- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, these supplies are included in this section as they are pertinent to protecting the health and safety of employees and contractors.

Protocols for providing PPE include the following:

- 1) Identification of need for PPE based upon job duties and work location
- 2) Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
- 3) Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency

 - c. The supply of PPE will be inventoried on a regular basis to ensure integrity and adequate on-hand levels and to track usage rates.

Staff Exposures, Cleaning, and Disinfection

A description of the protocol outlining what happens in the event an employee or contractor is exposed to the communicable disease, exhibits symptoms or tests positive for such disease, in order to prevent the spread or contraction of such disease in the workplace, including policies regarding the disinfection of the workplace and available leave for employees.

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- 1) If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a ‘close contact’ with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 - a. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Director must be notified and is responsible for ensuring these protocols are followed
2. Each employee is responsible for notifying the Director if they come into Proximate or Close Contact with someone known to be positive, or if they exhibit symptoms of the disease. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA). Each employee logs their temperature every day they enter the building. There is also a daily log for disinfecting the entire public parts of the building.

The person or persons who quarantines will be asked to provide proof of a negative test before being permitted to return to the building.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.

1. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
2. Clerks and the Senior Clerk are responsible for cleaning common areas at least every 60 minutes.
3. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Prattsburg Free Library is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of Prattsburg Free Library will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, Prattsburg Free Library will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, Prattsburg Free Library will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by Prattsburg Free Library, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Prattsburg Free Library, and as such are not provided with paid leave time by Prattsburg Free Library, unless required by law.

Documentation of Work Hours and Locations

Policies for documenting hours and work locations for essential employees and contractors to aid in tracking the disease.

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by Prattsburg Free Library to support contact tracing within the organization and may be shared with local public health officials.

Staff hours and locations will be tracked online using Google Sheets. Staff will be required to update their hours location everyday they work. The information will only be used for contracting tracing purposes and may only be shared with local public health officials or the New York State Department of Health.

Housing for Essential Employees

A protocol for how the public employer will work with the locality to identify sites for emergency housing for essential employees.

N/A

Workplace Safety

Building Evacuation

In the event of an extended period of power outage (not a blinking of lights) the New York State Uniform Fire Prevention and Building Code requires the patrons and staff to take the following action:

- Patrons and staff vacate basement area and lock basement door.
- Patrons are to vacate the building.
- When conditions allow, the building is to be vacated and secured by staff.

In the event of a fire alarm, New York State Uniform Fire Prevention and Building Code requires that patrons and staff take the following action:

- Patrons and staff vacate basement area and lock basement door.
- Patrons and staff vacate the building going either to their vehicles and remaining there, or away from the building to the park across the street, to allow unobstructed entrance of fire vehicles.
- No person, including staff, may return to the building before a fire officer gives direction.

Injury on Premises

In order to maintain a safe working environment and hazard-free building for public utilization, the Library Director shall make periodic tours of the library building in order to identify areas in need of repair or replacement. A Safety Checklist shall be used as an aid and guide in this endeavor. The public and employees are encouraged to call attention to any unsafe condition by notifying the Library Director.

Any accident on library property is to be immediately reported to the director using a Prattsburg Free Library Accident Form. If Employees are involved in an accident while at work, a New York State form C-2 EMPLOYER'S REPORT OF WORK-RELATED INJURY/ILLNESS must be completed as soon as possible following the accident and submitted to the director. If an accident involves a patron, the patron should be given a copy of the Prattsburg Free Library Accident Form available at the circulation desk. If the patron declines to fill out a report, the staff member on the scene shall fill out the report to the fullest extent possible. All reports should be forwarded to the Director as soon as they are completed.

Adopted March 9, 2022