



Avalon Public Library Policies

Approved by Avalon Public Library Board of Directors, December 19, 2013

I. Library Mission and Goals

Mission

The mission of the Avalon Public Library shall be to direct and maintain an accessible public library in the borough of Avalon, Allegheny County, Pennsylvania, and to acquire, organize, and provide access to information, resources, and services that inspire and help community residents to accomplish their lifelong personal, educational, cultural, vocational, recreational, and professional education needs.

Goals

The general goals of the Avalon Public Library (hereafter “the Library”) shall be:

- To serve all residents of the community and the surrounding region.
- To acquire and make available to all residents of the above area such books, periodicals, audio-visual materials, pamphlets, and other services as will address their needs a) to become well informed, b) to locate answers to important questions, c) to cultivate the imagination and creative expression, d) to develop skills for career and vocational advancement, and e) to enjoy leisure by means of reading and other media services.
- To acquire the means to provide the most frequently requested material locally and upon demand.
- To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
- To strive consistently to discover new methods and improvements for better service for the library’s customers.
- To review regularly these goals of the Avalon Public Library and, if necessary, revise them in the light of new developments.

II. Who May Use the Library

Service to All

The library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; gender; or sexual orientation.

Denial of Service

The use of the library may be denied for due cause. Such cause may include but not limited to failure to return library materials or to pay penalties, destruction of library property, disturbance and/or harassment of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.



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III. Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and privileges and the rights and privileges of other patrons. If a patron exhibits behavior that is disrespectful, disruptive, offensive or harassing to other patrons and/or library staff, that patron may be requested to leave the Library, and/or may be restricted from the Library and from future use of the library and its facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

The Avalon Public Library encourages visits by young children who are accompanied by their parents/guardians and it is our desire to make these visits both memorable and enjoyable for the children. *Library staff is not responsible for the care of unsupervised children in the library and therefore*, it is library policy that all children under age **ten (10)** must be accompanied by a parent or designated responsible person of at least **sixteen (16)** years of age at all times while in the library.

Staff cannot, under any circumstances, fulfill requests by parents/guardians/designated responsible persons to "watch" (babysit) children who are enjoying the library. This includes but is not limited to the following instances: while parent/guardian returns to his/her vehicle, stands in the first floor entryway for purposes of taking a cell phone call, uses a computer, or uses the restroom.

If the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program and periodically check in on the child to insure that the child is behaving appropriately. *It is highly recommended that parents/responsible persons remain with the child in the Children's Room during the library's organized story times.*

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents/responsible persons or not) who are being continually disruptive will be given a warning that they must settle down or will be asked to leave the library. If, after a second warning, the child continues to be disruptive, he or she will be asked to leave the library. If the child needs to contact a parent or guardian for transportation from the library, he or she may do so and then wait with a staff person until transportation arrives.

The Avalon Public Library is CELL PHONE FREE ZONE and we respectfully request that all cell phones, smartphones, pagers and other communication devices BE PLACED IN SILENT OR VIBRATE MODE when patrons are inside the library. *If it becomes necessary for patrons to receive or place a cell phone call while they are in the library, we ask patrons to exit the library's main floor and complete the call in the first floor entryway. (At the base of the stairs, inside the front door is a bench for patrons' convenience.*



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For other helpful library “do’s” and “don’t” please visit our website to review our Library Standards of Behavior.

IV. Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library endeavors:

- To select, organize, and make available necessary books and materials.
- To provide guidance and assistance to patrons.
- To sponsor and implement programs, exhibits, displays, book lists, and other programming which would appeal to children and adults.
- To cooperate with other community agencies and organizations.
- To secure information beyond its own resources when requested, using interlibrary loan and other resource sharing methods provided through the system and state.
- To lend to other libraries upon request.
- To develop and provide services to patrons with special needs.
- To maintain a balance in its services to various age groups.
- To cooperate with, but not perform the functions of, local school and other institutional libraries.
- To provide service during hours that best meet the needs of the community, including evening and weekend hours. A minimum of 40 open hours per week shall be set by the library director.
- To review on a regular basis library services being offered.
- To use media and other public relations mechanisms to promote the full range of available library services.

V. Circulation

Registration for Library Cards

All borrowers must be registered and must have a valid local or Allegheny County Library Association system patron card to borrow library materials. Patrons must fill out an application form to register for a new library card. Photo identification is required. A driver's license, passport, student ID, or employment badge is preferred; however, any other official photo ID or recent non-personal piece of mail may be acceptable. *Materials may not be checked out until a library card is issued.*

Applicants under eighteen (18) years of age must have a parent or guardian give written consent on the application form before a new card can be issued. An exception to this policy would be any minor who is emancipated and can show legal proof of emancipation.

Applicants who are under eighteen (18) years of age will be issued children's borrower cards, which may not be used to borrow materials that have been rated “R” by the Motion Picture Association of America. As the borrower's cards for applicants who are under eighteen (18) years of age require a parent/guardian signature, it is the parent/guardian's responsibility to monitor and approve the child borrower's choice of collection material to be checked out.



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Registration for Library Cards (continued)

All library cards expire after two years. In order to renew a library card, adult patrons must produce identification and must clear all outstanding fines and bills. Parents or guardians of child borrowers who are under the age of eighteen (18) must come to the library in person, clear all outstanding fines and bills and give their consent for the child borrower's card renewal.

Lost Cards

If a patron loses his or her library card, he or she should notify the library as soon as possible and request a replacement. Replacement cards may be had for one dollar (\$1.00) to cover processing costs.

Forgotten Cards

All patrons, adult and juvenile, are expected to bring their library cards with them to the library and present their cards to staff if they intend to check out items AND/OR to use the computers. Neither will computer use by or checkout of items for one patron be permitted by using another patron's card.

Loan Periods

The general loan periods for library materials owned by Avalon Public Library are as follows:

- Three (3) weeks for books.
- Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
- Interlibrary loans are due by the date indicated by the lending library.
- Books may be renewed twice if no waiting list exists for the title(s).
- Periodicals may circulate for one (1) week.
- Most multimedia items (e.g., cassettes, audio-books, compact discs, videocassettes, and DVDs) may circulate for one (1) week. Some *serialized* multimedia collection items may be checked out for up to three (3) weeks.

Adults may borrow up to fifty (50) TOTAL items (including multimedia items) at a time.

Children may borrow up to ten (10) TOTAL items including two (2) multimedia items at a time.

Only adult patrons may borrow videocassettes and movies rated R. Parents or guardians are responsible for multimedia items checked out to their children. The Library is not responsible for damage to any multimedia-playing device caused by items from the collection.

The director may establish non-standard loan periods for special collections, materials that are temporarily in great demand (such as for student projects), or materials added to the collection, which are in a new format (e.g., computer software).

Reservations of Collection Materials

Reservations of collection materials may be placed by patrons in person, over the phone or online at the library website. Patrons will be notified by telephone or email when the materials



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are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

Confidentiality

As specified in Library Circulation Records Section 428 of the Library Code, “Records related to the circulation of library material which contains the names or other personally identifying details regarding the users of the State Library or any local library which is established or maintained under any law of the Commonwealth or library of any university, college, or educational institution chartered by the Commonwealth or the library of any public school or branch reading room, deposit station, or agency operated in connection therewith, shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding.”

The Avalon Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

The Patriot Act

The Library will abide by any search warrants/subpoenas issued under the Patriot Act of 2001 (formerly known as the Foreign (FISA) Intelligence Surveillance Act of 1978).

Fines and Charges

Overdue materials accrue late charges at the rate of \$.25 per non-multimedia item per day and \$1.00 per item per day for multimedia items. A first notice is sent after the material is due. If the material is not returned within two weeks, a second notice is sent. A final notice after six (6) weeks contains a bill for the material with the cost of replacement of the material and a service charge for processing, cataloging and postage. If a patron does not respond to the final notice, the patron’s information will be turned over to a collection agency, who will be contacting the patron on the library’s behalf in an effort to recoup its costs. Failure to respond to the collection agency may negatively affect a patron’s credit report.

Retaining library property after notice is given to return it is deemed a summary offense under Pennsylvania Title 18, section 1, §6708, “Retention of library property after notice to return.”

Unpaid charges for materials that have been billed as lost or stolen may be prosecuted after thirty (30) days delinquency under Pennsylvania Title 18, section 1, §3929.1, “Library Theft.”

The Allegheny County Library Association’s borrowing system places a system-wide block on the borrowing privileges of an adult patron owing more than \$10.00 in fines and charges; a system-wide block is placed on borrowing privileges of patrons seventeen (17) years and younger for fines and charges of \$5.00 or more.

Patrons who accrue more than the unpaid fine and charge limits outlined above shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.



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Damaged Materials

If materials are damaged so that, in the judgment of the library, they are unsuitable for the collection, the patron must pay the replacement cost. The patron will be asked to pay the cost of replacing the materials, plus a five (5) dollar processing fee, regardless of whether or not a patron points out the item's damage to staff upon returning it to the library. A notice of these charges will be sent to the borrower; a sample of the notice follows:

Dear Patron,

At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library card were returned to the library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:

---, \$.

In addition, you are being charged a five (5) dollar processing fee due to the library. Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

*Sincerely,
Avalon Public Library*

Whether patrons who damage and pay for materials owned by the library will be allowed to have those materials once payment has been received will be decided by the director.

VI. Equipment Use

Computers

Desktop computers are available to patrons on a *first-come, first-served basis*. There is no charge for use of library's computers.

Under no circumstances are patrons permitted to make reservations to use the library's desktop computers in advance, whether in person, over the phone, or via the internet. Library staff members are not permitted to create a reservation for a patron on any of the library's desktop computers, with the exception of when an individual, general computer skills help session or an organized, scheduled and advertised computer skills class is being provided by staff (or a staff-designated and approved outside vendor/educator) to a patron or group of patrons.

In the event that all computers are in use (whether due to maximum patron usage or an organized, scheduled and advertised computer skills class) and a line of patrons begins to form who are waiting to use a computer, staff will create a "waiting list" for those who wish to use the computers. In the event that a "waiting list" is created due to high demand for computer access, a



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Computers (continued)

per-patron time limit of sixty (60) minutes will be used in order to make the service available to as many patrons as possible. If there are enough computers available for all patrons who wish to use one, there is no per-patron time limit for computer usage.

Library staff is available for general assistance in using computers. However, staff is not expected to train patrons in the use of application programs. Instructions for operating hardware are displayed near the computer and tutorial manuals will be provided when available.

One (1) of the library's desktop computers is located on an ADA-compliant, accessible desk inside the main computer room.

Because of the location/positioning of some of the other computers in the main computer room and due to the construction and location of two (2) cubicle-style computer desks located on opposite sides of the main library floor, patrons who are utilizing wheelchairs or other assistive mobility devices are able to access a desktop computer at one of several locations throughout the library.

In the event, however, that a patron who is utilizing a wheelchair or other assistive mobility device is unable to reasonably and comfortably access a computer at any location other than the one (1) desktop computer located on the ADA-compliant, accessible desk inside the main computer room, library staff will assist the patron in gaining access to the accessible computer, including asking another patron who may be currently using the accessible computer if they would mind completing their current task and moving to another open computer.

In the event that all the computers in the library are in use at the time when the a patron who is utilizing a wheelchair or other assistive mobility device requests staff assistance in accessing the one (1) desktop computer located on the ADA-compliant, accessible desk inside the main computer room and currently in use by another patron, library staff will access the time logs for all the computer users in the library to ascertain which desktop computer may be opening up for use and how long it will take for that to occur. Staff will notify the affected patrons (the patron requesting access to the ADA-compliant, accessible desk and the patron who was using that unit but has no other available unit to which he or she may transfer to complete his or her work) of which unit(s) will be coming available and how soon that will occur.

The Avalon Public Library greatly appreciates patrons' patience with and understanding of:

- 1) the first-come, first-served, no-reservation policy for individual desktop computer use at the Avalon Public Library and
- 2) the library's procedure for accommodating – in as timely a manner as possible—all patrons' requests for computer access. Every effort will be made to insure that all library patrons needing reasonable and comfortable access to a desktop computer are accommodated as quickly as possible.



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Equipment Use (continued)

Printer/Copier

A printer/copier is available. Single-sided black and white document printing costs \$.15 per page. Double-sided black and white document printing costs \$.25 per page. *Patrons will be responsible for the costs of **all** pages that they print, even if they accidentally print something that they did not want to print, and/or if they aren't pleased with the print quality of the item once it is printed.*

Single-sided color document printing costs \$1.00 per page. Double-sided color document printing costs \$1.50 per page.

Printer/copier users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user and not the Avalon Public Library.

Fax

A fax machine is available to patrons. Document faxing to a local number costs \$1.00 per page, while document faxing to a long-distance number costs \$1.50 per page. An incoming fax (one that a patron receives at the library) will cost \$.15 per page.

VII. Reference Service

The Avalon Public Library:

- will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;
- will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone);
- will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- may refer library users to other agencies and libraries in pursuit of needed information;
- may use not only the Library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

VIII. Programming

A "program" is a planned interaction between the library staff and community participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience. Programming includes such



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activities as story times, films and activities on non-school days, summer library program for children, speakers for young adults, and book or author discussion groups for adults.

The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

IX. Materials Selection/Collection Development

Objectives

The purpose of the Avalon Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The ALA Library Bill of Rights and Freedom to Read Statement have been endorsed by the Avalon Public Library Board of Trustees and are integral parts of the policy. The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director, who operates within the framework of the policies determined by the Avalon Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

Criteria for Selection

The main points considered in the selection of materials are:

- Individual merit of each item
- popular appeal/demand
- suitability of material for the clientele
- existing library holdings
- budget

Reviews are a major source of information about new materials. The primary sources of reviews used by the library may include but are not limited to: *Library Journal*, the *School Library Journal*, the *New York Times*, Amazon.com, *Book Page* and the *Pittsburgh Post-Gazette*.



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The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title, which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

Criteria for Selection (continued)

Periodical works such as newspapers, magazines, and journals, will be kept by the library for a limited time, according to the following schedule:

- Daily periodicals: one (1) week
- Periodicals issued weekly to monthly: six (6) issues
- Periodicals issued semi-annually to yearly: five (5) years

Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Avalon Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information, the director can dispose of them as he or she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted, with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Avalon Public Library encourages and appreciates gifts and donations.

By law, the library and the Friends of the Avalon Public Library are not allowed to appraise the value of donated materials, though an acknowledgment of receipt of the items may be provided if requested by the donor.

Potential Problems with or Challenges to Collection Materials

The Avalon Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.



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Materials Selection/Collection Development (continued)

Responsibility for the reading and multi-media material choices of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a “Statement of Concern About Library Resources” form, which is available in the library. A sample of the form is given below:

Avalon Public Library

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name _____ Date _____
Address _____ Phone _____
City _____ State _____ ZIP _____

Resource on which you are commenting:

_____ Book _____ Audio-visual Resource _____ Magazine _____ Content of Library
Program _____ Newspaper _____ Other

Title: _____ Author/Publisher or
Producer/Date: _____

What brought this resource to your attention? To what do you object? Please be as specific as possible. Have you read, listened to, or viewed the entire content? If not, what parts? What do you feel the effect of the material might be? For what age group would you recommend this material? In its place, what material of equal or better quality would you recommend? What do you want the library to do with this material? Additional comments:

The completed Statement of Concern will be placed on the agenda of the next regular meeting of the Avalon Public Library Board of Trustees, which is open to the public.

Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions.



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This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

X. Internet Use

CIPA Policy

As of July 1, 2004, The Children's Internet Protection Act (CIPA) is a federal law that requires all computers in a public library to be filtered if that library accepts any federal funds for Internet access or computer used for Internet access.

Avalon Public Library is complying with CIPA as a participating library of the eiNetwork consortium. The eiNetwork receives a significant amount of federal funding to provide Internet access to over 85 library sites in Allegheny County.

Since July 1, 2004 all computers in the Avalon Public library are filtered and will continue to be filtered, in compliance with CIPA. Please be aware that filters are inconsistent; at times legitimate information or educational value can be blocked or access to sites that are illegal, obscene, or sexually explicit within the meaning of 18 Pa. Cons. Stat. Sec 5903 can be allowed. Parents or legal guardians, and not the Library or its staff, are responsible for monitoring their children's use of the Internet and for the information selected and/or accessed by their children. The Library strongly encourages parents or legal guardians to supervise their children's Internet use and to provide them with guidelines about acceptable use.

An adult (18 years of age or older) may request that the filter be disabled without significant delay by an Avalon Library staff member. An authorized staff member may override the filter for a minor (ages 17 years or younger) in the event that the filter wrongly blocks or filters Internet access to a specific site with information value.

Internet Use

The Avalon Public Library provides access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area.

Given the limited number and great demand for the library's computers, the library reserves the right to establish policies that allocate the computer stations, all of which have Internet access, on a first-come, first-served no-reservation basis.

The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the INTERNET USE AGREEMENT below, or use internet sites



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Internet Use (continued)

containing offensive, distasteful or illegal content that is inappropriate for a public place where minor children are present.

Parents of minor children (and not library staff or volunteers) are responsible for their children's use of the library's Internet service. All users must click on the "Agree" Button in Cybrarian prior to beginning their computer session. A copy of the Internet Use Agreement appears below:

Avalon Public Library INTERNET USE AGREEMENT

I understand and will abide by the Avalon Public Library's Internet Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and appropriate legal action may be taken.

Expectations

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his or her actions using the Internet. Users are expected to abide by the policies below, which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges. First offense includes a 60 day revocation, second offense, a 90 day revocation of privileges.

Warnings

The Internet is a decentralized, un-moderated global network; the Avalon Public Library has no control over the content found there. The library is not responsible for the availability and accuracy of information found on the Internet. The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service. The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines

Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs. Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service, which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals.



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Internet Use (continued)

The library reserves the right to limit a patron's use on the Internet as stated in the INTERNET USE AGREEMENT shown above, to which a the patron agrees by clicking on the "Agree" Button in Cybrarian prior to beginning their computer session.

Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use the library's computers or Internet access for illegal purposes.

Users will respect the rights and privacy of others by not accessing private files not belonging to them.

Users agree not to incur any costs for the library through their use of the Internet service.

Users shall not create and/or distribute computer viruses over the Internet.

Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.

XI. Holiday Schedule

The Avalon Public Library will be closed on the following days of the year:

- **New Year's Day** (January 1st: if on Sunday, library is closed the following Monday)
- **Martin Luther King, Jr. Day** (3rd Monday of January)
- **Presidents' Day** (3rd Monday in February)
- **Memorial Day** (final Monday in May)
- **Independence Day** (July 4th: if on Sunday, library is closed the following Monday)
- **Labor Day** (first Monday in September)
- **Veterans' Day** (November 11th: if on Sunday, library is closed the following Monday)
- **Thanksgiving Day** (fourth Thursday in November)
- **Day After Thanksgiving Day** (fourth Friday in November)
- **Christmas Eve** (December 24th, *half day: the library will close early. Closing time to be posted a week in advance in library and on library website and social media.*)
- **Christmas Day** (December 25th)
- **Day after Christmas Day** (December 26th: if on Sunday, library is closed the following Monday)
- **New Year's Eve** (December 31st, *half day: the library will close early. Closing time to be posted a week in advance in library and on library website and social media.*)



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XII. Emergency Closings

The Library will follow the recommendation and actions of the Borough of Avalon between 8:30 a.m. and 5:00 p.m., Monday through Friday. Closing during other days and hours will be at the discretion of the Library Director, for the safety and well-being of the library's patrons and staff.

If an emergency closing of the library is needed due to (including but not limited to) inclement weather, power outages, fire, flooding and/or resulting damage to the library or its collections, the Library Director or his/her designee will contact local media to broadcast information about the closing and post such details to the library's website and social media outlets and with appropriate signage on the library entrance.

XIII. Meeting Room

The Avalon Public Library's accessible meeting room, located on the building's lower level, is available to individuals or organized groups in the Library service area. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved. The library serves all residents of the community and the public library system area equally. Access to the meeting room will not be denied or abridged because of religious, racial, social, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

It is understood that library programming will have first priority in room use.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

The charge for use of the meeting room will be thirty dollars (\$30.00) per hour, with twenty percent (20%) of the total expected cost to be paid as a deposit at the time of the reservation.

The charge to non-profit organizations/groups for use of the meeting room is ten dollars (\$10.00) per hour, with twenty percent (20%) of the total expected cost to be paid as a deposit at the time of the reservation.

In cases where a meeting is desired outside of the hours when the library is normally open, an additional charge of twenty dollars (\$20.00) per hour shall be levied in order to compensate a staff member for extra time worked. In the event that no staff member is available to open and lock the room, no reservation will be scheduled for that time.

The room may be reserved no more than ninety days in advance and no less than five days in advance. The director shall keep the master reservation calendar, and shall have the sole authority to confirm reservations for the meeting room on behalf of the library. Reservations placed with other library staff or board members shall take effect only when:



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Meeting Room (continued)

1. the director accepts the reservation,
2. a room-use agreement has been signed and presented to the library, *and*
3. a deposit has been received by the library.

The library will make every effort to re-schedule reservations that cannot be accommodated; in cases where no accommodations can be made, a 100% refund of deposit will be made by the library.

No admission may be charged by the group or individual using the room. Refreshments may be served and shall be provided by the group.

No smoking is allowed inside the Avalon Public Library building, including the meeting room.

The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be charged the cost of returning the room and its equipment to a clean and functioning condition, and given notice that continued offense will result in denied access to the meeting room.

Children using the meeting room who are seventeen (17) years and under must have adult supervision. The library respectfully requests that children ages seventeen (17) years and under who accompany adults attending meetings remain under the supervision of the adults with whom they arrived at the library. Library staff is not responsible for the care of unsupervised children in the library and therefore, the child's parent/responsible person should periodically check in on the child to insure that the child is behaving appropriately.

Theft of or significant damage to any equipment, room fixtures, or other goods in the meeting room owned by the library will be prosecuted under Pennsylvania Title 18, section 1, §3929.1, "Library Theft."

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting. The library board and staff assume no liability for groups or individuals attending a meeting in the library.

XIV. Displays and Exhibits

As an educational and cultural institution, the Avalon Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability. The Library assumes no responsibility for the preservation or protection of, and no liability for possible damage to or theft of any item displayed or exhibited. All items placed in



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Displays and Exhibits (continued)

the Library are there at the owner's risk. Areas available to the public for displays and exhibits are the glass exhibit case and the periodical area tables. A release must be signed by the exhibitor before any artifact can be placed in the library. An example of the release follows:

Avalon Public Library DISPLAY AND EXHIBIT RELEASE

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

Exhibition to be held in the _____

During _____

Description of materials loaned _____

Signature _____ Date _____

Address _____ Telephone _____

XV. Public Notice Bulletin Board

Bulletin-board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly.

Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

XVI. Responsibilities and Authority of the Library Board

Sections 411, 412, 413, and 414 of the Pennsylvania Library Code (Act of June 14, 1961, P.L. 324 as amended through June 30, 1989); A Handbook for Public Library Trustees (4th ed., Harrisburg: Commonwealth Libraries, 1993); and the bylaws of the Avalon Public Library (see Appendix A) shall provide the basis and framework for the responsibilities and authority of the library board and individual trustees. In cases where these documents are at odds, the Pennsylvania Library Code shall be enforced over any other source of information.

The Avalon Public Library encourages each library trustee to take advantage of training opportunities for trustees offered by the public library system or statewide agencies and organizations. Likewise, the Library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.



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XVII. Personnel

Management

The duly appointed library board shall have all management rights, authorities, and responsibilities as stated in Sections 411, 412, 413, and 414 of the Pennsylvania Library Code (Act of June 14, 1961, P.L. 324 as amended through June 30, 1989); A Handbook for Public Library Trustees (4th ed., Harrisburg: Commonwealth Libraries, 1993); and the bylaws of the Avalon Public Library (see Appendix A).

The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library. The board shall establish all other positions and all wage and benefit levels for all library staff.

The library board shall provide an effective orientation for new directors to assure that the director understands a) the policies and processes related to the daily operation of the library, b) reporting and budgetary requirements that assure accountability and compliance with the law, c) the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and d) rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification.

The library board shall conduct annual appraisals of the library director's performance (except during the first year of a director's employment, as counted from date of hire, when evaluation will be semi-annually), at which time personal and management goals can be discussed and negotiated.

All persons working as staff or volunteers in the library must submit to a state police background check and/or appropriate clearances pursuant to Acts 33 and 34.

Administration

The person appointed as library director shall be charged with the sole administration of the library.

The director shall be responsible to the library board in matters pertaining to and concerning the library, shall be present at monthly board meetings, and shall prepare and present such reports and meeting documents as requested by the board.

The director shall maintain financial records in an efficient manner, present periodic reports to the library board and to the municipal governing body, prepare the draft of the annual budget to be presented to the library board, and assist trustees with presentation of the adopted request for appropriation to the municipal governing body.



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Administration (continued)

The director shall hold **monthly** meetings with staff and/or volunteers for training and interpreting board policy.

The director will be responsible for preparing annual performance assessments for library staff and volunteers.

The director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.

The director will recommend changes in or additions to library policies as needed.

The director will perform preparatory work to assist the board with regular library planning.

Salaries

A classification and salary schedule has been adopted by the library board for each paid position. The plan is subject to yearly revision (or at any time when the board so deems it) so that it will remain equitable for both the library and the staff.

Drug-Free Workplace

In compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Avalon Public Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the library director or board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Sexual Harassment

Harassment on the basis of sex is a violation of Title VII (federal law). Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Avalon Public Library.

The Avalon Public Library accepts and adheres to all definitions and procedures outlined in the law regarding sexual harassment. Any employee who engages in sexual harassment will subject him-or herself to disciplinary action up to and including discharge.

Equal Opportunity Employment

It is the policy of the Avalon Public Library to provide an equal employment opportunity for all qualified persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.



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XVIII. Volunteers and Friends

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Avalon Public Library. The all-volunteer Friends of the Avalon Public Library group is a 501(c)(3) non-profit organization founded with the express purpose to support the Avalon Public Library through fundraising and other events. In appreciation of volunteer services, the Library and the Friends acknowledge the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves. *Library volunteers must have Act 33 and 34 clearances before a volunteer shift and duties may be assigned to them, in compliance with the Borough of Avalon polices/procedures on State Police Background Checks and Child Abuse Clearances.*

XIX. Public Relations

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

The Board recognizes that public relations involve every person who has connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations. The director will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the director. As funding permits, the Board will establish a publications budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

XX. Revision of Library Policies

The preceding statements of Avalon Public Library's policies shall be subject to review and as-needed revision at least every five years by the Library Board.

Individual policies will be reviewed and updated or added as needed.

Adopted: 3 June 2003

Revised, Reviewed & Approved: 19 December 2013