



*The Mission of the Fluvanna Free Library is to offer information, education, and entertainment to the public through books, DVD's and computers.*



## **FLUVANNA FREE LIBRARY**

### **POLICY HANDBOOK**

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Policy Handbook approved by Fluvanna Free Library Board of Trustees: 1 November 2021



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## **TRUSTEES**

### **Fluvanna Free Library Conflict of Interest Policy**

Trustees and employees of the Fluvanna Free Library shall adhere to the highest standards of honesty, good faith and fair dealing in all activities relating to the organization.

No trustee, employee or any member of their respective families or households shall accept gifts, gratuities, or favors of any kind from any person, firm or corporation doing business or seeking to do business with Fluvanna Free Library and which could reasonably be expected to influence, or created the appearance of influencing, his or her actions affecting the Fluvanna Free Library.

Without full and complete disclosure to and approval by the Board of Trustees or its Executive Committee, no trustee or employee shall have any position of influence with, or a material financial interest in, any other entity, the existence of which does or could reasonably be expected to conflict with the proper performance of his or her duties or responsibilities to Fluvanna Free Library or which could reasonably be expected to affect his or her independent judgment and action with respect to transactions between the Fluvanna Free Library and such other entity. If such a position exists, it must be disclosed to the Library Director and to the President of the Board.

Each trustee and the library director shall provide the Board of Trustees with a written notification of any transaction or situation that may imply any reasonable doubt concerning the possible existence of a conflict of interest by the director or staff person.

In the event that the Fluvanna Free Library may wish to contract or enter into an arrangement for goods or services under circumstances that may present a conflict of interest affecting one or more of its trustees or employees, the following shall apply. The affected person(s) of the Fluvanna Free Library agree(s) to provide full information to the Board of Trustees to allow the Board of Trustees to approve or disapprove by resolution, with the advantage of full disclosure, such contract or arrangement. The affected person shall recuse himself from the vote.

Annually, and upon start of duties, Fluvanna Free Library trustees and employees shall complete and return to the President of the Board a Disclosure of Interests Form.

The President of the Board shall administer this policy. Any disputed action of the Library Director or other library employee with respect to this policy shall be resolved by the Board of Trustees.

*Adopted by the Board of Trustees of the Fluvanna Free Library  
October 4, 2021*



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## **Code of Ethics**

**PUBLIC LIBRARY TRUSTEE ETHICS STATEMENT** Official Statement from United for Libraries Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

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

Approved by the United for Libraries Board in January 2012



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## **By-laws**

### **BYLAWS OF THE FLUVANNA FREE LIBRARY**

Revised: August 2021

#### **Article I Board of Trustees**

1. The Board shall consist of no fewer than seven and no more that eleven positions serving five (5) year terms
2. Vacancies on the Board shall be filled as needed at a regularly scheduled Board meeting by a vote of the Board of Trustees.
  - a. Board vacancies shall be appointed for the remainder of the term of the Board position vacated.
3. Board removal shall be deemed necessary by a vote of the Board at a regularly scheduled meeting due to prolonged illness, conflict of interest, moving out of library service area or unexcused absence of three (3) consecutive meetings.

#### **Article II Officers**

1. The officers of the Board shall be a President, a Vice-President, a Secretary and a Treasurer.
2. Officers shall be elected at the Annual Meeting which will be the first meeting of the year.
  - a. Nominations of officers may be offered at the last meeting of the previous year.
3. All officers shall have the usual powers associated with their office.
4. Vacancies among the officers shall be filled at an election at a regularly scheduled meeting by a majority vote of the board members.

#### **Article III Meetings**

1. Meetings will be held on the first Monday of the following months – January, March, May, July, September, November – at 6:00 pm in the library. The meetings are always open to the public.
2. A majority of designated number of the Board shall constitute a quorum.
  - a. No voting shall be conducted without a quorum.
3. Order of business shall be as follows:
  - a. Roll call noting excused and unexcused absences
  - b. Review of Minutes of previous meeting
  - c. Financial Report
  - d. Report of the Library Director
  - e. Committee Reports
  - f. Nomination & elections, if any
  - g. Unfinished business



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- h. New business
- i. Date of next meeting
- j. Adjournment

**Article IV Library Director**

- 1. The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library.
- 2. It shall be the duty of the Director to attend meetings of the Board including budget meetings or pubic meetings where action may be taken affecting the interests of the Library. The Director shall have the right to speak on all matters under discussion at Board meetings but shall not have the right to vote thereon.

**Article V Amendments**

- 1. These bylaws may be repealed, amended or added to by majority vote of the whole Board at a regular meeting
- 2. Proposed amendments shall be presented and discussed at a regularly scheduled monthly meeting, then voted on at the next regularly scheduled monthly meeting of the Board.

Above amendments were submitted at the scheduled Workshop meeting of October 4 and voted on by the Board of Trustees on November 1, 2021 by

Michael Erlandson \_\_\_\_\_

Kathy Carlson \_\_\_\_\_

Marcia Rybicki \_\_\_\_\_

Dennis Bechmann \_\_\_\_\_

Rea Bobula \_\_\_\_\_

Susan Erlandson \_\_\_\_\_

Jean Holton \_\_\_\_\_

Lori Johnson \_\_\_\_\_

Diane Lucey \_\_\_\_\_

Cheryl Scotty \_\_\_\_\_

Barbara Swanson \_\_\_\_\_



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## **PERSONNEL**

### **Equal Opportunity Statement**

The Fluvanna Free Library provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, familial status, domestic violence victim status, arrest or conviction records, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. The System complies with applicable state and local laws governing nondiscrimination.

### **Work Week**

The basic work week for full-time employees is no more than twenty-eight hours per week. The Librarian Assistant will work no more than 10 hours per week. The library is open 48 hours per week March 1 through November 30 and 40 hours per week the remaining months. The Library Director will schedule the Library Assist's hours.

### **Payroll**

Wage payment is bi-weekly on Thursday. Pay is in the form of direct deposit. The library will utilize a parole service.

### **Time Sheets**

Employees will submit their time sheet bi-weekly to the library Finance Officer. Each employee is to maintain an accurate daily record of his or her hours worked.

### **Overtime**

Overtime is defined to be any hours over the regularly assigned hours that each employee works. No overtime is to be worked without the approval of the Library Director or in the case of the Director, the Library Board of Trustees.

### **Fair Labor Standards Act**

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. Covered nonexempt workers are entitled to a minimum wage of not less than \$9.70 per hour effective January 1, 2021.

### **Lunches and Breaks**

Any Employee working a shift 6 hours or greater is entitled to a paid lunch break of 30 minutes, shifts shorter than 6 hours are entitled to a paid 15 min break, the time will be set by the shift manager (Director or Clerk). Time must be made up for late returns.

### **Vacation**

The Library Director shall be given vacation time not to exceed 30 hours per calendar year. Vacation time shall be granted on an hourly basis. Vacation time shall only be granted provided the director's vacation hours are covered by staff or volunteers. Hours not taken during a



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calendar year may not be rolled over to the following year without permission from the Board of Trustees.

It is the job of the Library Assistant/Volunteer Coordinator to prioritize scheduling volunteers to cover as many of the director's 30 hours of vacation time as possible. In the event that a volunteer(s) is not available, unfilled hours may be filled by the Library Assistant/Volunteer Coordinator provided those hours do not exceed 30 hours per year.

**Bereavement Leave**

In the event of death in an employee's immediate family (spouse, child, mother, father, sister, brother), or any close relative living under the same roof as the staff member, or "significant other" as designated by the employee to the Library Director by January 2<sup>nd</sup> of each year, an employee will be given a bereavement/funeral leave as follows:

Full-time employee	Up to 3 days per occurrence
Part-time employee	1 day per occurrence

**Jury Duty**

The Library will continue to pay its employees for the time when an employee is actually summoned for jury duty on a regularly-scheduled work day and actually appears for such jury duty in courts of competent jurisdiction.

**Holidays**

The Library follows the CCLS Holiday Calendar plus any day the Board of Trustees schedules. The library does not pay for holiday time off due to closure.

**Emergency Closing Notification Procedure**

The Library Director will authorize closings on days of snowstorms or other excessive weather conditions when the Bemus Point School District has physically closed its buildings or when the safety of staff or patrons may be jeopardized due to travel. The library does not pay staff for closed days due to weather related closures.

**Disability**

All employees are covered by New York State disability insurance. The premium for this insurance is paid in full by the library.

**Workers' Compensation Information and Procedures**

The organization is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must immediately notify their department supervisor.

**Rules of Conduct**

Most employees never violate any Library rules or give the Administration any reason to impose discipline. However, there is the probability that there will be some employees at the Library who will require discipline, up to and including dismissal, for actions that are detrimental to the



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Library or to other employees. The examples used are not intended to be an inclusive list of inappropriate behavior subject to disciplinary action. These examples are given only as guidelines.

The following is a list of some, but not all, of the acts which would result in disciplinary action, up to and including dismissal.

- Repeated absences or tardiness.
- Misuse of time: extended breaks or lunch hours; persistent or extended personal telephone or cell-phone calls.
- Knowingly violating any library, OSHA, or state regulations, guidelines, or rules governing workplace safety.
- Direct violation of library policy and procedures.
- Sleeping or dozing on the job.
- Disrespectful behavior toward management, patrons, or other Employees.
- Persistent negativity or numerous petty complaints that undermine the morale of co-workers, or interfere with the normal flow of work.
- Insubordination (Refusal to do work or carry out a reasonable request) or overstepping the supervisor to receive trustee approval/disapproval.
- Any act of dishonesty, deception or fraud.
- Abandonment of job or failure to report to work without notifying a Supervisor.
- Committing deliberate damage to Library property.
- Unauthorized use of Library facilities, tools or equipment.
- Disorderly conduct, such as striking another employee, use of abusive language, etc.
- Falsifying Library records.
- Allowing unauthorized person(s) access to Library facilities.
- Possessing, using, buying, or selling alcohol or illegal drugs while at work.
- Harassment of any nature, including sexual harassment.
- Possession of firearms or other weapons on System property.
- Illegal use of e-mail or communication systems.
- Use of Library computers and property for personal work.
- Removing, sending, or furnishing Library records and information to unauthorized persons.
- Abuse or violation of State or Federal laws adversely affecting employment.
- Any conduct contrary to common decency or morality, or liable to incite, or provoke against anyone because of race, color, sex, religion, national origin, veteran status, or disability.

### **Evaluation**

New Employees shall be evaluated after one month and six months of employment by the Board's HR Committee

After the probationary period, employees shall be evaluated on an annual basis by the Library Director.





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The Library Director shall be evaluated annually by the Board of Trustees.

### **Separation of Employment**

**Resignation:** Resignation of the Library Director shall be given in writing at least one month before its effective date. Resignations of other staff members will be given a minimum period of two weeks before their effective dates. The employee's written and signed resignation should be dated when received and retained in the personnel file.

**Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The Director shall initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire.

**Termination:** Employees of the Library are employed on an at-will basis, and the organization retains the right to terminate an employee at any time. Misconduct warranting immediate termination shall include breach of confidentiality, theft of the Library's money or property, any activity which would jeopardize or increase bond or insurance premiums for the Library and any activity which would violate the New York State law applicable to the Library.

### **Staff Grievances**

Dissatisfaction with alleged unfair treatment, work schedules and assignments, library policies and procedures, or working conditions should be brought to the attention of proper levels of authority within the Library. Many can be settled informally and verbally by the Library Director. However, if a matter is deemed important, the following steps may be taken.

Within two weeks after the occurrence of the event, an employee shall first orally discuss the same with the Library Director. Within three working days, the Library Director shall communicate his/her decision to the employee.

### **Smoke Free Property**

Effective June 19, 2019, Public Health Law §13999-o(6) prohibits smoking within one hundred feet of the entrances, exits or outdoor areas of any public or association library as defined in subdivision two of section two hundred fifty-three of the education law; provided, however, that the provisions of this subdivision shall not apply to smoking in a residence, or within the real property boundary lines of such residential real property..

### **Personnel records**

Each employee shall have his/her own personnel file which shall include the employee's job application, references, I-9 Form, job evaluations, medical and other leave information, retirement information, disciplinary notice and any other matter pertaining to said employee's service to the Fluvanna Free Library.

Employee evaluations will be discussed with the employee by the Library Director within two weeks of the evaluation. The employee will have the opportunity to respond to his/her evaluation



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within two weeks of the evaluation. All evaluations and responses will be reduced to writing and will be placed in the employee's personnel file.

### **Employment**

Board members, family of board members, and family of current employees will not be considered for employment.

### **Personnel Policy Acknowledgement and Receipt**

*I understand and agree that nothing in the Employee Handbook creates, or is intended to create; a promise or representation of continued employment and that employment at the Fluvanna Free Library is employment at will, which may be terminated at the will of either Library or myself. Furthermore, I acknowledge that this document is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by the Fluvanna Free Library or me.*

*I have received the Fluvanna Free Library Personnel Policy, and I understand that it is my responsibility to read and comply with the policies contained within as well as any revisions made to it.*

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Employee Signature

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Date



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## **VOLUNTEERS**

The Fluvanna Free Library Board of Trustees recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the Library in making the best use of its fiscal resources and help connect the Library to other community groups and organizations. Volunteers can also be valuable advocates for the Library in the community. The Library and its volunteers must work together to ensure a successful relationship. The Library Director/Manager will continually work to recognize the contributions of Library volunteers and seek to expand the Library volunteer group as needed.

The Fluvanna Free Library volunteers are recruited, trained and coordinated by the Volunteer Coordinator, and must be at least 13 years of age. Each volunteer must complete the "Library Volunteer Application Form" which will be kept on file in the Library. Forms are available at the library. Volunteer talents, experience, availability and interests will be considered in job assignments.

Fluvanna Free Library volunteers are bound by the rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality. Library volunteers are recognized by the public as representatives of the Library and will be guided by the same work and behavior policies as employees.

Volunteers work with the status of "at will" employees and the Library "Director and/or Volunteer Coordinator has the right to terminate the volunteer's working association with the Library at any time, for any reason. Volunteers working in the library are covered by Fluvanna Free Library's Property and Liability Insurance policy.

\*Trustees who pursue the role of volunteer must be sensitive to the potential conflict of authority that may arise. It is best to avoid such situations whenever possible. \*

Volunteers are asked to record their hours of service in the "Volunteer Log Book" located at the Circulation Desk and in the RSVP logbook for RSVP members.

The Library accepts volunteers requiring court ordered community service at the discretion of the Library Director and the Library Board. Court ordered community service volunteers are required to be interviewed by the Library Director and the Library Board President prior to being accepted for service.

Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of junior volunteer must sign a consent form for their children to perform volunteer service hours at the Library.



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## **SEXUAL HARASSMENT**

### **Introduction**

The Fluvanna Free Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of The Fluvanna Free Library's commitment to a discrimination-free work environment. Sexual harassment is against the law<sup>1</sup> and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with The Fluvanna Free Library. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

### **Policy:**

1. The Fluvanna Free Library's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with The Fluvanna Free Library. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Fluvanna Free Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of The Fluvanna Free Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees<sup>2</sup> working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or director. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.



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## **Sick and Safe Leave**

### **Sick and Safe Leave (SSL) Policy**

Because the Fluvanna Free Library has fewer than four (4) paid employees and its net income is less than \$1 million in the previous tax year, the organization is required to provide up to 40 hours of Unpaid sick leave in a calendar year.

All Fluvanna Free Library employees accrue sick and safe leave (SSL) from the date of hire. Employees are not paid for unused SSL upon termination of employment. Unused SSL credits may be used at time of retirement to provide extra months of service credit for NYS Retirement. Employees must qualify for NYS Retirement prior to the inclusion of unused SSL credits.

Part-time employees accrue [NYS minimum mandate: one hour of paid SSL for every thirty hours worked up to a maximum of 40 hours] of unpaid SSL per year. Part-time employees may use up to [amount to be set by library: minimum of 40 hours per year] of unpaid SSL per year. Unused SSL credits will be carried over to the next calendar year.

Employees must take SSL in increments of [the maximum increment is four hours, employers may set a lower limit]. SSL may not be used before accrual. If SSL is exhausted, any available vacation hours will be used in its place. An employee who has a sick leave absence in excess of three consecutive working days must present medical documentation for the absence to their supervisor; the use of safe leave of in excess of three consecutive working days must be reported to their supervisor.

After January 1, 2021, employees may use accrued SSL following a verbal or written request to their supervisor prior to use for the following reasons impacting the employee or a family member for whom they are providing care or assistance with care:

#### Sick Leave:

- For mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave; or
- For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care.

#### Safe Leave:

- For an absence from work when the employee or employee's family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking:
  - to obtain services from a domestic violence shelter, rape crisis center, or other services program;



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- to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
- to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
- to file a complaint or domestic incident report with law enforcement;
- to meet with a district attorney's office;
- to enroll children in a new school; or
- to take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.

“Family member” is defined as an employee's child, spouse, domestic partner, parent, sibling, grandchild, or grandparent; and the child or parent of an employee's spouse or domestic partner. “Parent” is defined as a biological, foster, step, or adoptive parent, or a legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child. “Child” is defined as a biological, adopted or foster child, a legal ward, or a child of an employee standing in loco parentis.

Employees may request a summary of SSL accrual and use in the current and previous calendar years at any time. Fluvanna Free Library will provide the information within three business days.

Fluvanna Free Library may take disciplinary action, up to and including termination, against an employee who uses Safe leave for purposes other than those provided for under the law, or who lies to their employer in connection with taking such leave.

### **Patron Confidentiality**

Public Libraries are committed to protecting the borrowing information of patrons, and their right to access information that is controversial, sensitive or personal, without fear of embarrassment or humiliation.

- Library records contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute. [NY CPLR Section 4509]
- Under New York State Law, if you are signing for a library card for someone under 18, the library is, under the above law, prohibited from revealing that minor's borrowed materials to you.
- USA PATRIOT ACT still requires the presentation of a subpoena for access to your records.



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- Your Patron Information. The information in your patron record is the property of the library that is listed as your home library. While other libraries have access to that data, no other library can use that data for anything other than library transactions. Your home library can use the data for library mailings. If the library has a Friends group, they can allow the group to also use the patron data, but information will not be given to any other organization. If you do not wish to have the Friends group to have your name, address, email and telephone, notify the library and you will be removed from that list.
- As soon as you return an item within the due date, the link to that item is deleted from the patron's record. However, the software retains in the item's record the library card number of last person who took it out and the name of the current borrower of the item.
- The library staff member receiving the request to examine or obtain information relating to circulation or other records identifying the names of library users must immediately refer the person making the request to the responsible officer of the institution, who shall explain the confidentiality policy.
- The director, upon receipt of such process, order, or subpoena, shall consult with the appropriate legal officer assigned to the institution to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.
- If the process, order, or subpoena is not in proper form or if good cause has not been shown, the library should insist that such defects be cured before any records are released.
- The legal process requiring the production of circulation or other library records is ordinarily in the form of a subpoena duces tecum (bring your records) requiring the responsible library officer to attend court or to provide testimony at his or her deposition. It also may require him or her to bring along certain designated circulation or other specified records.
- Staff should be trained and required to report any threats or unauthorized demands (e.g., those not supported by a process, order, or subpoena) concerning circulation and other records to the appropriate officer of the institution.
- Any problems relating to the privacy of circulation and other records identifying the names of library users that are not provided for above shall be referred to the responsible officer.

## **Public Relations**

The Board of Trustees is aware that the library exists for the purpose of serving the people of the community. The Board encourages all associated with the library to be alert to opportunities to promote public relations. Regular effort shall be made by the library staff and Board of Trustees to seek favorable publicity in the local media for programs, materials and events that will attract and encourage patronage of the library

## **WHISTLEBLOWER POLICY**

The Fluvanna Free Library requires trustees, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and



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representatives of the Fluvanna Free Library must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

It is the responsibility of all trustees, employees, and volunteers to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

Appropriate subjects to confer under this policy include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.

### **Reporting Procedures and Corrective Action for Employees**

Employees should first discuss their concern, in confidence, with their immediate supervisor. If after speaking with his or her supervisor, the employee is convinced that his or her concern is unwarranted or that, in the opinion of the employee, the supervisor will take appropriate steps to resolve the employee's concern, no further action is required by the employee.

However, further action is required if the employee (a) continues to have reasonable grounds to believe the concern is valid and that the response of his or her immediate supervisor is not adequate or (b) the immediate supervisor recommends that the issue should be referred to a higher level in the organization. In this situation, the employee should write a formal complaint to the Library's Director who will investigate the matter promptly.

If the Library Director is the subject of the employee's concern or is possibly involved, the employee may choose to discuss their concern directly and in confidence with the HR Committee and then write a formal complaint. It is the responsibility of the HR Committee to investigate promptly the circumstances of the complaint.

In extraordinary circumstances and after due consideration, an employee who suspects or believes that the Director is involved in unethical or illegal behavior, may take his or her concerns directly to the President of the Library's Board of Trustees.

### **Reporting Procedures and Corrective Action for Individuals Not Employed by the Library**

Individuals who are not employees of the Library should submit their concerns in writing directly to the President of the Board of Trustees. If the President of the Board of Trustees is not available to is the subject of the concern, the complaint should be directed to the Vice-President of the Board of Trustees.

The President or Vice-President shall be responsible for referring the complaint to the HR committee, as circumstances dictate, to investigate and make appropriate recommendations to the Board of Trustees with respect to all concerns received in writing. The HR committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.





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The President or Vice-President shall inform the originator of the receipt of the written complaint. All trustees of the Library shall be informed of the nature of the complaint with emphasis on maintaining the confidentiality appropriate for personnel issues.

The Board of Trustees and its designated committee shall resolve all complaints in a timely fashion and inform the individual submitting the complaint of the Board's final action.

### **No Retaliation**

No trustee, employee or volunteer who in good faith reports an ethics violation shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns, in good faith, within the Fluvanna Free Library prior to seeking resolution outside the Library.

### **Acting in Good Faith**

Anyone reporting a concern must act in good faith and have reasonable grounds for believing information disclosed indicates financial improprieties, accounting or audit matter, ethical violations, or other similar illegal or improper practices or policies.

The act of making allegations which prove to be unsubstantiated and to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment or dismissal from the trustee or volunteer position. Such conduct may also give rise to other actions, including civil lawsuits.

### **Confidentiality**

Reports of concerns and their investigations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

### **Adopted by the Fluvanna Free Library Association**

**Board of Trustees on October 4, 2021**

### **Anti-Nepotism**

The Fluvanna Free Library has determined that it will be in its best interest to:



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- Avoid conflicts of interest between work-related and family-related obligations
- Avoid favoritism or the appearance of favoritism
- Prevent family conflicts from affecting the workplace

Relatives of Library Staff and/or Board of Trustees may be considered when hiring an applicant.

Relatives will not be hired if any of the following job relations or situations would result:

- The supervisor is related to a direct subordinate.
- The person interviewing the applicant is a relative.
- The person recommending salary increases or promotions is a relative.
- The person considered for hiring is in the same department as their relative AND absence by both would create a staffing difficulty.

Where the position is a short term (6 months or less) temporary position, this policy may be set aside.

For definition purposes the term relative shall include father, mother, brother, sister, husband, wife, son, daughter, grandfather, grandmother, grandson, granddaughter, aunt, uncle and “step” and “in-law” equivalents.

## **FINANCIAL CONTROLS**

### **Purchasing Policy**



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The Fluvanna Free Library Director shall be permitted to purchase library and/or administrative materials on an as needed basis. Purchases shall not exceed \$100.00. Purchases greater than \$100.00 she be subject ot approval by the Board Treasurer or Board President.

### **Petty Cash Policy**

\$50.00 in petty cash shall be available at all times to be used for incidental purchases. The library Director shall keep a record of all expenses and submit to the Treasurer on an as needed basis.

### **Credit Card Policy**

The Fluvanna Free Library shall maintain a credit card to be used for Library purchases

## **ADMINISTRATIVE**

### **Record Retention**



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<b>Type of Document</b>	<b>Minimum Requirement</b>
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts, mortgages, notes and leases (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

**Disaster Plan**  
**Pandemic Operations Plan**



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The Fluvanna Free Library has adopted this Pandemic Operations Plan in compliance with New York State Labor Law §27-c to implement operational plans in the event of certain declared public health emergencies including, but not limited to, novel coronavirus (COVID-19) or other communicable disease or pandemic illness. This plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Upon the determination of implementing this plan, all Fluvanna Free Library employees, contractors and trustees shall be notified by email and provided with available and necessary details. Additional information and updates will be provided on a regular basis. Upon resolution of the public health emergency, Library Director, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## **Definitions**

The following terms are hereby defined for the purposes of this policy:

- **Personal Protective Equipment (PPE):** all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.
- **Employee:** Any person employed by Fluvanna Free Library regardless of job classification or title.
- **Contractor:** Any individual performing paid services for Fluvanna Free Library but not an employee of Fluvanna Free Library
- **Essential:** Designation made to an employee, or a contractor, whose duties require them to be physically present at Fluvanna Free Library to perform their job, OR tasks that are vital or necessary to the safety or operational needs of Fluvanna Free Library
- **Non-essential:** Designation made to an employee whose duties do not require them to be physically present at Fluvanna Free Library, OR tasks that are not vital or necessary to the safety or operational needs of the library.
- **Communicable disease:** Illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.
- **Retaliatory Action:** The discharge, suspension, demotion, penalization, discrimination, or other adverse employment action taken against any employee.

## **Essential Positions**



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- In an event that triggers the use of the Pandemic Operations Plan, Library Director will be designated as essential employees and will be permitted to enter Fluvanna Free Library and perform essential tasks to include: maintenance to prevent potential harm of the facility; processing payroll, invoices, and payments; receiving, sorting, and opening mail and packages. The director may delegate these tasks to an employee who will enter the Fluvanna Free Library for the sole purpose of completing the assigned essential tasks.
- The Fluvanna Free Library will designate a trustee who is able to sign checks as essential. Trustees must coordinate building access with the library director and restrict activities to essential tasks only. This document will pertain to trustees who have been deemed essential as well as employees.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of The Fluvanna Free Library

### **Remote Work Protocol**

- Non-essential employees will be permitted to work from home according to the nature of their work.
- Necessary supplies and equipment will be provided to staff to facilitate remote work.
- If a shutdown order is issued during the regular work day, non-essential employees will be asked to gather items necessary to work remotely prior to leaving the building.
- If a shutdown order is issued outside of the regular work day, non-essential employees will be contacted by the library director to schedule a time to pick up items necessary to facilitate remote work. Pick up times will be scheduled to allow one employee to enter the Fluvanna Free Library at a time.
- Staff may choose to leave a message on their phone extension saying they are out of the office and directing callers to contact them via email or to forward their office phone to their cell/home phone. Instructions for forwarding office phone lines will be provided.

### **Scheduling to Reduce Overcrowding:** Edit to suit individual library situation:

- Essential employees will be allowed in the building at the same time with the understanding that a six-foot distance must be kept at all times. The Fluvanna Free Library shall maintain a Reopening Safety Plan in accordance with New York State regulations. Scheduling will be addressed in this plan



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## **PPE Protocol**

- **Masks:** The Fluvanna Free Library will maintain a supply of masks that will provide a minimum of two per employee and volunteer.
  - Masks may be reusable or disposable.
  - Employees will be responsible for the laundering of reusable masks.
  - Reusable masks are not transferrable between employees.
- **Gloves:** The Fluvanna Free Library will maintain a supply of gloves that will provide for a minimum of two pairs per employee.
- All employees will be aware of the storage location of PPE.
- Supply levels will be monitored by the library director and PPE will be restocked regularly to prevent a lack of PPE. Vendors may include:
  - Eaton Office Supply <http://www.eatonofficesupply.com/>
  - Jamestown Soap and Solvent <https://www.jamestownsoap.com/>
  - Dobmeier Janitorial <https://www.dobmeierjanitorialsupplies.com/Janitorial-Catalog-O/>
  - Chautauqua County Health Department <https://chqgov.com/public-health/public-health>
  - Cattaraugus County Health Department <https://www.cattco.org/health>
  - <https://www.amazon.com/>
  - Global Industrial Supply – <https://www.globalindustrial.com/>
  - W.B. Mason – <https://wbmason.com/>
- Employees may elect to provide their own PPE if it is in compliance with all local, state, or federal laws or Executive Orders and CDC and OSHA regulations.

## **Employee Exposure to Disease Protocol**

### ***Terms Defined:***

*Close Contact:* being within 6 ft. of a person displaying symptoms of COVID-19 or someone who has tested positive for a cumulative total of fifteen minutes or more during a 24-hour period. This cumulative fifteen-minute total can include three 5-minute exposures, fifteen 1-minute exposures, etc.

*Proximate Contact:* being in the same enclosed environment (such as a classroom, office, or gathering) but greater than 6 ft. from a person displaying symptoms of COVID-19 or someone who has tested positive. If you are nearer than 6 ft., it is for a cumulative total of fewer than 15-minutes during a 24-hour period.

### ***Important Notes:***



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The creation of this policy was prompted by the COVID-19 pandemic and references COVID-19 specifically. These guidelines may be used for other communicable diseases or pandemic illnesses.

The length of quarantine for COVID-19 is 10 days. Other communicable diseases or pandemic illnesses may have different quarantine requirements. This policy will be adjusted to be in accordance with local, state, and federal guidelines.

***Basic Steps for Addressing Employee who tests positive for COVID-19:***

Step #1: The employee who tests positive must quarantine at home. They will be eligible to return to work after being in isolation for at least 10 days from the onset of symptoms or 10 days after the first positive test if they remain asymptomatic.

Step #2: Determine if the area where the employee has been can be quarantined while The Fluvanna Free Library remains open or if it is necessary for Fluvanna Free Library to close at least temporarily.

Step #3: If it is deemed necessary to close, determine how long Fluvanna Free Library will remain closed.

Step #4: Determine which employees were in *Proximate or Close Contact* with the employee testing positive for COVID-19. Refer to the steps below to address employees with *Proximate or Close Contact*.

Step #5: Clean the building or affected areas according to NYS DOH and CDC guidance.

NYS DOH Guidance: [Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)

CDC Guidance: [Cleaning and Disinfecting Your Facility](#)

***Basic Steps for Addressing Exposure - Employees who develop symptoms of COVID-19 while at work***

Any employee who develops symptoms of COVID-19 while at work will be immediately separated from other people. They will be sent home with a recommendation to contact their physician. The steps for

***Basic Steps for Addressing Employee who tests positive for COVID-19*** should be followed unless or until the employee receives a negative COVID-19 test.

***Basic Steps for Addressing Exposure – Close Contact with someone who displayed symptoms or tested positive for COVID-19:***





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Step #1: Ask employee to get tested and stay home for a 10-day quarantine period starting from the last date of exposure.

Step #2: Wait until the end of the 10-day quarantine period. After the quarantine period ends, allow employee to return to work if test results are negative. If test results are positive, continue to quarantine until a negative test result is received.

***Basic Steps for Addressing Exposure – Proximate Contact with someone who displayed symptoms or tested positive for COVID-19:***

Step #1: Ask employee to stay home, quarantine for 10-days, and monitor symptoms, or get tested and stay home until test results are received.

Step #2: Check-in with employee throughout 10-day quarantine to assess symptoms/learn test results.

Step #3: Allow employee to return to work if no symptoms or other irregular health conditions were observed during 10-day quarantine or if test results are negative.

***Basic Steps for Addressing Exposure – Contact of a Contact (Secondary Contact) – Employee reports contact with a Proximate or Close Contact of a Case.***

An employee does not need to quarantine or get tested if they report they have come in contact with someone who has had *Proximate* or *Close Contact*. Employers may take extra precautions to ask the employee to self-quarantine for a few days until additional information is revealed (such as a test result for the *Proximate* or *Close Contact*), but that is at the discretion of the employer.

***Essential Employees***

CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.

- Additional precautions will include the requirement of the employee, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
- In-person interactions with the employee will be limited as much as possible
- Social distancing measures will be strictly followed.
- Work areas in which the employee are present will be disinfected according to current CDC/public health protocol as practical.



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### **Informing Others and Contact Tracing:**

The library director will adhere to local and state guidance regarding Contact Tracing which may include reporting or contacting other employees, contractors, visitors, and patrons who voluntarily supplied their information for the purpose of Contact Tracing who may have been in close contact with the employee suspected or confirmed to have the communicable disease.

If the exposed employee (*Close Contact*) tests positive for COVID-19, employers must inform other library staff who had *Proximate* or *Close Contact* as soon as possible, and follow the same ***Basic Steps for Addressing Exposure*** for each exposed employee.

Employers do not need to inform the local health department or others of *Proximate* or *Close Contact* exposures so long as the employee (*Contact of a Case*) is cleared to return to work.

The Fluvanna Free Library will not take any retaliatory action against employees not reporting to work due to a suspected or confirmed case of the communicable disease. Employees must follow the established protocols outlined in the policy for reporting an absence.

### **Documenting hours and work locations for essential workers**

- Essential employees will track their hours worked using the Disaster Time Sheet located in the Appendix.
- If the essential employee is able to work remotely, they will note their work location on their timesheet.

### **Housing for Essential Employees**

This is not applicable to employees of The Fluvanna Free Library

### **Resumption of operations with modifications as necessary**

- All applicable local, state, and federal guidelines will be followed to ensure health and safety.
- Specific operational plans will be made for the resumption of operations based on the current situation.



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### **Emergency Statement**

It will be the responsibility of any member of the Board of Trustees, the librarian, or volunteer worker present during an emergency to take appropriate action in response to that emergency. A list of public safety organizations names and numbers will be posted near the telephone for summoning appropriate help. If the nature of the emergency is that of fire, explosion, or serious building damage, it is the primary responsibility of the library personnel present to evacuate the building using front or rear exits, or both, assuring a rapid and orderly egress of all present. After the building has been safely evacuated, then the library representative should attempt to seek help from the appropriate public safety agency. If the nature of the emergency involves accident or illness to any individual, and appears to be serious in nature, the Fluvanna Fire Department should be contacted immediately. Any accident or illness occurring on library property must be reported as soon as possible to a member of the Board of Trustees.



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## **CIRCULATION**

All materials will be made available on an equal basis to all patrons. Certain rare books or irreplaceable materials may be restricted to use in the library only. The time period allowed for use of books and other materials outside the library will be determined by the librarian according to his or her best judgement. Renewals may be allowed by the librarian who will determine the time period according to the type of material.

### **LENDING RULES AND PROCEDURES**

3 Week Loan: books, audio books (books on CD, books on tape)

1 Week Loan: DVD's , CD's and magazines

Five automatic renewals are allowed for books from both the Fluvanna Free Library and other libraries within the system providing the material does not have a hold request.

### **COLLECTION OF FINES FOR OVERDUE ITEMS**

Five cents per day for overdue books and magazines with a maximum of \$5.00 per item.

All DVD's are assessed at 25 cents daily per item and a maximum of \$5.00 per item.

### **PHILOSOPHY OF SLELCTION**

Materials available in Fluvanna Free Library present a diversity of viewpoints. This enables our community to make the informed decisions. The Library recognizes that full, confidential and unrestricted access to information is essential for patrons to exercise their rights as citizens. The Library believes that reading, listening and viewing are individual, private matters. While anyone is free to select or reject materials for themselves or for their own minor children, the freedom of others to read or inquire cannot be restricted.

The Fluvanna Free Library endorses the following statements adopted by the American Library Association (<http://www.ala.org>):

- Library Bill of Rights
- Freedom to Read Statement
- Freedom to View
- Restricted Access to Libraries for Minors
- Statement on Labeling
- Expurgation of Library Materials
- Diversity of Collection Development
- Access for Children and Young People to Video Recordings and Other Non-Print Formats

The Library does not stand in loco parentis. Parents and guardians are responsible to direct the choices in library materials for minor children. Any limitation to minors' access to



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library materials and services violate Article V of the Library Bill of Rights, which states that, “The rights of an individual to use the Library should not be denied or abridged because of age...” Limiting access to some services and materials to only adults abridges the use of libraries for minors. “Use of the Library” includes use of, and access to, all library materials and services. If a material is deemed to have been properly selected by the terms of this policy, public use of it shall not be denied or abridged in any way

## **COLLECTION DEVELOPMENT AND MAINTENANCE**

The Library will uphold its users’ right to access and use a variety of information and materials, including controversial information or materials.

It will be the responsibility of the Library Director to develop and maintain the collection. It will be his or her duty to keep the Board of Trustees informed as to the library’s needs in terms of augmenting, weeding or replacing items in the collection. The librarian shall be responsible for the selection of materials according to these guidelines:

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

## **ACQUISITION**

### **Adult Fiction and Non-Fiction**

The Library Director shall materials select according to a variety of criteria. As a general rule the library will acquire works of interest, demand or need. Price, accuracy, and timelines are other factors influencing selection. No attempt is made to purchase all the works by a certain author. Donations in good condition and author or genre interest are entered into the library’s collection. As technology changes, the library will acquire material in the prevailing formats (e.g. e-books).

### **Juvenile Fiction and Non-Fiction**

Materials are purchased by the Library Director or donated and are selected to meet the informational and recreational needs of children up to age thirteen. Patron demand and need are also considered in acquiring children’s material. Donations are added the collection if in good condition, if age appropriate and if there is interest.

### **DVD’s**

Popular feature films, documentaries, and other visual media are added to the library’s collection in a manner consistent with patron demand and budget constraints. Donations are



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reviewed and added to the collection in interest and viewing appropriate. Videos (VHS) are no longer added to the collection unless something specific.

### **Periodicals**

The library subscribes to a variety of magazines covering general patron interest subjects such as news, cooking, fashion, or lifestyles. Circulation and cost are also deciding factors.

### **Reference Materials**

Appropriate and recent materials are collected to answer the informational questions of library users such as dictionaries, thesaurus, language books, directories, etc. Cost is a factor concerning encyclopedias due to similar information on the internet.

### **Young Adult**

The library collects materials for ages thirteen through age seventeen. The library will add to its collection those materials that are of interest and are age appropriate, including series.

### **Audio Recordings**

This collection includes fiction, non-fiction and music mostly for recreational needs. Additions to the collection are determined by patron interest, demand and cost. Formats include books-on-tape, books-on-CD and CD's.

### **WEEDING**

Weeding will be completed yearly. Materials weeded will be identified using various criteria such as condition, the correctness of the information and when last discharged.

### **RECONSIDERATION FOR LIBRARY MATERIALS**

The Fluvanna Free Library does not promote particular beliefs or views. The Library provides materials for various opinions, which can apply to important, complex, and controversial questions, including unpopular and unorthodox viewpoints. Language, situations, or subjects that may be offensive to some community members do not disqualify material whose value is to be judged in its entirety. Concerns about materials in the Library's collections should be directed to the Library Director and a "Request for Reconsideration Form" must be completed (see Appendix D). The Library Board will appoint a review committee to formalize a final judgment on materials in question.



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## **ALA LIBRARY BILL OF RIGHTS**

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

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

Adopted June 18, 1948 Amended February 2, 1961, June 27, 1967, and January 23, 1980 inclusion of "age" reaffirmed January 23, 1996 by the ALA Council.

## **ALA THE FREEDOM TO READ STATEMENT**

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.



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

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

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.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991 by the American Library Association Council and the Association of American Publishers Freedom to Read Committee.

### **ALA FREEDOM TO VIEW STATEMENT**

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to view Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.





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## **GIFTS, MEMORIALS and SPECIAL COLLECTIONS**

All gifts presented to the library will be brought to the attention of the Board of Trustees. They will make sure that the donor is made aware of the library's appreciation of the gift. Every effort will be made to make use of the gift in the manner or for the purpose intended by the donor. The Board of Trustees reserves the right to reject any gift deemed inappropriate for the collection or which has restrictions unacceptable to the library's primary functions.

Special collections may be established by donation or by the librarian and will be supervised by the librarian who will see to their care and maintenance.

### **CCLS Direct Access Plan**

It is the intention of the Board of Trustees that the Fluvanna Free Library participate in a cooperative effort to share resources and information with libraries throughout the Chautauqua-Cattaraugus system. It is also intended that there be interagency cooperation where appropriate to the mission and function of this library. The library system will accept both fiction and nonfiction book requests for out of system interlibrary loans. When a request is filled CCLS charges \$8.00 per request. The system is subsidizing each of those requests by \$6.00; the patron will pay \$2.00 only when their request is filled.

The following is the link to the Chautauqua-Cattaraugus Library System Free Direct Access Plan 2022-2026.

**[https://www.cclsny.org/wp-content/uploads/2021/08/09\\_August-Review-Draft-Direct-Access.pdf](https://www.cclsny.org/wp-content/uploads/2021/08/09_August-Review-Draft-Direct-Access.pdf)**



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## **PUBLIC SPACES**

### **CHILD SAFETY**

The Fluvanna Free Library welcomes and encourages children to use its facilities and services. However, the Library cannot provide long or short-term care for children of any age. Parents/guardians/caregivers should remember that the Library is a public building, open to all and must use the same precautions for ensuring your child's safety as you would in any other public location. While our staff is concerned about the well-being of our patrons, the Library is not responsible for keeping your child safe from harm.

- Parents, guardians or caregivers are responsible for the care, safety and behavior of children of any age while the child is using the library.
- Children 7 years old or under grade must be directly supervised by a parent, guardian or caregiver while in the library.
- A caregiver must:
  - Be at least 12 years of age;
  - Provide direct supervision of the child in their care;
  - Not be using the Children's Room computers during the time they are supervising the child.
- Parents, guardians or caregivers who do not attend a Children's Room program with their child must remain in the Library if the child is 7 years old or under **and** not yet in second grade, in case the child needs to leave the program.
- Children 7 years old or older and in second grade or higher may use the Library unattended for an amount of time appropriate to their age and maturity.
- All children should have the telephone number of someone who can assist them in an emergency.
- The Library is not responsible if children leave Library property unattended.

### **Inappropriate behavior:**

- Inappropriate behavior by children will be noted by the staff. Inappropriate behavior includes not treating other patrons and library staff with courtesy and dignity; rough play and excessive running; inappropriate use of library property; and other behaviors as per the Library's User Behavior Policy. The child and parent, guardian or caregiver, if present, will be informed that his/her behavior is inappropriate and will be asked to stop the activity.



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- If inappropriate behavior continues, the child and/or parent, guardian or caregiver will be asked to leave the Library. If the child and/or parent, guardian or caregiver refuses to leave after being told to do so, the police will be called to escort them from the building.

### **At Library Closing Time:**

- Children must be picked up before the closing time of the library.
- Unattended children will be asked to contact their parent, guardian or caregiver 30 minutes before closing time. If a parent, guardian or caregiver cannot be reached or does not arrive by closing time, the child will be placed in the care of the Town of Ellicott Police Department.

After closing time, Library staff will leave a note on the Library door stating *"Unattended child is in the custody of the Town of Ellicott Police, City Hall, Jamestown, NY 14701; Phone no. 555-1234"* once the child is in the care of the police. The child's name will not be listed on the sign.

### **Patron Code of Conduct**

#### **PURPOSE:**

The Fluvanna Free Library and its facilities are to be used for library purposes only. Conduct that interferes with that use or is inconsistent with that use is not permitted. This policy has been adopted for the comfort and protection of all who use library materials and services. Library staffs will courteously, but firmly, enforce this policy.

#### **POLICY:**

Conduct will not be permitted if it is disruptive, disturbing, or potentially harmful to others, if it otherwise interferes with the enjoyment and use of the Library by other customers, or if it is inconsistent with the Library's mission. This includes, but is not limited to: disorderly conduct, noise, or activity that interferes with the rights of others, whether intentional or inadvertent; physical abuse or threatening behavior or language; disobeying the directions of library staff members; or, the misuse of library materials, equipment or furnishings. Expulsion from the library and/or loss of library privileges, on a temporary or permanent basis, may result from violations of this policy.

- Patron identification, such as name, address and phone number may be requested.
- Large bags, backpacks, suitcases or other containers are not permitted in the library unless the patron voluntarily agrees that these items may be searched.
- Each patron is responsible for any fines, fees or other charges due in accordance with the library's standard schedules. Failure to pay these fines may result in the suspension of library privileges.



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- The Library assumes no responsibility for lost or stolen property. After 30 days all items are donated to charity.

### **Examples of Unacceptable Activities**

The following are examples of behaviors which are not permitted because they interfere with the enjoyment and use of the Library by other customers, present a health or safety hazard, or are inconsistent with the Library's mission. This list is not exhaustive, but is provided to illustrate the types of behaviors prohibited under this policy.

- Engaging in loud, aggressive, or threatening conduct; fighting or challenging another to a fight; using profane language or obscene behavior or engaging in harassing behavior of any kind.
- Engaging in loud conversations, screaming, yelling, or making any other noise that disturbs other library users.
- Sleeping or lying down.
- Bringing food or drink into all areas of the library.
- Use of tobacco products including e-cigarettes and the use or influence of alcohol or illegal drugs is prohibited.
- Defacing, misusing or stealing library materials, equipment or computer resources.
- Tampering with, altering, editing, or damaging computer hardware and/or software.
- Entering or using the library in bare feet, or without a shirt.
- Having bodily hygiene that is so offensive as to constitute a disturbance to other customers using the library.
- Using audio equipment including mobile devices, with or without headphones, at a volume that is audible to others.
- Using mobile phones or devices to engage outside of designated areas. Mobile devices may be used to engage in conversation in designated areas or in the lobby or stairwells.
- Changing clothing in public restrooms.
- Engaging in any kind of sexual activity or lewd behavior, or sexually harassing any other person.
- Blocking aisles or pathways so that access to library materials, equipment, or facilities is prohibited
- Entering staff areas by customers; using meeting rooms without authorization; or improperly using stairwells, elevators, or other areas in and around library buildings.
- Carrying weapons of any kind.
- Soliciting in the library or on library property or distributing and/or posting literature that has not been approved by the Library administration.
- Bringing animals, other than guide and service animals, into the library.
- Committing any act that would violate any State, Federal or local law, ordinance or regulation.
- Using any library resource, including its public access computers/wi-fi network to engage in illegal activity which violates this policy or to injure or harass another person.



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### **Loss of Library Privileges**

- If a customer creates a public nuisance, or violates any policy set forth herein, that customer may be restricted from the Library or from the use of the library facilities by the staff, on either a temporary or permanent basis. Those who are unwilling to leave, or who do not leave within a reasonable amount of time after being instructed to do so by the staff, may be subject to removal by the Town of Ellicott Police Department and possible prosecution.
- Any patron who violates Library rules and regulations shall be denied the privilege of access to the Library. All staff members have the right to deny access to the Library if in their judgment, library policies have been abused.
- Any person whose library privileges have been revoked under this policy may make a written request of the Director for a reinstatement of privileges. Reinstatement of privileges may be conditioned on future compliance. Reinstatement of privileges will be at the sole discretion of the Director or his/her designee.
- Library policies are posted on the Fluvanna Free Library web site <https://www.fluvannalibrary.org/> and are available upon request. Requests should be directed to: Director, Fluvanna Free Library, 123 Central Avenue, Our Town, New York, 14048, (716) 555-1234.

### **RESPONSIBILITY:**

All staff members are responsible for compliance with this policy. The Executive Director or his/her designee is responsible for issues regarding banning and reinstatement.

### **PROCEDURE:**

As stated above



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## **PATRON RESEARCH ASSISTANCE POLICY**

1. It is advisable for a library patron to make an appointment in advance when needing assistance with research or other individualized requests. This can be done by calling the Fluvanna Free Library at 716.487.1773 or by emailing the library at [info@fluvannalibrary.org](mailto:info@fluvannalibrary.org).
2. Requested reference will be conducted at the circulation desk. Patrons are not permitted behind the circulation desk. The librarian will not sit at a public computer when providing research assistance to a patron.
3. Appointments and/or assistance or research purposes are not to exceed 15 minutes, timed by the library staff. After such time, reference sourced based on copyright guild lines may be printed out at the patron's request and expense.
4. The librarian is not responsible for typing papers, reports or taking dictation. No Exceptions.
5. Patrons requesting assistance without an appointment will be assisted by the library staff in a timely manner based on librarians available scheduling and the needs of other patrons present. Requesting a specific staff person is not permitted.



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## **Exhibits and Meeting Room**

### **Exhibits**

Because of limited display space in the Fluvanna Free Library, permission to establish a display and the length of time it may be presented will be at the discretion of the librarian. When deemed practical by the librarian, the library's exhibit space will be made available to organizations engaged in educational, cultural, intellectual, or charitable activities. No materials will be excluded because of origin, background or views of those contributing to their creation, nor will materials be proscribed or removed because of partisan or doctrinal disapproval. Exhibit space will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use.

### **Meeting Room**

The Fluvanna Free Library offers a meeting room for people to use for a variety of purposes: to discuss topics, study quietly, celebrate and entertain, listen to a lecture, learn to use library resources, hold meetings, study in small groups, and host special events. The meeting rooms are available free to groups subject to the normal operating needs of the library. The librarian shall determine if the date and time do not conflict with planned activity and make appropriate arrangements. Library equipment may not be removed from the premises, except for repair. Use of library equipment on the premises will be with the permission and supervision of the librarian.

1. Library sponsored programs have priority over all other meetings held in the meeting room.
2. No admission fee may be charged, and only voluntary donations may be collected. Groups may charge for materials used in the program or allow membership dues to be collected.
3. All meetings and exhibits are open to the public.
4. The rooms are reserved on a first come, first serve basis.
5. Groups using the meeting room are expected to conduct their proceedings in an orderly manner and not disrupt the use of the library by others. All persons using the meeting room are subject to all library rules and regulations.
6. Groups using the room are responsible for care of the room, and will be held responsible for any damage to the general condition of the room following use.
7. Groups requesting use of the Library Meeting Room may serve light foods pending approval of the director and/or the Library Board of Trustees. All refuse must be taken by the sponsoring group. All tables and chairs must be cleaned and sweeper used if necessary.
8. The library is not responsible for the loss of and/or damage to equipment, or materials owned by the group or individual for exhibits or programs.
9. Exhibits are available to display the 1<sup>st</sup> day of each month and then taken down the last day of each month. However, because of limited display space in the Fluvanna Free Library, permission to establish a display and the length of time it may be presented will be at the discretion of the librarian. When deemed practical by the librarian, the library's exhibit



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space will be made available to organizations engaged in educational, cultural, intellectual, or charitable activities. No materials will be excluded because of origin, background or views of those contributing to their creation, nor will materials be proscribed or removed because of partisan or doctrinal disapproval. Exhibit space will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use. A register will be provided by the library for exhibits for visitors to sign. (Should this be a separate number?)

10. Wireless internet is available in the meeting room.
11. Groups wishing to utilize the library meeting room for a specific purpose must provide a proof of liability insurance.





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## **Patron Complaints**

While the Fluvanna Free Library tries to provide the highest levels of satisfaction and service to its patrons, we recognize that occasionally a patron may wish to make a complaint.

A library patron may choose to start by making his or her complaint on an informal, oral basis to the library's staff. If the patron chooses not to do so, or if the complaint does not lend itself to informal resolution, the patron should request and complete a Patron Complaint Form found in the appendix. The library director will promptly review the completed complaint form and, where appropriate, attempt to resolve the complaint directly.

If the patron is not satisfied with the response provided, and/or if the director decides that the situation warrants the input of the Board of Trustees, either or both parties may bring the written complaint to the attention of the Board. A patron desiring to do so may also request an opportunity to address the Board at one of its bi-monthly meetings.

The Board will promptly review a complaint presented to it, provide an oral and/or written response to the complainant, and take any further remedial action warranted by the particular circumstances.

The decision of the Board of Trustees with respect to a complaint will be final.



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## TECHNOLOGY

### Computer, Internet, and Wireless Network Use Policy

#### Guidelines

- Adults and students aged 11 and up may use computers in the Library without parental supervision
  - Patrons are allowed 1 hour of computer time each day. Extensions may be made based on availability.
- Children aged 10 and below may use computers and caregivers are permitted to work with children on computers.
  - Children are allowed 1 hour of computer use each day. Extensions may be made at the discretion of the Library staff based on availability.
- Patron must have a library card in good standing (fines under \$10) in order to access the computers.
- Parents who wish to use the computer must find care for their young children. Children below age 7 may not be left unattended.
- Access to the computers is provided on a first-come, first-served basis.
- One person may use a computer at a time.
- Patrons requesting to take a proctored examination may submit requests to the library director.
- No cell phone calls are permitted in computer areas.
- No food or drink is permitted in the computer area.
- Patrons must provide their own headphones if they wish to use the sound on the computer.
- Library staff is not able to perform updates or make changes to patron computers or devices.

#### Rules Governing Use of Electronic Equipment

- The cost to print is 15¢ per black & white page and 25¢ per color page.
- Patrons are **responsible** for **all** pages printed. Use of the print preview function is recommended.
- Users must respect other users' privacy.
- Patrons may not make any changes to hardware, software, or settings on library computers.
- It is unacceptable to use the Library's electronic resources for illegal or criminal use. Users must respect the legal protection provided by copyright and license to programs and data.
- Use of computers to display or disseminate obscene or pornographic material in the Library is prohibited. Accessing this material will result in a loss of library privileges.
- Do not turn off library computers.



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## **Access by Children**

- Parents/legal guardians are responsible for their children's use of computers.
- Children under the age of 7 may not be left unattended (see Child Safety Policy)
- As with all other library materials, parents or legal guardians, not the library staff, are responsible for the Internet information selected and/or accessed by their children.
- Parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their own children. Parents or legal guardians should guide their children in the use of the Internet and inform them about materials they should not use. There may be material on the Internet which parents or legal guardians would consider inappropriate for their children to view.
- The library cannot assume the parent's or legal guardian's responsibility to monitor the child's Internet use to see if it conforms to the parent's standards. Only parents may restrict their children from access to Internet resources available at the Library.
- Parents or legal guardians are advised to supervise their children's computer sessions and to encourage them not to give out personal information, such as names, addresses and phone numbers.

## **Wireless Network Use**

- You will need to bring your own laptop computer or wireless device to the library. Your Laptop will need to have built-in WiFi or you will need to purchase and install a WiFi network card. The Library does not provide wireless cards and does not install them.
- Most WiFi equipment will be compatible with library's WiFi network. The library can make no guarantees that you will be able to connect with the library's network.
- To connect to the wireless network our Wireless access points located in the library communicate with your wireless device. Our wireless network is called "[Insert name]" You should be able to connect anywhere in the library. When your wireless network card senses a signal, a message appears on the screen indicating a wireless network is available. Open your web browser and it will automatically connect to the Internet. When connecting to the Internet you are agreeing to abide by Our Internet use Policy.
- You are responsible for setting up your own equipment. If you are not familiar with computers or networking, we recommend bringing someone with you who can help you configure your laptop.
- Bring a fully charged battery (or two!); electrical outlets for plugging in laptops are limited.
- Though the network is designed to cover the entire Library, no guarantee is made for signal strength or availability.
- Our Internet use policy is still in effect when you are using the Library's WiFi.  
\*Remember, other patrons can still see your screen\*
- The Library's Wireless network is not secure. Keep this in mind as you surf the web. Do not send personal information unless you know the recipient is a reputable business that uses encryption on their website. (Most have a little lock showing in the task bar)



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- There is no time limit on using the WiFi network; stay connected as long as you like.
- Printing is not available from the wireless network. You can save the information to a disk for printing at home, or send an email to yourself, then sign up for a public computer and print from there. Printing costs are 15 cents a page (Black & White) or 25 cents (color).

### **Wireless Network User Agreement**

- All relevant Library rules, regulations and policies apply, including but not limited to, the Fluvanna Free Library Computer & Internet Use Policy.
- The Library does not filter the content of wireless Internet access. The Library is not responsible for the content, accuracy or availability of any external sites linked to these pages.
- Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents may wish to supervise their children's Internet sessions or purchase filtering software for their computer.
- All users are expected to use the library's wireless access in a legal and responsible manner consistent with the educational and informational purposes for which it is provided. As stated in the library's acceptable use policy, users may not violate federal, state or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.
- Wireless connections are not secure. Users should not transmit credit card information, passwords or any other sensitive personal or business information over the Library's wireless network. Anti-virus and security protection are the responsibility of the patron.
- The Library is not responsible for any loss of data, or for theft or damage to personal equipment or software.
- Library staff cannot provide technical assistance on using the Library's wireless network.
- There is no guarantee that a wireless connection can be made or maintained.
- The Library assumes no responsibility for any alterations or interference with a computing device's configurations, operation, or data files that result from connection to the WiFi network.
- The Library reserves the right to terminate a wireless Internet session at any time.



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6. Are you aware of the judgement of this by qualified critics?

7. In its place, what material would you recommend that would convey a valuable picture and perspective of the subject treated?

8. Additional comments? The Fluvanna Free Library appreciates your interest.

The Library Director will respond to this request within a week.

Signature:

Date:

Received by (staff member):

Date:



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**APPENDIX II**

Fluvanna Free Library  
3532 Fluvanna Ave. Ext.  
Jamestown, NY 14701  
Phone: 716-487-1773  
Fax: 716-487-2311  
Email: [info@fluvannalibrary.org](mailto:info@fluvannalibrary.org)

**REQUEST FOR USE OF COMMUNITY ROOM**

Individual or Group Name \_\_\_\_\_

Date of event or meeting or event \_\_\_\_\_

Is this a repeating event? \_\_\_\_\_ If yes what is the schedule? \_\_\_\_\_

Individual Incharge: \_\_\_\_\_

Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

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

\_\_\_\_\_

Approved by Library Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Attach Proof of Liability Insurance prior to approval





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### Appendix III

#### FLUVANNA FREE LIBRARY PATRON COMPLAINT FORM

Please complete all questions below. We will attempt to resolve your complaint quickly and fairly.

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. E-mail: \_\_\_\_\_

4. Daytime Phone: \_\_\_\_\_

5. Please describe your complaint in the space below. Include in your description the date and time of your complaint, names of any library staff or patrons involved and how they were involved, any previous efforts made by your and/or library staff to resolve the complaint, and any other significant information.

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

Signature: \_\_\_\_\_

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



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**Appendix IV  
Disaster Time Sheet**



**FLUVANNA FREE LIBRARY**

3532 Fluvanna Avenue Ext  
Jamestown, NY 14701  
Disaster/Remote Timesheet

*Name* \_\_\_\_\_  
*Date* \_\_\_\_\_

*Pay Period* \_\_\_\_\_

*Pay*

*All work hours are to be clocked in and no work product taken out of building without board approval.*

***Week One***

	<b>Time In</b>	<b>Time Out</b>	<b>Tasks Completed</b>	<b>Total Hours Worked</b>
<b>Sunday</b>				
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				



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<b>Saturday</b>				
<b>Weeks Total</b>				

*See Over*

**Week Two**

	<b>Time In</b>	<b>Time Out</b>	<b>Tasks Completed</b>	<b>Total Hours Worked</b>
<b>Sunday</b>				
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				

