

# William K. Sanford Town Library

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## Trustee Document Manual

# LIBRARY POLICIES

Adopted by the William K. Sanford Town Library Board of Trustees

## Contents

I PATRONS .....	3
1.1 ISSUANCE OF LIBRARY CARDS - RESIDENTS of ALBANY AND RENSSELAER COUNTIES.....	3
1.1.1 Adult Cards.....	3
1.1.2 Children’s Cards .....	3
1.1.3 College Students .....	3
1.1.4 Business Memberships.....	4
1.2 ISSUANCE OF LIBRARY CARDS - NON RESIDENTS OF ALBANY AND RENSSELAER COUNTIES.....	5
1.3 USE OF LIBRARY CARD .....	6
1.3.1 Homebound Cards .....	6
1.4 CONFIDENTIALITY OF LIBRARY RECORDS:.....	7
II MATERIALS .....	8
2.1 CIRCULATION .....	8
2.1.1 Borrowing Media.....	8
2.1.2 Reserving and Renewing Media .....	9
2.1.1 Loan Duration and Overdue Fees .....	10
2.1.2 Lost or Damaged Materials.....	10
2.2 EQUIPMENT USE.....	12
2.2.1 Computer equipment.....	12
2.2.2 Other equipment.....	12
2.2.3 Internet Use.....	13
2.3 INTER LIBRARY LOAN SERVICES .....	15
2.4 ACCESS SERVICES.....	16
III POLICIES GOVERNING THE FACILITY .....	17
3.1 CONDUCT AND SAFETY IN THE LIBRARY .....	17
3.1.1 Definition of Parent.....	17
3.2 SUSPENSION OR BANNING OF LIBRARY ACCESS:.....	17

3.2.1 Process For Suspension Of Privileges Or Banning.....	17
3.2.2 Banned Patrons Use of Electronic Resources .....	17
3.2.3 Noise in the Library .....	18
3.2.4 Safety of children.....	18
3.2.5 Disruptive Conduct .....	18
3.2.6 Smoking or Food in the Library.....	19
<b>3.2.7 Animals in the Library .....</b>	<b>19</b>
<b>3.2.8 Buying or Selling in the Library .....</b>	<b>19</b>
3.2.9 Emergency Closing for Loss of Power or Weather Events.....	19
3.3 Program and Conference Room Policies .....	20
3.3.1 Stedman Room.....	20
3.3.2 Training / Conference Room.....	21
<b>IV POLICIES GOVERNING LIBRARY MATERIALS SELECTION .....</b>	<b>22</b>
4.1 GENERAL SELECTION PRINCIPLES.....	22
4.2 RESPONSIBILITY FOR SELECTION .....	22
4.3 SELECTION OF MATERIALS .....	22
4.3.1 Selection is non-partisan and impartial.....	22
4.3.2 Textbooks and School Books.....	23
4.3.3 Gifts and Memorials .....	23
4.3.4 Weeding .....	23
4.3.5 Reconsideration of Library Materials .....	23
4.4 THE "LIBRARY BILL OF RIGHTS" AND THE "FREEDOM TO READ" STATEMENTS.....	24
4.4.1 The American Library Association Freedom to Read Statement.....	24
4.4.2 The American Library Association Library Bill of Rights.....	27
<b>IV GENERAL MISCELLANEOUS POLICIES .....</b>	<b>28</b>
5.1 Conflict of Interest Policy .....	28
5.2 Whistleblower Policy.....	28

## **I PATRONS**

### **1.1 ISSUANCE OF LIBRARY CARDS - RESIDENTS of ALBANY AND RENSSELAER COUNTIES**

#### **1.1.1 Adult Cards**

**Adults** are eligible for a Library card free of charge. To obtain a card a person must present identification bearing signature and permanent address:

- A valid driver's license; or,
- NYS non-driver identification; or
- Passport

Homebound adults or persons needing the assistance of another to get books from the Library can get a homebound Library card free of charge. (See Procedure)

Temporary residents or visitors to the area can be issued a temporary Library card for up to three months. A refundable cash deposit of \$25 is required for this "Secured Card". To obtain the card, a person must have:

- A valid driver's license, and
- Proof of local address (e.g. lodging receipt), and
- Proof of home address

#### **1.1.2 Children's Cards**

**Children aged 5 through 17** who reside in the Town of Colonie may be issued a youth Library card free of charge. A parent or guardian with a valid Town of Colonie Library Card must sign a form accepting responsibility for items checked out on the youth card. The Library cannot assume responsibility for monitoring the suitability of materials minors check out; however, parents may restrict access to videos by not signing an authorization form giving permission for their children to check out videos.

NOTE: Children living in Niskayuna but attending South Colonie Schools will be issued a student card (subject to all student card rules). Proof of school registration is required.

Adults acting **IN LOCO PARENTIS** (e.g. nanny, au pair, child-care professional) who would like to be able to check media out for their client's children can get a Library card (See Procedure)

#### **1.1.3 College Students**

**College students**, who are temporary residents because they are attending a college or university in Albany or Rensselaer counties, may be issued a Library card free of charge.

(See Procedure) Such students must present: A Capital District Library Council Direct Access Program Card

(CDLC DAP Card) obtainable at their college Library.

A student identification document

Valid driver's license

Proof of current address

Proof of home address

#### **1.1.4 Business Memberships**

Businesses located within the Town of Colonie can get a Business Library card. The Business membership is issued for one year and may be renewed. The Manager and/or Owner of the business agrees to be responsible for all items checked out on the card and must present proper identification documentation. (See Procedure)

ADOPTED: Feb. 16, 2011: History and background for this policy are located in the Office of the Director of the Library. Updated Oct. 17, 2012; Sep. 18, 2013.

## **I PATRONS**

### **1.2 ISSUANCE OF LIBRARY CARDS - NON RESIDENTS OF ALBANY AND RENSSELAER COUNTIES**

Adults who do not reside in Albany or Rensselaer counties may obtain a Library card by paying an annual fee of \$25 which covers all family members. Such cards paid for at, and issued by, the William K. Sanford Library are good only here. In contrast, non-resident cards issued by other libraries, even those in the UHLS, are not honored by this Library.

The card is valid for one year and can be renewed. To obtain a card the non resident must present:

A valid NYS driver's license

Document showing current address (e.g. license, rent receipt, checkbook, utility bill)

NOTE: Children living in Niskayuna but attending South Colonie Schools will be issued a student card at no charge (subject to all student card rules). Proof of school registration is required.

ADOPTED: Feb. 16, 2011, Updated Nov. 28, 2012; Sep. 18, 2013; Oct. 16, 2013.  
History and background for this policy are located in the Office of the Director of the Library.

## **I PATRONS**

### **1.3 USE OF LIBRARY CARD**

The patron (18 years old or older) whose name appears on a Library card is responsible for all items checked out on that card.

Patrons are limited to two items on the date of their card's issuance. This does not apply to children whose parent's card is not new.

There is a replacement charge of \$1.00 for lost cards. Lost / stolen cards should be reported immediately.

#### **1.3.1 Homebound Cards**

A homebound Library card can be issued to persons who require the assistance of another individual to obtain Library materials (see procedure)

Library cards are **non-transferable**. Only the person whose name appears on the card may use it, with the exception of a person picking up a book held on reserve for a patron. Because items are reserved to a specific Library card number, that Library card can be presented by someone other than the owner in picking up reserved items.

A parent may not check out adult books on their child's Library card. Parents may check out items for their children on their own cards.

Adult's borrowing privileges may be restricted because of outstanding late fees.

Children's borrowing privileges may be restricted because of their parent / caregiver outstanding late fees.

ADOPTED: Feb. 16, 2011; Updated Oct. 17, 2012.

History and background for this policy are located in the Office of the Director of the Library.

## **I PATRONS**

### **1.4 CONFIDENTIALITY OF LIBRARY RECORDS:**

Patron information contained in Library records, including but not limited to: registration information such as address or telephone number, items checked out, or information questions asked, will NOT be made available to any person or group except as indicated below. Such records:

- may be disclosed to the extent necessary for the proper operation of the Library (overdue retrieval or collection purposes);
- shall be disclosed upon request or consent of the user; and,
- shall be disclosed in response to a subpoena or court order or where otherwise required by statute. (See Procedure)

Circulation records are private. They are to be given out only in response to a subpoena or court order, or where otherwise required by statute. Patrons will not be informed of who has materials they would like to check out.

If there is any request for circulation records, fill out an incident report immediately. The Director will notify the Library Board.

If served with a subpoena or court order, immediately notify the Director and fax the subpoena to the Colonie Town Attorney's Office at 786-7324. **DO NOT TAKE ANY ACTION UNTIL ADVISED BY THE Town Attorney's Office.**

ADOPTED: Feb. 16, 2011

History and background for this policy are located in the Office of the Director of the Library.



## **II MATERIALS**

### **2.1 CIRCULATION**

#### **2.1.1 Borrowing Media**

A Library membership is required to borrow any media from the Library. The William K Sanford Library (Colonie Town Library) is a member of the Upper Hudson Library System (UHLS). All members of the Colonie Town Library may borrow books from any Library in Albany or Rensselaer counties due to this membership. Borrowing books through the UHLS is referred to as an IntraLibrary loan.

Patrons who do not have their Library card with them may check out media by filling out a Temporary Library Card form and showing some type of identification. Minors may write down their birth date for use as a security code.

Patrons may request a temporary card a maximum of three times in a 12-month period. After that, they must produce their original Library cards or apply for a replacement and pay the replacement fee of \$1.

A maximum of 50 items may be borrowed at one time on one Library card. This number includes a maximum of:

- 6 video tapes or DVD's
- 6 audio books, and
- 10 music CD's

The Library reserves the right to limit the number of items concerning one subject matter being borrowed by one patron. A patron will not be allowed to borrow most or all of the materials on a subject.

The Library cannot assume responsibility for overseeing materials checked out by children.

The Library does not assume responsibility for any damage which occurs to a patron's DVD, videotape, CD or cassette equipment while using Library audiovisual materials. IntraLibrary loan items (books borrowed through the UHLS) are checked out according to the policies of the lending agency and may be returned to any UHLS Library.

Reference materials do not ordinarily circulate. Under exceptional circumstances, not involving heavily used reference materials, the Head of Access Services or the librarian in charge may authorize circulation of reference materials. (See procedure)

ADOPTED: Feb. 16, 2011

History and background for this policy are located in the Office of the Director of the Library.

## **II MATERIALS**

### **2.1 CIRCULATION**

#### **2.1.2 Reserving and Renewing Media**

Most Library materials may be reserved. There is no charge to put a reserve on an item. The patron will be notified by mail, phone or email when a reserved item becomes available.

Reserved items are held at the Circulation Desk for seven days. An item on reserve, cannot be renewed by the patron who currently has it borrowed.

Media can be reserved or renewed in person, by telephone, and on the Internet. Because of the staff time involved in phone reservations and renewals, these are limited to three at a time.

A request for renewal of an Interlibrary loan item may be placed through the access services department of the Library. If approved, the renewal is valid for seven days.

ADOPTED: Feb, 16, 2011

History and background for this policy are located in the Office of the Director of the Library.

## II MATERIALS

### 2.1 CIRCULATION

#### 2.1.1 Loan Duration and Overdue Fees

Patrons are responsible for all items checked out on their card unless the Library has been notified that the card has been stolen.

A patron can sign up at the Circulation Desk to receive email notification when borrowed material is due.

There are fees for each day an item is overdue. If an item is returned the day after the Library has been closed, the patron will not be charged a fine for the day(s) the Library was closed. Materials returned to the Book Drop when the Library is closed will be processed as of the previous business day.

Media	Loan Duration	Can be Reserved	Can be Renewed*	Late Fee**
All print books not otherwise noted.	3 Weeks	Yes	Yes	25 cents per day
New Books	3 Weeks	Yes	Yes	25 cents per day
Recorded books	3 Weeks	Yes	Yes	25 cents per day
Music CDs	2 Weeks	Yes	Yes	25 cents per day
Computer Games	2 Weeks	Yes	Yes	25 cents per day
InterLibrary loans	varies	No	Varies	25 cents per day
Videos not otherwise noted	7 Days	Yes	Yes	\$1 per day
New Videos	7 Days	No	No	\$1 per day

\* if not on reserve

\*\* A processing charge may be imposed on patrons with delinquent Library materials whose cases must be referred for collection. (See Special Policy for details)

If a check used to pay a fee is returned for insufficient funds, the fee charged by the bank will be charged to the patron.

#### 2.1.2 Lost or Damaged Materials

Patrons who have lost or damaged materials must pay a replacement charge. If the materials are returned, the replacement charge will be refunded. However, any original fines accrued will be charged. For damaged materials that can be repaired there will be a proportionate charge not to exceed the cost of the item.

When a replacement price is not available, patrons will be charged the average cost of other materials in the same general category according to the annual price information provided by the Bowker Annual Library and Book Trade Almanac. Patrons will be charged for lost compact disc cases, DVD cases, videotape and audio book storage cases, videotape housing, audio cassette housing and children's cassette boxes.

### 2.1.3 Restriction of Privileges

Patrons owing \$5 or more in fines are restricted from checking out Library materials.

Patrons who have overdue books may be prevented from checking out additional materials until the overdue materials are returned and the fines are paid. Patrons without a fine history may check out more items at the discretion of the Circulation supervisor.

Patrons with delinquent items may not check out Library materials. Delinquent materials are those six weeks or more overdue.

Minor patron borrowing privileges may be restricted because the parent / caregiver responsible for their Library card has outstanding late fees and/or charges totaling \$100 or more for materials more than 30 days overdue.

Adult patron borrowing privileges may be suspended for outstanding charges of \$5 or more.

Overdue materials cases may be referred to the Town Attorney's office for collection. Patrons whose privileges have been suspended and who have exhausted all other remedies have a right to a hearing before the Library Board of Trustees. See Selected Forms and Procedures: Suspension of Library Borrowing Privileges.

Patrons with overdue materials from another Library on a CDLC borrower's card issued by the William K. Sanford Town Library are restricted from check out at this Library. A schedule of all current fines, fees, charges and assessments, as adopted by the William K. Sanford Town Library Board of Trustees is available at the circulation desk

ADOPTED: Feb. 16, 2011; Updated Oct. 17, 2012.

History and background for this policy are located in the Office of the Director of the Library.

## **2.2 EQUIPMENT USE**

### **2.2.1 Computer equipment**

No food or drink is allowed at the computers.

Patrons ages 12 through 19 may use the public computers in the Teen Room of the Library. Those under 18 must have a parent's signature on the "Disclaimer and Indemnification Agreement" provided at the circulation desk.

In order to use the [Children's] computers in the Youth Services department, children under 8 must be accompanied by an adult.

Patrons may sign up to use a public computer for one-hour increments, for a total of two hours per day subject to computer availability and demand. When all public computer stations are occupied, access time may be reserved through the on-site Internet reservation system located in the access services area. The reservation system will advise patrons when the next computer is available.

Patrons may not reserve public computers by phone.

Two users maximum are allowed at a public computer at one time.

Duplication of copyrighted software is forbidden. Anyone found doing so will be told to leave the computer area.

All computers are attached to a printer.

There is a fee of 10 cents a page to print black and white;

There is a fee for staff assisted color copies of 50 cents per page;

Floppy Disks may be purchased for .25 cents; and

USB Flash Drives may be purchased for \$10.

A complete listing of the internet policies can be found in Policy 2.2.3

### **2.2.2 Other equipment**

- Scanning of patron documents by Library staff, time permitting, is available for \$1 per page when scanned to a patron storage device, generally a flash drive.
- Faxing of patron documents by Library staff is available for \$1 per page.
- A self service photocopier is available for patron use at 10 cents per page.
- Microfilm machines provide self-service copying for 10 cents per page.

ADOPTED: Feb. 16, 2011; Updated Apr. 17, 2013; Updated Sep. 18, 2013; Updated Nov. 19, 2014. History and background for this policy are located in the Office of the Director of the Library.

## **II MATERIALS**

### **2.2 EQUIPMENT USE**

#### **2.2.3 Internet Use**

Access to the Internet on Library computers is limited to two hours per day per patron. If all computers are in use when a patron arrives, he may "reserve" a computer by entering his name in the computer waiting list system.

To reserve and use a Library computer, patrons must have a Guest Pass or UHLS Library card in good standing.

Patrons with overdue materials may be restricted from use of public computers. Guest passes are available to patrons who do not have a UHLS Library card. These passes can be obtained at the Information Desk for \$1 per visit.

The Library also provides free, unfiltered access to the Internet via personal wireless devices. This access is unsecured (unencrypted) and available only during normal Library hours.

Users are advised not to transmit personal information (e.g. passwords, account numbers, other sensitive data) while using the wireless connection.

The Library is not responsible for any information that is compromised, or for any damage caused to hardware or software while connected to the Internet via the Library wireless network. Use of the wireless network is entirely at the risk of the user. The Library disclaims any and all liability for lost or stolen hardware, loss of confidential information or damages resulting from that loss, or any and all damages resulting from the use of the wireless network.

#### **Use by Minors**

Parents or guardians are responsible for monitoring the Internet use of their minor children. Any restriction of use is the responsibility of the parent/guardian.

Dissemination of information through the Internet, e-mail, chat rooms, and any other electronic media is the joint responsibility of the child and parent/guardian.

Juveniles under the age of 18 are required to have signed parental authorization to use the Internet.

Internet computers in the Children's Room may only be used by children or parent accompanying child.

#### **Responsibility of All Users**

Users must log in each time they use the Library Internet computers. A maximum of two users at an Internet workstation is allowed. All users, including wireless users, must agree to the Library Internet Use policies.

1. The Library does not permit violation of any U.S. or State law or regulation including, but not limited to, acts of a threatening, harassing, or obscene nature. Patrons must respect copyright laws and licensing agreements.
2. Files may not be downloaded to the Library computer's hard drive. Patrons may provide their own storage media (e.g., 3.5" disc, flash drive).
3. Users are responsible for all printing fees (10 cents per copy).
4. Hardware and software on Library computers may not be altered.
5. Library computers may not be used to attempt to gain unauthorized access to any data or computer network.
6. Users are asked to remember that they are in a public building and to show consideration for others when viewing Internet sites.
7. Any criminal or otherwise illegal conduct is prohibited including the public display of offensive sexual materials as restricted by NYS Penal Law 45.10, 245.11, 263.11 and 263.16 when using a public PC. The Library reserves the right to limit access to web resources to maintain compliance with this legislation. Multiple offenses may result in additional penalties, up to and including, termination of Internet privileges.
8. Non-compliance with these policies and procedures will result in loss of privileges.

ADOPTED: Feb. 16, 2011, Updated Nov. 28, 2012, Mar. 20, 2013

History and background for this policy are located in the Office of the Director of the Library.

## **II MATERIALS**

### **2.3 INTER LIBRARY LOAN SERVICES**

#### **2.3.1 Borrowing from Other Libraries**

When appropriate materials to satisfy patron requests cannot be located within the Library materials may be ordered through Interlibrary loan.

Up to five item requests may be outstanding at any one time.  
Patrons may be referred to other sources.

#### **2.3.2 Lending to Other Libraries**

The patron of the borrowing Library is subject to the WKSL checkout periods and overdue and lost materials policies.

The William K Sanford Library loans circulating materials to other libraries with the exception of certain high demand items and items currently on reserve.

We do not lend videos.

We do not lend books on CD or Playaways.

We do not lend "In Print" materials under \$16.

We do not lend graphic novels.

We do not lend travel guides published within the past two years.

We do not lend any book published within the past 12 months.

ADOPTED: Feb. 16, 2011, Amended March 16, 2011

History and background for this policy are located in the Office of the Director of the Library.



## **II MATERIALS**

### **2.4 ACCESS SERVICES**

The Library does its best to provide patrons with sources of information. It is up to the patron to evaluate those sources and to determine their appropriateness. Opinions expressed in sources are not necessarily those of the Library or its employees.

Service to patrons in the Library takes precedence over telephone or mail service. Patrons calling the Library may be asked to leave a name and number where they can be reached and the Library will make every reasonable effort to see that their question is answered after patrons in the Library have been served.

Service to patrons via telephone may not exceed five minutes of information transmission. This is in order to serve patrons physically in the Library. Library employees do not withhold available information. Any information available in the Library is made available, by phone or in person, on an equal basis to any person desiring it.

ADOPTED: Feb. 16, 2011

History and background for this policy are located in the Office of the Director of the Library.

### **III POLICIES GOVERNING THE FACILITY**

#### **3.1 CONDUCT AND SAFETY IN THE LIBRARY**

The Library seeks to provide quality service to all patrons. The following code has been adopted for the convenience and protection of all using and working in the Library. Staff members are authorized to enforce this code of conduct.

##### **3.1.1 Definition of Parent**

The term parent for the purpose of this policy includes legal guardians and authorized caregivers.

#### **3.2 SUSPENSION OR BANNING OF LIBRARY ACCESS:**

The Library Director may suspend the privilege of patrons using the Library for violation of Library policies, serious disturbance of other patrons, being judged a threat to other patrons or staff, or committing a crime on Library property. In serious cases a patron may be banned permanently from Library property.

##### **3.2.1 Process For Suspension Of Privileges Or Banning**

The Library Director may bar access to Library facilities or suspend the borrowing privileges for up to six months of any patron who has violated Library policies or repeatedly engaged in disruptive behavior. Any suspension of library privileges will be reported to the Library Board at the next regularly scheduled meeting.

In cases where the Library Director determines that infractions, either because they are repeated or grave, should result in permanent banishment, the Director will send a letter to the person notifying him or her of the potential action and invite the person to respond within 30 days. After 30 days, unless the patron provides information to change the pending decision, the Director will send a letter to the patron that they are permanently banned from Library property. The letter will also inform the patron that according to Library policy he or she may make a written request for a hearing before the Library Board at its next scheduled meeting.

##### **3.2.2 Banned Patrons Use of Electronic Resources**

At the discretion of the Library Director, based on the nature of the offense, a suspended or banned patron may be allowed continued access to electronic library resources.

ADOPTED: Feb. 16, 2011; Updated Sep. 17, 2014

History and background for this policy are located in the Office of the Director of the Library.

### **3.2.3 Noise in the Library**

All conversation should be kept as low as possible. Disturbing other patrons, staff or volunteers with loud noises or with persistent, unwelcome attention is prohibited.

All sound equipment (i.e. mp3 players, laptops, smartphones, etc.) must be used only with earphones in order to not disturb other patrons.

Cell phones should be set on vibrate when entering the building and phone conversations should be pursued in the entrance area or outside the Stedman Room.

### **3.2.4 Safety of children**

Parents are responsible for the actions of their children. Parents will be notified if a child's actions are disruptive. Should a parent, guardian or authorized caregiver not be on site or reachable when such a notification is required, the police may be called.

The Library is particularly concerned with the safety of younger patrons. For their protection a parent, guardian or authorized caregiver must stay with any child under age 7. (Parents may remain outside a program room during a pre-school story time).

Children from 8-11 must have a parent in the building.

Minors under 16 are not considered authorized caregivers.

Only teens and adults accompanying them may use the Teen Room.

### **3.2.5 Disruptive Conduct**

No person shall physically, materially or verbally interfere in any way with patrons entering or exiting the building.

Any behavior that compromises the safety or security of the Library staff or patrons is prohibited.

A verbal or physical threat in the Library or the use of Library technology to insult or intimidate Library patrons or staff is strictly prohibited.

Offensive behavior or remarks, or comments of a sexual nature, however intended, are forbidden.

Patrons without shoes or shirts, or dressed indecently, will be asked to leave the Library.

### **3.2.6 Smoking or Food in the Library**

No smoking is permitted in The William K. Sanford Town Library building, or on its grounds up to the parking lot.

No food, other than approved as part of a Library program, is allowed in the Library. Beverages that can be closed with a lid or a cap are allowed.

### **3.2.7 Animals in the Library**

Only animals intended to serve people with disabilities or part of a Library program are allowed in the building.

### **3.2.8 Buying or Selling in the Library**

Patrons may not solicit funds or sell merchandise on Library property unless there is an appreciable benefit to the Library. Prior permission from the Library Director is required.

### **3.2.9 Emergency Closing for Loss of Power or Weather Events**

If power is lost, the Director or Person-in-Charge will determine if the Library should be closed for the safety of staff and patrons. While the Library is without power and until the Library is closed, the Director or Person-in-Charge will also determine which sections of the Library may be safely used.

If Town Offices are closed because of a snow emergency, the Library is also closed. Should the event take place when most Town Offices are closed, the Director or Person-in-Charge will determine if the Library needs to close.

ADOPTED: \_Nov. 28, 2012 \_ ; Amended March 16, 2011: Updated Sep. 18, 2013; Updated Oct. 16, 2013. History and background for this policy are located in the Office of the Director of the Library.

## 3.3 Program and Conference Room Policies

### 3.3.1 Stedman Room

The Stedman Room is a professionally equipped, program oriented extension of the general Library operation. Programs are chosen to attract the public because they instruct and enrich. Suggestions for programs are welcomed.

- The room is not to be used for meetings, only for Library approved programs that are open to the public.
- No admission fee may be charged and any solicitation of funds is prohibited.
- No fees will be charged for use of Library facilities.
- The Library reserves the right to limit the number of programs presented per calendar year by an individual or group.
- The Stedman Room cannot be used by any individual or group for the purpose of commercial gain or for the espousal or practice of a particular political, philosophical, or religious belief. The room is not available for religious programs or services.
- *The following shall apply to all groups or individuals representing a commercial institution:*
  - Programs presented by a business must be of a generic and purely informational nature. The offering of goods and services, sales promotions, or interviews are not permitted.
  - Information presented by a commercial institution may not refer to services provided by that particular institution. All literature to be distributed must be approved by the Library in advance.
  - A business or individual representing a business may not accept reservations at their own phone number. The Library will accept reservations, upon request, to determine the number of attendees only. Names, addresses, or phone numbers will not be made available to the presenter. Any advertising should list the Library's phone number, for example, "For reservations contact the Library's Information desk at 810-0314."
- The Library reserves the right to prioritize program selection giving first preference to Library developed programs.
- Programs may be scheduled up to three months in advance.
- All programs presented at the Library are subject to taping for broadcast on the Town of Colonie Government Cable Channel. By signing the "Reservation for Use of the Stedman Room" form, permission to allow taping is granted.
- First-time users of the Stedman Room may be asked to complete an application, which does not guarantee a date or use of the room.
- The Library may require an evaluation form to be completed by program attendees. The Library will provide forms.
- The program room is to be vacated no later than five minutes before Library closing.
- There shall be no distribution of literature within the Library, other than to program participants in the program room. All literature is subject to Library approval.
- Neither the name nor address of the William K. Sanford Town Library may be used as the address of any organization.
- No food is to be prepared on the premises. Permission may be granted to serve light refreshments. All refreshments must remain within the Stedman Room. Smoking and alcoholic beverages are not allowed.
- Program participants are not permitted in staff areas of the Library, including the staff lounge and restrooms. The door leading to these areas at the back of the Stedman Room must be kept closed at all times for security purposes. Stedman Room users should not use the staff lounge facilities except for easy access to tap water to prepare for coffee set-up.
- Due to concerns for the safety of Library patrons, poisonous, venomous, or other potentially harmful animals are not permitted anywhere in the Library.

- Programs involving the use of materials, such as paint or flame, likely to result in damage to the facilities are not permitted.
- The Library has the right to cancel any scheduled use in an emergency.
- Any damage to Library facilities, willful or negligent, will be charged to the sponsoring group or individual.
- The Library is not responsible for loss or damage to the property of either the sponsoring group or persons in attendance.
- The Library assumes no liability for articles left for exhibit or display.
- No property will be accepted by the Library for safekeeping.
- The Library reserves the right to order the program room cleared for infringement of any of these rules and sponsoring groups may also be barred from future use of the room.
- All programs involving minors must have an adult sponsor present and personally responsible for the event.
- No noise or loud music which disrupts normal functioning of the Library is permitted.
- There is no tipping of Library employees.

### **3.3.2 Training / Conference Room**

- Computer and other training classes are scheduled by the Library up to three months in advance.
- Patrons may request the use of the room for meetings or group work only during the current Monday to Sunday week.

ADOPTED: Apr. 17, 2013

History and background for this policy are located in the Office of the Director of the Library.

## IV POLICIES GOVERNING LIBRARY MATERIALS SELECTION

### 4.1 GENERAL SELECTION PRINCIPLES

The purpose of the William K. Sanford Town Library is to select, organize, preserve and make freely and easily available to the people of the community printed and non-printed materials, within the limitations of space and budget, which will aid them in education, information, research, recreation and culture.

The words "Library materials," as they occur in this policy, have the widest possible meaning. Every form of record is to be included whether analog or digital.

"Selection" refers to the decision that must be made either to add a given title to the collection or withdraw one already in the collection.

The Library recognizes that many books, periodicals and movies are controversial and that any given item may offend someone. Selections will not be made on the basis of any assumed approval or disapproval, but solely on the merit of the work as it relates to the Library's purpose and as it serves the needs and interests of the community as a whole.

Library materials will not be marked or identified to show approval or disapproval of the contents, and nothing will be sequestered except for the express purpose of protecting it from mutilation or theft.

Responsibility for the reading selections of minors rests with their parents or legal guardians. Selection of adult materials will not be limited by the possibility that they may come into the possession of minors.

Patrons not finding desired material in the Library's collection may request that it be borrowed on interLibrary loan following set requirements, or that it be purchased. All requested materials will be considered for purchase.

The "Library Bill of Rights" and the "Freedom to Read Statement," as adopted by the American Library Association are a part of this materials selection policy. (see Section 4.4 below).

### 4.2 RESPONSIBILITY FOR SELECTION

The final administrative responsibility for the selection of Library materials rests with the Library director. Librarians on the staff participate in the selection process.

### 4.3 SELECTION OF MATERIALS

The Library recognizes its responsibility to have available a representative selection of materials on subjects of interest to its users. The selection of Library materials is based on the needs and requests of patrons of all ages, races, and creeds, and of organizations with a wide range of interests.

#### 4.3.1 Selection is non-partisan and impartial

The Library takes no sides on public issues and does not attempt to promote any beliefs or points of view, nor does it endorse the opinions expressed in the materials held. The Library recognizes its responsibility to provide materials presenting various points of view, within

the limitations of space, budget, and availability, to enable people to make their own decisions.

Materials will be judged on the basis of the content and style of the work as a whole, not by selected passages or scenes.

Factors influencing selection of an item include: factual accuracy, effective expression, style, demand, current usefulness, significance of subject, interest, permanent value, relevance to the existing collection, qualifications of the author in the subject, reputation of publisher, arrangement of material, format and physical qualities, price. In addition librarians utilize standard review sources for guidance in making selection decisions.

#### **4.3.2 Textbooks and School Books**

The Library generally does not purchase materials ordinarily supplied by schools. The exception is in areas where material is only available in textbook form. The Library cannot accept the responsibility of acquiring materials in sufficient quantity to serve an entire class.

#### **4.3.3 Gifts and Memorials**

Donations of books or other Library material, or donations of money for the purchase of Library materials, are welcomed. The Library, however, accepts gift materials with the explicit understanding that those which are useful to the Library collection will be retained, and other items disposed of in whatever manner the Library deems best.

Suggestions of specific titles or subjects are welcomed when memorial donations are given, but the final decision rests with the Library.

The Library reserves the right to integrate gifts into the general collection, as they cannot be given special housing. An appropriate book plate will be placed in each gift if requested by the donor.

#### **4.3.4 Weeding**

Weeding is the continuous evaluation of the Library collection by the professional Library staff. This process is an integral part of collection development and maintenance. Materials should not be removed because of social pressure.

#### **4.3.5 Reconsideration of Library Materials**

Library patrons who feel that a Library book or video is inappropriate for the Library collection may file a request for "Reconsideration of Materials". A request for the reconsideration of the materials must be made in writing. A form "Reconsideration of Library Material" can be requested at the Adult Information Desk. All requests will be evaluated, by the Library Director in consultation with at least two Colonie Librarians, based on selection principles from this document and the American Library Association. The Library Director will send by US Mail the decision as to the disposition of the request. The Decision of the Director may be appealed in writing to the Library Board of Trustees.

ADOPTED: \_January 23, 2013\_ : History and background for this policy are located in the Office of the Director of the Library.



## 4.4 THE "LIBRARY BILL OF RIGHTS" AND THE "FREEDOM TO READ" STATEMENTS

### 4.4.1 The American Library Association Freedom to Read Statement

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*A Joint Statement by:*

[American Library Association](#)  
[Association of American Publishers](#)

*Subsequently endorsed by:*

[American Booksellers Foundation for Free Expression](#)  
[The Association of American University Presses, Inc.](#)  
[The Children's Book Council](#)  
[Freedom to Read Foundation](#)

[National Association of College Stores](#)  
[National Coalition Against Censorship](#)  
[National Council of Teachers of English](#)  
[The Thomas Jefferson Center for the Protection of Free Expression](#)

#### **4.4.2 The American Library Association Library Bill of Rights**

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

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

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

**ADOPTED: \_January 23, 2013\_ : History and background for this policy are located in the Office of the Director of the Library.**

## IV GENERAL MISCELLANEOUS POLICIES

### 5.1 Conflict of Interest Policy

Occasionally certain activities of the Library may pose a conflict of interest between an employee's or a Board member's business or personal affiliations and his or her job performance or participation on 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.

- 5.1.1 As a Town Department the Library follows the Town Code of Ethics (Chapter 17 of the Town Code) which can be found at: <http://ecode360.com/13241612> or through the Town website at: [www.colonie.org](http://www.colonie.org).

ADOPTED: October 15, 2014 : Minutes referring to this policy are located in the Office of the Director of the Library.

### 5.2 Whistleblower Policy

The William K. Sanford Town Library requires its trustees and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Trustees and employees should practice honesty and integrity in fulfilling their responsibilities and must comply with all applicable laws, regulations, and policies.

All employees and Trustees should report actions that violate laws, regulations, policies, or the Town Code of Ethics. In keeping with our commitment to fostering a community of integrity and staff support, employees are expected to report concerns they have relating to such violations.

Matters which should be reported under this policy include, but are not limited to, suspected fraud, theft, embezzlement, bribery, kickbacks, misuse of assets, and harassment.

- 5.2.1 As a Town Department, the Library follows the Town Code of Ethics (Chapter 17 of the Town Code) which can be found at: <http://ecode360.com/13241612> and the Town of Colonie Whistle-Blower Protection Law (Chapter 4 of the Town Code). Both can also be found through the Town website at: [www.colonie.org](http://www.colonie.org).

ADOPTED: November 19, 2014: Minutes referring to this policy are located in the Office of the Director of the Library.