



POLICY MANUAL

OF

THE LONG BRANCH FREE PUBLIC LIBRARY

(Last Revision 8/17/09)



PUBLIC POLICY MANUAL
ADOPTED BY THE LONG BRANCH FREE PUBLIC LIBRARY
 LAST REVISION: 8/17/09

TABLE OF CONTENTS

1. MISSION, GOALS AND PHILOSOPHY

- 1.1 VISION AND MISSION STATEMENT
- 1.2 GOAL STATEMENT
- 1.3 DIVISION OF RESPONSIBILITIES, CHAIN OF COMMAND
- 1.4 PRIVACY POLICIES
 - 1.4.1 Redress
- 1.5 LEGAL COMPLIANCE
- 1.6 CONFLICT OF INTEREST
 - 1.6.1 Introductions
 - 1.6.2 Definitions
 - 1.6.3 General Standards
 - 1.6.4 Procedures Duty to Disclose
 - 1.6.5 Appeal Process

2. ADMINISTRATIVE POLICIES

- 2.1 ORGANIZATION CHART, CHAIN OF COMMAND
- 2.2 SUCCESSION PLAN
 - 2.2.1 Long Term
 - 2.2.2 Short Term
 - 2.2.3 Temporary – Unplanned Absence
 - 2.2.4 Permanent Absence
- 2.3 LEGAL COUNSEL
- 2.4 DIRECTOR'S MONTHLY REPORT
- 2.5 NEW TRUSTEE ORIENTATION
- 2.6 TRUSTEE MEETINGS
- 2.7 TRUSTEE USE OF MATERIALS

3. PERSONNEL POLICIES

- 3.1 GOALS AND OBJECTIVES, PERFORMANCE, DESCRIPTIONS
- 3.2 RECRUITMENT, SELECTION & APPOINTMENT
- 3.3 AFFIRMATIVE ACTION
- 3.4 CONDITION OF EMPLOYMENT
 - 3.4.1 Hours
 - 3.4.2 In-Service Training
 - 3.4.3 Service Reviews
 - 3.4.4 Promotions
 - 3.4.5 Leave of Absence
 - 3.4.6 Disciplinary Action
 - 3.4.7 Separation

- 3.4.8 Grievance Procedures
- 3.4.9 Benefits
- 3.4.10 Membership in Associations
- 3.4.11 Expenses

4. FINANCIAL POLICIES

- 4.1 RELATIONSHIP WITH THE FUNDING BODY
- 4.2 FINANCIAL PROCEDURES
 - 4.2.1 Budgeting
 - 4.2.2 Accounting
 - 4.2.3 Reporting
 - 4.2.4 Auditing
- 4.3 CHARGES/LIBRARY GENERATED FUNDS
- 4.4 INSURANCE-BONDING
- 4.5 GIFTS, DONATIONS, MEMORIALS
- 4.6 REVENUES
- 4.7 EXPENDITURES
- 4.7 FUNDRAISING

5. BUILDING AND SERVICES POLICIES

- 5.1 HOURS OF OPERATION
- 5.2 ELIGIBILITY FOR USE
- 5.2 EMERGENCY PROCEDURES
 - 5.2 Closing the Library
 - 5.3 Evacuation
 - 5.4 Suspicious Packages
- 5.3 PARKING
- 5.4 TELEPHONE USE
- 5.3 LOCAL COMMUNITY ROOM
- 5.4 SPECIAL ACCOMODATIONS FOR SPECIAL NEED PATRONS
- 5.5 BULLETIN BOARD AND FREE MATERIAL DISTRIBUTION
- 5.6 NOTARY SERVICES
- 5.7 ART EXHIBIT/DISPLAY GUIDELINES
- 5.8 PRINT/COPY COSTS
- 5.9 FAX SERVICES
- 5.10 LOCAL HISTORY SERVICES
- 5.11 PUBLIC COMPUTER USE

6. COMMUNITY AND PATRON RELATIONS

- 6.1 CODE OF CONDUCT
- 6.2 UNATTENDED CHILDREN POLICY
- 6.3 PUBLIC RELATIONS AND PUBLICITY
- 6.4 DIVERSITY SERVICES

7. MATERIAL SELECTION POLICIES

- 7.1 LIBRARY BILL OF RIGHT
- 7.2 FREEDOM TO READ STATEMENT
- 7.3 CENSORSHIP
- 7.4 WEEDING
- 7.5 MATERIALS SELECTION/COLLECTION DEVELOPMENT POLICY
- 7.6 RECONSIDERATION OF LIBRARY MATERIALS

8. CIRCULATION POLICIES

- 8.1 REGISTRATION
- 8.2 LENDING POLICIES
- 8.3 LATE CHARGES

8.4 INFORMATION SERVICES
1. MISSION, GOALS, AND PHILOSOPHY

1.1 Mission Statement

The Long Branch Free Public Library mission is to provide the diverse population we serve with popular books and materials, public access to technology and computers, basic literacy instruction and a community center for life long learning.

1.2. Goals Statement:

The Long Branch Free Public Library will improve and develop a long-range planning process, which will provide a broad framework for decision making about the library's services and resources.

General library objectives include:

1. Promote enlightened citizenship
2. Enrich personal lives
3. Encourage continuous self-education
4. Seek to identify community needs
5. Assume a leadership role in the community
6. Support the Library Bill of Rights and Freedom to Read Statement
7. Acquire, maintain, and circulate books and related materials.
8. Serve the community as a center of information
9. Provide free basic service to every resident of the community.
10. Promote literacy and celebrate diversity of the community.

1.3 Division of Responsibilities Between Board and Staff

1. The Long Branch Free Public Library Board of Trustees establishes the policies that are to be implemented by the staff under the supervision of the Director.
2. A smooth running library recognizes a chain of command. The chain of command for Long Branch Free Public Library is as follows: The Trustees, the Director, and the members of the staff.

In the Absence of the Director the Chain of Command Will Be:

- Principal Librarian
- Senior Librarian
- Librarian
- Library Associate
- Supervising Library Assistant
- Principal Library Assistant

Board Speaks and Acts a Group:

The Long Branch Free Public Library Board of Trustees speaks and acts as a group.

Relations with Appointing Authority:

The Long Branch Free Public Library Board of Trustees will establish a cooperative working relationship with the Mayor and City Council.

1.4 Privacy Policies

Introduction: Your Right to Privacy

Privacy is essential to the exercise of free speech, free thought and free association. The courts have upheld the right to privacy based on the bill of Rights of the U.S.

Constitution. Privacy has deep roots not only in law but also in the ethics and practice of librarianship. In a library, the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about the users and keeps that information private on their behalf.

Long Branch Free Public Library Commitment to Confidentiality

The LBFPL recognizes your right to privacy regarding the questions you ask and the materials you borrow. This notice explains your privacy and confidentiality rights, the steps LBFPL takes to respect and protect your privacy when you use library resources, and how LBFPL deals with personally identifiable information collected from users. LBFPL makes this notice easy to find on its home page and posts copies in each library.

Confidentiality of Library Records

New Jersey State Law mandates that "records related to circulation of library materials which contain the names or other personally identifying details regarding the users of the State Library or any local library which is established or maintained under any law of the State or the library of any public school or branch reading room, deposit station or agency operated in connection therewith, shall be confidential and shall not be made available to anyone except by court order in a criminal proceeding.

Information LBFPL Collects

The LBFPL collects the following information for library card registration: Name, Address(es), Phone numbers, date of birth, driver license number, gender, email and assigned barcode. The Library also retains records listing all materials currently checked out, overdue materials until returned, late charges paid and waved, current interlibrary loan, intersystem reserve requests, and electronic reference requests. When a borrower returns an item, the patron barcode number is retained on the item until it is checked out again and returned. LBFPL may also collect this information from donors and other library supporters.

LBFPL does not ask library visitors to identify themselves or reveal any personal information unless they are borrowing books, requesting special services, registering for programs or classes, or making use of the LBFPL public workstation computers.

Some of the databases LBFPL offers require the barcode number of the user's library card for verification purposes. Data base vendors do not have access to patron records. These sites may have different privacy policies.

How LBFPL Protects Your Information

Patron Library use records are private and confidential under N.J. State Law. LBFPL will not collect or retain your private and personally identifiable information without your consent. Further, if you consent to give us your personally identifiable information, LBFPL will keep it confidential and will not sell or license personal information to any third party without your consent, unless we are compelled to do so under the law or to comply with a court order. Only those authorized by LBFPL have access to personally identifying information for the purpose of performing library work.

To ensure the privacy and confidentiality of individual library use records, patrons are advised to not allow others to use their library cards or library account information. LBFPL deems patrons who allow third persons to use their library cards or library account information to have consented to the access of their private and confidential library use records by the recipients of their library cards or account information. Adults choosing to link their library account through Associations have likewise consented to the sharing of account information.

For Library administrative purposes, information may be shared with certain individuals or corporations outside the library, such as automation vendors in the normal course of database creation and management or agencies utilized in the collection of overdue materials and outstanding fees.

LBFPL never uses or shares the personally identifiable information provided to us online in way unrelated to the ones described above without also providing you an opportunity to prohibit such unrelated uses, unless we are compelled to do so under law or to comply with a court order.

In addition:

Patron information will not appear on any circulation records available to the public.

Notice of overdue, lost or reserved materials will be mailed in a sealed envelope.

When notifying patrons of the availability of reserved or requested materials, titles will be given only to the person making the request.

Request for information about materials associated with patron accounts (adult and child) can only be responded to if the patron provides the barcode number on the library card, or if the patrons' accounts are associated.

In accordance with the LBFPL Internet Use Policy, due legal process is required to access LBFPL computers or any information stored therein.

Approved 10-16-06

1.4.1 Redress

Library users who have questions, concerns or complaints about the library's handling of

their privacy and confidentiality rights should file written comments with the Director of Libraries. LBFPL will respond in a timely manner and may conduct a privacy investigation or review of policy and procedures.

1.5 Legal Compliance

LBFPL authorizes only the Library Director to receive or comply with requests from law enforcement officers. LBFPL will not make library records available to any agency of state, federal or local government unless a subpoena, warren, court order or investigatory document is issued by a court of competent jurisdiction that shows good cause and is in proper form. LBFPL will not respond to verbal requests.

As a public institution, LBFPL is leally obligated to comply with the information request requirements of a Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act, commonly known as the USA Patriot Act, enacted on October 26, 2001. Should library records be requested under the USA Patriot Act, the law states that library staff shall not inform the person about whom the information is requested, nor speak to co-workers, the media or other government officials about the inquiry.

Approved 10-16-06

1.6 CONFLICT OF INTEREST

1.6.1 Introduction

The purpose of this Conflict of Interest Policy is to assure:

- a. that the citizens are the beneficiaries of library services conducted with openness and accountability;
- b. that decision-makers be independent, impartial, and responsible to the people;
- c. that decisions be made through the proper channels;
- d. that Trustees and Staff do not use their position for personal gain or influence;
- e. that the public has confidence in the integrity of the library operations;
- f. that high ethical and moral standards in the conduct of library business be maintained.

It is essential and in the public interest to employ this Conflict of Interest as the standard of conduct for the operation of the Long Branch Free Public Library, individually and collectively.

1.6.2 Definitions **Conflict of Interest**

A conflict of interest exists when a Board member, employee or member of a committee has a direct relationship, family relationship or financial interest in the outcome of any proceeding, application, review, contract or dealing with the Library and/or any board, committee or agent thereof.

Direct Relationship

A direct relationship exists when a Library Board member, employee or member of a committee is employed by or is a member of a governing Board of any agency having business with the Library.

Family Relationship

A family relationship exists when any Library Board member, employee or member of a committee is related as spouse, child, parent, in-law or sibling, or is domiciled with a person.

Financial Interest

A financial interest exists when a person (Library Board member, employee or member of a committee), an agency employing that person, or an agency on whose governing board the person serves, may experience financial gain or loss as a result of an action of the Long Branch Free Public Library. Examples are:

- a) An ownership or investment interest in any entity with which the library has a transaction or arrangement,
- b) A compensation arrangement with the library or with any entity or individual with which the library has a transaction or agreement, or
- c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the library is negotiating a transaction or arrangement. Compensation includes direct or indirect remuneration as well as gifts, or favors that are

not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Library Board or appropriate committee decides that a conflict of interest exists.

Privileged Information

Privileged Information is information that Library Board members, employees, or members of a committee have access to which may not be divulged to the public, or to any vendors who may be interested in doing business with the library.

1.6.3 General Standards

- a) The responsibility of Library Board members, employees, or members of a committee of a library is to advance the purposes of the Library.
- b) Library Board members, employees or members of a committee shall not use, or attempt to use, their official position in the Library to secure unwarranted privilege or advantage for themselves or others, or for the institutions with which they have a direct relationship.
- c) Library Board members, employees, or members of a committee shall not, directly or indirectly, accept any gift, favor, reward, service, retainer, discount, compensation, or thing of value or promise thereof, that might reasonably tend to influence them in the present or future discharge of their duties.
- d) Library Board members, employees or members of a committee shall not divulge privileged information.
- e) Conflicts as defined in this document shall not include matters that affect a class or general application. Therefore, if a matter affects a class such as customers of the Library and the members of the Library would benefit in a general way as opposed to any individual member, then this item or matter shall be considered a matter of class application. Matters of class application shall not be considered a conflict of interest as defined in this document.

1.6.4 Procedures / Duty to Disclose

Duty to Disclose

- a) Any individual regardless of network affiliation may raise the question of conflict of interest or possible conflict of interest.
- b) When a Library Board member, employee or member of a committee recognizes that he/she may be in a conflict or possible conflict of interest situation at a Board or committee meeting, he/she must disclose to the Library Board that there is a conflict

Determining Whether a Conflict of Interest Exists

- a) After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board Meeting or committee meeting while the determination of conflict of interest is discussed and voted upon. The remaining board or committee shall decide if a conflict of interest exists

Procedures for Addressing Conflict of interest

- a) An interested person may make a presentation at the board or committee meeting, but after the presentation, he/she must leave the meeting during the discussion of, and vote on, the transaction or arrangement involving the possible conflict of interest.
- b) The Board President shall, if appropriate, appoint a disinterested person or committee to investigate the alternatives to the proposed transaction or arrangement.
- c) After exercising due diligence, the library board or committee shall determine whether the library can obtain a more advantageous transaction or arrangement from a person or entity with reasonable efforts that would not give rise to a conflict of interest.
- d) If a more advantageous transaction or arrangement is not reasonably possible under the circumstances, the board or committee shall determine by a majority vote whether the transaction or arrangement is in the library's best interest and whether it is fair and reasonable.
- e) An interested person may disqualify himself/herself from any further participation, including but not limited to discussion.
- f) Absent himself/herself from the table during that portion of the meeting when the conflict or possible conflict exists.
- g) Return to the table when the vote is taken but abstain from voting.
- h) Sign a recusal form to be kept with the minutes of the meeting in question.

Violations of Conflict of Interest Policy

- a) If the board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis of such a belief and afford the member the opportunity to explain the alleged failure to disclose.
- b) If, after hearing the member's response and after making further investigation as unwarranted by the circumstances, the board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary or corrective action,

Voting

- a) When it is determined that a conflict of interest or potential conflict of interest exists, the person in conflict must abstain from the vote, and file a memorandum of recusal.
- b) When it is determined that a conflict of interest or a potential conflict of interest exists, voting on that issue may be by written ballot or voice vote.

Records of Proceedings

The minutes of the board and committee meeting shall contain:

- a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of

interest was present, and the board or committee's decision regarding whether a conflict of interest in fact existed.

- b) The names of persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including alternatives
- c) proposed, and a record of any votes taken in connection with the proceedings.

Compensation

- a) A voting member of the board or committee who receives compensation, directly or indirectly, from library services, transactions or arrangements is precluded from voting on matters pertaining to that member's compensation.
- b) Voting member of the board or any committee are prohibited from providing information about compensation to any interested party

Annual Statement

- a) Each member of the board or committee shall annually sign a statement which affirms such person has:
 - b) Received a copy of the conflict of interest policy
 - c) Has read and understands the policy
 - d) Has agreed to comply with the policy, and
 - e) Understands the library is a tax exempt governmental organization, and in order to maintain its federal tax status, must engage primarily in activities to accomplish these tax-exempt purposes.

1.6.5 Appeal Process

Any person who has been found by the Library Board to have behaved unethically may appeal to the State Librarian.

Approved 10-16-06; amended 11/16/09

2. ADMINISTRATIVE POLICIES

2.1 Organization Chart:

Board of Trustees
Director

Principal Librarian
 Senior Librarian
 Librarian
 Supervising Library Assistant
 Library Associate
 Principal Library Assistant
 Clerk Typist
 Senior Library Assistant
 Library Assistant
 Monitor
 Library Page

Line of Authority:

The line of authority is defined as:

Board of Trustees
 Director
 Staff

Chain of Command:

The Director is the chief administrator of the library. In the absence of the Director, the responsibility of the operation of the library will be assumed by staff in the following order:

Principal Librarian
 Senior Librarian
 Librarian
 Supervisory Library Assistant
 Library Associate
 Principal Library Assistant

Approved 5/8/89; amended 9/10/90, 5/3/93, 8/10/95, 8/19/96, 12/12/98, 9/20/04

2.2 Succession Plan

2.2.1 Long Term Emergency

Appoint an Acting Director in the Event of an Unplanned Absence of the Executive Director.

The Board of Long Branch Free Public Library in recognizing that advance planning for contingencies such as the departure, death, or disability of the executive Director is critical so that, in the event of an untimely vacancy, Long Branch Free Public Library has

in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

Rationale

In order to ensure the continuous coverage of administrative duties critical to the ongoing operations of Long Branch Free Public Library and its services to clients, the Board of Trustees is adopting policies and procedures for the temporary appointment of an Acting Director in the event of an *unplanned and extended absence* of the Library Director.

While the Board acknowledges that such an absence is highly improbable and certainly undesirable, it also believes that due diligence in exercising its governance functions requires that it have an emergency executive succession plan in place. It is expected that this plan will ensure continuity in external relationships and in staff functioning.

Priority functions of the Library Director position at Long Branch Free Public Library

The full Library Director Position description will be updated each year.

Among the duties listed in the position description, the following are the key functions of the Library Director to be covered by an acting director:

1. Serve as the organization's principal leader, representative, and spokesperson to the greater community
2. Manage the library staff to ensure that library services continue to be delivered as planned
3. Oversee the financial management of the library during the interim

Support the Board of Trustees

1. Ensure integrity and strength of Board leadership and address issues around clarity of role, governance, bylaws/policies, administrative structure, and membership
2. Assist with recruitment and orientation of new Board members
3. Prepare Executive reports to Board of Directors and Executive Committee and attend various Committee meetings

Convene and lead the Management Team

Participate in recruitment, interview, selection and evaluation process for directly supervised staff and other key executive level positions

Approved 10/16/06

Strategize Organization's Short-Range and Long-Range Program and Project Goals, Particularly in Organizing and Planning:

1. Identify overall resource development goals and fund raising plan
2. Establish, maintain and cultivate relations with donors, foundations and other resources to support organizational programs and activities
3. Maintain accountability for current year operating budget and for financial performance of portfolio

2.2.2 Short Term Emergency

Succession plan in event of a temporary, unplanned absence

Definitions:

1. A temporary absence is one in which it is expected that the Library Director will return to his position once the events precipitating the absence are resolved.
2. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.
3. A short-term absence is 3 months or less.

Who May Appoint the Acting Executive Director:

1. The Board of Trustees authorizes the Library Board Executive Committee to implement the terms of this emergency plan in the event of the unplanned absence of the Library Director.
2. In the event of an unplanned absence of the Library Director, the Principal Librarian shall immediately inform the President of the Library Board of the absence.
3. As soon as is feasible, the Chair shall convene a meeting of the Executive Committee to affirm the procedures prescribed in this plan or to make modifications the Committee deems appropriate.

Standing appointee to the position of Acting Director shall be: The Principal Librarian

Should the standing appointee to the position of Acting Director be unable to serve, the Library Board shall consult with outside vendors to secure an interim director. Vendor sources that provide the services of an Acting Director are as follows:

1. Support Center for Nonprofit Management
2. Library Cooperative
3. ProLibra

In the event the standing appointee is new to his/her position (less than one year and fairly inexperienced with Long Branch Free Public Library, the Executive Committee may decide to appoint to the acting director position a back-up consultant hired from outside the library. The Executive Committee may also consider the option of splitting executive duties among the library senior staff.

Approved 10/16/06

Cross-training Plan for Appointees:

1. The Board President, with assistance from the Executive Committee, shall develop a plan for training the Acting Director or Senior Staff appointees in each of the priority functions of the Library Director which are listed above.
2. The training plan will be attached to this document when the plan is completed.
3. The Acting Director shall have the responsibility of handling the logistics of the plan's implementation.

Authority and Restrictions of the Appointee:

The person appointed as Acting Director shall have the full authority for decision-making and independent action as the regular Library Director.

Compensation:

The Acting Director shall receive a temporary salary increase to the entry-level salary of the executive director position or to 5% above his/her current salary, whichever is greater.

Board Committee/Member(s) Responsible for Oversight and Support to the Acting Executive Director:

The board committee responsible for monitoring the work of the Acting Director shall be the Executive Board. The Executive Board members will also be alert to the special support needs of the executive in this temporary leadership role.

Communications Plan:

As soon as possible after the Acting Director has begun covering an unplanned absence, Board members and the Acting Director shall communicate the temporary leadership structure to the following City Officials and key supporters external to Long Branch Free Public Library, as follows:

City Officials:

Business Administrator
 Mayor and members of City Council
 Finance Director.
 Purchasing Agent
 Personnel Director
 Department of Public Works and City Buildings
 Payroll
 Department of Public Safety

Friends of the Library Officers:

A. President
 Vice-President
 Secretary
 Treasurer

Approved 10/16/06

Civic Leaders:

Executive Director, Long Branch Concordance
 President, Exchange Club
 President, Long Branch Woman's Club

Major Donors:

Library Community Officials:

Libraries of Middlesex Automation Consortium, Executive Director
 Central Jersey Regional Library Cooperative, Executive Director

New Jersey Library Association, Executive Director
New Jersey State Library, State Librarian

II. 2.2.3 TEMPORARY Unplanned Absence

A. **Definition:**

B. A long-term absence is one that is expected to last more than 3 months

Procedures:

The procedures and conditions to be followed shall be the same as for a short-term absence with one addition: The Library Board Executive Committee will give immediate consideration to temporarily back-filling the management position left vacant by the Library Director with an outside interim director. This is in recognition of the fact that, for a term of more than 3 months, it may not be reasonable to expect the Principal Librarian to carry the duties of both positions (Acting Director and Principal Librarian). The position description of a temporary manager would focus on covering the priority areas in which the Acting Director needs assistance.

2.2.4 PERMANENT Unplanned Absence

Definition:

A permanent absence is one in which it is firmly determined that the Executive Director will not be returning to the position.

Procedures:

The procedures and conditions shall be the same as for a long-term temporary absence with one addition.

The Board of Trustees shall appoint a Transition and Search Committee to plan and carry out a transition to a new permanent executive director.

Approved 10/16/06

Approval and Maintenance of Record:

Succession plan approval:

This succession plan was approved by the Executive Committee and forwarded to the full Board of Trustees for its vote and approval.

Signatories:

The Board President and the Library Director shall sign this plan, and the appointees designated in this plan.

Maintenance of record:

Copies of this Emergency Plan along with the corresponding documentation shall be maintained by the Board President, the Library Director and the Long Branch Free Public Library attorney

Tasks:

1. The Succession Plan shall have attached an organizational chart reflecting staffing positions & lines of authority/reporting throughout the organization.
2. The Succession Plan shall have attached a second organizational chart that reflects how that structure will change within the context of an emergency/unplanned absence of the Executive Director.
3. A filled Chart shall be attached to the back of this Emergency Succession Plan.

The Library will maintain a record of the organization's vital information so that if an emergency should occur, your organization could at least partially resume business or take the steps to do so. Vital Information will include the following:

IRS Determination Letter

Current and previous audited financial statements

Financial Statements

NJ Sales-Tax Exemption Certificate

EIN #

DUN#

Bylaws

Mission Statement

Library Policy

Personnel Policy

C. Board Minutes

Library Checks

Computer passwords

Donor Records

Vendor Records

Volunteer Records, including information about their volunteers: who they are, how to contact them (home and work phone, email, cell, etc.), where they live, where they work, expertise, special skills, or any information related to their usefulness or willingness to help the agency

Employee Records/Personnel/Payroll Info, including names, home addresses telephone numbers, email, emergency contacts, etc.

Approved 10/16/06

Building Deed

Insurance information, including General Liability / City Umbrella, City Risk Manager telephone & email:

Theft Bond for Director and Treasurer

Personnel Benefits, including Personnel Director phone & email for instances of Workers' Compensation, Disability Insurance (short-term & long-term), Life Insurance, Dental Plan, Vision Plan, Long Term Care, Retirement Plan

Financial Information, including Name of Bank, Account Numbers, Branch Representative & telephone, fax, email

Investment information, including name of bank, phone, email

Name of person authorized to make transfers

Names of the authorized check signers

Approved 10/16/06

2.3 LEGAL COUNSEL

1. Employment of Counsel or Arrangements for Legal Service:

- A. The Long Branch Free Public Library Board of Trustees will name an attorney to represent its interests.
- B. This legal counsel will be named at the reorganization meeting in January of each year.

2. Review Plan for all Contracts, Agreements, Policies:

- A. All contracts and agreements will be reviewed on an annual basis
- B. A summation of all continuing contracts that includes company name, inclusive dates, and services to be performed will be provided to the Trustees at the November meeting each year.
- C. The policy manual will be reviewed on a yearly basis and kept up-to date with policies approved by the Board of Trustees.

2.4 Director's Monthly Report to the Trustees

The Board of Trustees requires a written, monthly report from the Director to be

discussed orally at the monthly trustee meeting. The report will encompass information on the circulation figures, budget, personnel, and other information deemed appropriate.

2.5 New Trustees Orientation

All newly appointed trustees will be given a tour of the Long Branch Free Public Library and introduced to the staff. The Director will give the new trustee an oral briefing on the library environment. The Director will prepare an information packet for all new trustees. This packet will include current bylaws, a policy manual, a listing of the employees with the job titles and an information brochure about the library.

2.6 Trustee Meeting

The Trustees of the Free Public Library of the City of Long Branch meet once a month in the library on the date established at the annual reorganization meeting in January. Notices of said meeting are posted in the Municipal Building, the Long Branch Free Public Library and distributed to the newspapers in accordance with the Open Public Meetings Law. (**Sunshine Law**)

2.7 Trustees Use of Materials:

Any Long Branch Free Public Library Trustee shall be permitted to use, without charge, the supplies and facilities of the library in the performance of their duties.

Approved 7/10/89; Amended 9/10/90, 3/11/91, 12/21/98, 10/16/06

3. PERSONNEL POLICIES

3.1 Goals and Objectives:

1. The Board of Trustees of the Long Branch Free Public Library recognizes the need for a good Personnel Policy. The New Jersey Civil Service and the City of Long Branch ordinances and regulations form the basic framework for employment. The Board of Trustees of the Long Branch Free Public Library and the City of Long Branch employ library employees as co-employers. Due to the legal status of the Long Branch Free Public Library Board of Trustees within the City of Long Branch Municipal government, certain departures may occur, with regard to employment and personnel; policy, from those of the City of Long Branch.
2. The library will institute progressive personnel administration practices recognized in federal, state, and local governments.
3. Personnel administration will insure harmonious relationships between the administration and employees as well as among employees.

Performance Standards:

All employees will have written performance standards against which each employee will be evaluated yearly.

Position Descriptions:

Job descriptions for all library employees comply with New Jersey Department of Personnel as governed by New Jersey Civil Service regulations.

Classifications-Salary Schedule:

Job classifications and salary guides are reviewed by the Personnel Committee of the Board of Trustees and the Director on an annual basis.

3.2 Recruitment, Selection, and Appointment:

1. This library can secure the personnel it needs by an effective recruitment program based upon alertness to good candidates and other aspects of good personnel practice.
2. It is the responsibility of the Library Director to determine the personnel needs of the library and to locate suitable candidates to recommend for employment by the Library Board of Trustees.
3. All aspects of the library's recruitment and selection program shall be in harmony with the Board's policy concerning affirmative action.
4. It shall be the duty of the Library Director to see that persons nominated for employment shall meet all qualifications established by law and the Library Board of Trustees for the position for which the nomination is made. Should a person nominated by the Director be rejected by the Board, it shall be the duty of the Director to make another nomination.
5. Employment in the Long Branch Free Public Library is covered by the New Jersey Civil Service regulations.
6. The Board of Trustees shall appoint a qualified Director that possesses a professional librarian's certificate, issued by the New Jersey Revised Department of Education in accordance with the New Jersey Revised Statutes 45:8A-3. The individual shall also possess a Masters Degree in Library Science.

Approved 5/8/89; Amended 8/19/98

3.3 Affirmative Action

The Long Branch Free Public Library hires personnel at all levels, professional and non-professional and conducts all its library activities and programs impartially and without discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, social, political, or economic status by **Title LX of the Education Amendments of 1972** and **N.J.A.C G: 4.1 et seq.**

3.4 Conditions of Employment:

3.4.1 Hours:

1. The main library is open to the public six days—fifty hours per week. Evening and Saturday work is a condition of employment. Staff usually work two evenings a week and two Saturdays a month. Employees may be required to work more nights or more frequently on Saturdays due to the needs of the library. When scheduled for a Saturday, a day off is given during the week. The standard workweek for a full-time employee is thirty-five hours. Employees working under 20 hours are considered Part-time.
2. Elberon Branch is open on a limited schedule.

3.4.2 In-Service Training:

Continuing education and training of the staff is encouraged. Individual requests will be considered by the Director, working within the library budget. Staff members are encouraged to participate and develop their potential to the fullest. Resources for training are limited and shall be equitably distributed.

3.4.3 Service Reviews:

1. The Director shall ensure that adequate personnel records are maintained for each employee of the library. Such records shall include dates of appointments and promotions, job titles, salaries, commendations, disciplinary actions, leave of any type, taken and accumulated, job evaluations, and any appropriate additional information. Any credential, required by law for employment must be kept in the employee's file in the library. Personnel records of the Director shall be maintained by the Personnel Office of the City of Long Branch.
2. The Director will annually, in the month of December, evaluate every employee. The Board of Trustees will annually evaluate the Director.

3.4.4 Promotions:

Promotions and transfers will be made in accordance with New Jersey Civil Service regulations and the Library Personnel Policy Manual sections K and L.

Approved 5/8/89
Amended 9/10/90, 3/11/91, 5/3/93, 8/10/95, 8/19/96

3.4.5 Leave of Absence:

All requests for a leave of absence are only approved by the Board of Trustees. (See Personnel Policy Manual.)

3.4.6 Disciplinary Action:

In accordance with the New Jersey Civil Service laws and **LB ORD. 75.15**

3.4.7 Separation Procedures:

In accordance with the New Jersey Civil Service laws and **LB ORD. 75.15**

3.4.8 Grievance Procedures:

In accordance with the New Jersey Civil Service laws and **LB ORD. 75.15**

3.4.9 Benefits:

Benefits are described as hospital and medical insurance, life insurance, dental insurance, vision insurance, accident and liability insurance, pension and retirement. All employees are covered by Workman's Compensation.

3.4.10 Membership in Associations:

The Long Branch Free Public Library will be a member of the Central Jersey Regional Library Cooperative, LMxAC: Libraries of Middlesex Automation Consortium, New Jersey Library Trustee Association, New Jersey Library Association, Long Branch Area Chamber of Commerce and Long Branch Exchange Club. The Director, staff members and Trustee are encouraged to belong to the appropriate library associations.

3.4.11 Expenses:

1. Mileage approved by the Board of Trustees will be paid to attend library conferences, workshops, educational seminars, and regional meetings providing prior approval is granted by the Director. The rate of mileage reimbursement will be reviewed annually. Registration fees and other educational related materials will be compensated for providing prior approval was granted. An itemized bill will be submitted for payment.

LB ORD 75.24 B

2. A report, oral or written, shall be given to the Director and/or Board of Trustees at the meeting following any paid attendance at a conference, workshop, seminar, network or any other meeting at which the Long Branch Free Public Library is represented by a staff member.

Approved 5/8/89

Amended 9/10/90, 3/11/91, 5/3/93, 8/10/95, 8/19/96, 12/12/98, 1/18/05, 1/8/07

4. FINANCIAL POLICIES

4.1 Relationship with the Funding Body:

The Long Branch Free Public Library Board of Trustees will establish a cooperative work relationship with the officials of the City of Long Branch.

4.2 Financial Procedures:

4.2.1 Budgeting:

The Board of Trustees of the Long Branch Free Public Library recognizes the need for the following policies regarding the Annual Operating Budget.

- a) Preparation of the tentative Annual Operating Budget: is to be prepared by the Director with input from the Finance Committee. At the September meeting said input will be given to the Director for inclusion and final approval.
- b) The tentative Annual Operating Budget will be presented to the Board of Trustees at the November meeting in line-item form with a breakdown of each item and a comparison of current year and projected year indication how the total was computed. A summary cover sheet of income and expenses will accompany the proposed budget.
- c) Budget categories shall include but not be limited to:

(1) Services:

- Utilities
- Building Maintenance
- Insurance
- Legal Fees
- Audit
- Library Materials
- Personnel Services
- Processing
- Postage
- Publicity
- Service Contracts
- Conferences, Workshops and Memberships
- Mileage
- Consultant Fees
- Programs
- Advertising
- Equipment Repair

(2) Materials:

Adult Books	Audiovisuals
Adult Reference	Databases
Children's Books	Microforms
Periodicals, Newspapers; and Serials	

Approved 7/10/89; Amended 3/11/91,5/3/93,8/10/95

(3) Supplies (Office and Processing)

Building Maintenance
Programs

(4) Equipment**(5) Miscellaneous/petty cash****(6) Capital Improvements****4.2.2 Accounting:**

The expenses the library will be accounted for in a general ledger as recommended by a Registered Municipal Accountant and accepted by the Board of Trustees

4.2.3 Reporting:

Presentation of the Long Branch Free Public Library Annual Operating Budget will be made to the City Administrator at the time designated by the City Finance Director. The presentation will be made by the Director and representative(s) of the Board of Trustees.

4.2.4 Auditing:

An annual audit will be conducted by a NJ state approved Registered Municipal Accountant and presented to the Board of Trustees by the June meeting. The Finance Committee at the January reorganization meeting will recommend an Auditor.

4.3 Charges/Library Generated Funds:

1. It is the policy of the library to charge for:
 - a) Non-resident (not working in LB) membership
 - b) Lost and damaged book
 - c) Overdue materials
 - d) Lost or damaged videocassettes, audiocassettes, and other non-print media
 - e) Sale of discarded materials
 - f) Replacement of lost library cards
 - g) Cost of reproductions on the library's photocopier, microfiche, computer printers and microfilm machine
 - h) Other such items and services as identified by the Board of Trustees

2. All money collected from, but not limited to the above, shall be reviewed yearly and set on the recommendation of the Finance Committee and presented to the Board of Trustees in conjunction with the budget.

Approved 7/10/89; Amended 9/10/90, 3/11/91,8/10/95, 1/08/07

4.4 Insurance – Bonding:

1. The Long Branch Free Public Library is covered by the City Blanket policy.
2. The Treasurer of the Board of Trustees and the Director will be bonded.
3. Employee theft is covered by the City's Blanket Bond.

4.5 Gifts - Donations – Memorials:

1. Any non-monetary gifts for the general library materials collection, such as books, magazines, videos, cassettes and compact disks will be accepted or declined for the library collection by the Director.
2. Major gifts, such as art objects, portraits, local history materials, computer equipment, sculptures, money and securities, shall be receipted by the Director and reported to the Board of Trustees. The Trustees shall accept or decline these gifts. If accepted, the gifts shall be managed by the Director as authorized by the Trustees.

4.6 Revenues:

1. Materials, goods or services and emergency repairs shall not be contracted to by the Director over \$1,000 per item without prior approval of the conferring with the Board, other than utility bills and other normal and routine expenses. The Director may contract for emergency repairs without Board approval up to \$1,000.00.
2. Deposits will comply with the 48-hour rule.
3. The amount in Petty Cash shall not exceed one hundred fifty dollars at any given time. Petty cash reimbursements should/will be from the Operational Budget as receipts are presented.

4.7 Expenditures:

1. The Payment of bills shall be authorized at the regular monthly meeting of the Long Branch Free Public Library Board of Trustees.

2. Pre Payment of Bills:

The Library Accountant shall be authorized to prepay any of the following obligations prior to the Trustee voting on the bill list upon which such obligation shall be listed:

- a) Payments under contractual agreements previously approved and authorized by the Board of Trustees.
- b) Payment of utility bills.
- c) Payment of any other item deemed necessary by the Library Director that does not exceed \$2,000 per item and has been reviewed and authorized by verbal approval of the majority of Library Board of Trustees.

4.8 Fund Raising

Fund raising may take varying forms. All fund raising projects are to be previously approved by the Board of Trustees. An accounting of funds collected will be made to the Board of Trustees. Board members and the library staff should explore public and private sources of aid in fund raising for the library.

Approved 7/10/89; Amended 9/10/90, 3/11/91, 5/13/91, 12/21/98, 9/16/04, 9/20/04

5. BUILDINGS AND SERVICES

5.1 Hours of Operation:

1. Hours of operation are established by the Board. The hours will meet Library State Aid funding requirements.
2. The library closes for legal holidays. Library users are notified through signs and appropriate notices.
3. The main library phone number is 222-3900 and the children's library phone number is 222-4803. The phone number for the Elberon Branch is 870-1776. The Director's office phone number is 222-3948.

5.1.1 Facilities Maintenance:

The Long Branch Free Public Library will keep its library facilities attractive, well maintained, and available to all.

5.2 Eligibility for Use:

1. Any resident, taxpayer, person attending school in the city or any person who works in the city shall be allowed the privilege of a free library card upon proper registration. Non-residents will pay a fee of \$20.00 yearly.
3. Eligible applicants with acceptable identification showing name and address will be issued a card immediately. A list of acceptable identification is kept at each circulation desk. Children will be issued a card with a parent/guardian's name and identification immediately. First checkout will be limited to two items.

5.3 Emergency Procedures

5.3.1 Closing the Library:

When the City of Long Branch offices are closed and announced on the local radio station, the library will conform to the city policy on closings due to inclement weather.

5.3.2 Evacuation of the Library Building

When evacuation (or fire) alarm sounds or you are directed to evacuate the facility:

- (1) Remain calm
- (2) Shut down all hazardous operations
- (3) Follow instructions
- (4) DO NOT USE ELEVATOR
- (5) Do not break windows
- (6) Do not open hot doors
- (7) Do not attempt to save personal items
- (8) Assist disabled persons
- (9) Leave the area in orderly fashion, close doors but do not lock doors
- (10) Follow established evacuation routes

Approved 7/10/89;

Amended 9/10/90, 3/11/91, 5/3/93, 8/10/95, 9/28/98, 12/21/98, 9/20/04

- (11) Move away from the structure. Go directly to assembly area designated as the courtyard area west of the building (next to City Hall) by the monument.
- (12) Report a head count to make sure everyone is out of the building.
- (13) Do not block street or driveway or emergency crews.

(14) Stay in the assembly area until otherwise instructed.

(15) Do not spread rumors.

(16) In the event of an electrical outage, staff will cease all library transactions and evacuate all patrons from the darkened building until the power is restored. This is a precautionary measure to provide for the public and staff safety.

5.33 Guidelines for Handling Suspicious Packages:

For routine daily mail procedure, it is not necessary to take extra precautions, such as wearing facemasks or gloves. Do not open suspicious letters or packages. Refer to Police Department.

5.4 Parking:

A. Designated parking areas for library personnel are located in the rear of the library (west).

B. Parking for patrons may be in front of the library, on Slocum Place or in the rear of the library.

5.5 Use of Library Telephone:

All long distance telephone calls must be recorded on the appropriate form. No personal telephone calls, local or long distance, are to be made on the Long Branch Free Public Library's phones except in an emergency. If an emergency toll phone call is necessary, monies will be reimbursed to the library. Adult patrons are to be directed to use the public telephone outside the Main Library. Unattended children up to 13 years of age will be referred to the Children's Library where a person in charge is authorized to place a call to the child's parent or guardian.

5.6 Local Community Room – General Guidelines:

Meeting rooms are available free of charge for use by any local organization engaged in educational, cultural, intellectual, or charitable activities. Use of the library meeting room does not constitute library endorsement of the group's policies or beliefs.

Publicity is the responsibility of the organization. All literature and publicity regarding meeting room activities must clearly identify the sponsor(s). Groups must provide a telephone number for the public to contact for information.

Applicants must at least eighteen (18) years of age. Rooms are NOT available for use on a regular continuing basis by any organization unless approved by the Library Director.

The organization representative will receive confirmation when approved. Applications should be filed at least two weeks prior to the requested date. Permission to use the meeting room does not include the use of library owned equipment. If an approved meeting is cancelled, the group should notify the Director at least two days in advance so that others may schedule use of the meeting room.

Meeting rooms are available only during the hours the library is open.

Meetings must be free and open to the public. There shall be no solicitation for donations or selling of products or services at the meetings.

Approved 7/10/89 Amended 9/10/90, 3/11/91, 5/3/93, 8/10/95, 9/28/98, 12/21/98, 9/20/04, 10/16/06

Applicants must adhere to fire codes. All federal, state, and local ordinances, as well as rules of the Police and Fire Departments relating to public assemblies must be strictly

obeyed. The Community/Meeting rooms' doors must be kept open during meetings and programs as per order of the Fire Marshall.

The library is not responsible for personal belongings left in the meeting rooms.

Smoking or alcoholic beverages are prohibited in the library.

Groups are responsible for maintaining their own discipline and must abide by the Library Rules of Behavior. Children or teenage groups must have adult supervision.

Groups must provide their own supplies, materials, refreshments, equipment, etc.

Groups are responsible for their own set-up/clean-up of tables, chairs, and equipment. A \$25 cleaning fee will be charged if the room is not left clean. The applicant will be held responsible for loss or damage resulting from room use. Compensation for such loss or damage must be made promptly upon billing. The applicant shall indemnify the Library for any property damage during room use and for expenses and costs, including attorney's fees incurred by the Library or its employees and agents in defending against any claims or demands for losses or liability arising from or related to the applicant's use of the premises.

The applicant shall hold the City of Long Branch, the Library, its employees, volunteers, and agents harmless from any claim, loss, or liability arising out of or related to the applicant's use of the premises, or from any condition of the used premises, including any such claim, loss or liability which may be caused by or contributed to in whole or in part by the City, its employees and agents. The group, and the organization the applicant represents, hereby fully and unconditionally waive their individual and collective rights to recover from the City, the Library, officers, employees, agents and volunteers, any loss, damage, restitution or compensation arising out of this agreement or out of the use of any City property associated with this agreement. The City, the Library, officers, employees, agents and volunteers shall in no event be liable, for any loss or damage suffered or incurred by applicant, the organization applicant represents, or their agents, employees, customers, invitees or licensees for any reason whatsoever. Such waiver includes, without limitation, waiver of liability for death, personal injury, theft, damage to motor vehicles, loss of property from within motor vehicles, business interruption, lost profits, consequential damages, and rights of subrogation.

The Library Director reserves the right to cancel any meeting because of adverse weather conditions or for any other emergency.

The Library Director has full authority to accept, renew, reject or revoke requests for permission to use meeting rooms. Any violation of these rules and regulations may result in an order to vacate the premises immediately and/or suspension of the privilege of using the Meeting Room.

For the complete Library Meeting Room Policy and Meeting Room Application Forms, please refer to our website at www.lmxac.org/longbranch.

Approved 7/10/89;

Amended 9/10/90, 3/11/91, 5/3/93, 8/10/95, 9/28/98, 12/21/98, 9/20/04, 10/16/06

MEETING ROOM**a. Occupancy:**

Main Library, Children's Room: 31 chairs only
 15 tables and chairs.
 Community Room: 129 chairs only
 61 tables and chairs.

- (5) Time limit: Library hours of the day.
- (5) Restrictions: No smoking, no alcoholic beverages, room is left in a neat and orderly condition.
- (5) Charge: None.
- (5) A fee will be charged for any damage to property.

5.7 Special Accommodations for Special Needs Patrons:

1. At Main Branch, an elevator in the foyer is available for accessibility to the building. An elevator services the Children's Room on 2nd Floor and the Adult Services in the lower level.
2. Audio books and large print books are available.

5.8 Bulletin Board and Free Material Distribution:

1. The purpose of the Library's exhibits is to stimulate interest in books and reading and to relate library exhibit collections and services to the community which it services.
2. No flyers or posters of a partisan, sectarian, or profit-making nature may be displayed in the library.
3. The use, by individuals or organizations of the library's facilities for displays and/or exhibits, other than those which pertain to the library is not a right but a privilege which is subject to review by the Library Director and/or the Board of Trustees.
4. The library will try to protect material displayed but cannot be responsible for loss or damages to such material. An exhibitor must sign a release form.

Approved 7/10/89;

Amended 9/10/90, 3/11/91, 5/3/93, 8/10/95, 9/28/98, 12/21/98, 9/20/04, 10/16/0

5.9 Notary Public Service:

The Long Branch Free Public Library offers free Notary Public Services for the benefit of the residents of our community. The following guidelines will be followed in the provision of Notary Service:

- a. Notary Services are a courtesy provided by the Main Library and not the Notary's primary duty; therefore, the Notary may ask the person(s) to wait while the Notary attends to a patron at the desk, takes a telephone call, or tends to other library matters.
- b. Library Notaries are scheduled during the Library's hours of operation. Notary service is not available in the fifteen (15) minutes prior to the time of closing.
- c. It is recommended that customers seeking Notary Service call the Library prior to their visit to ensure that a Notary is available at that time. The Library can be reached by calling 732-222-3900.
- d. Notary Service is provided on a first-come, first-serve basis.
- e. The Notary will only attest to documents signed in his/her presence.
- f. Valid photo identification is required of any customer seeking Notary Service.
- g. The Library will not provide witnesses and witnesses may not be solicited from customers using the library. The witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.
- h. Documents in any language other than English will not be notarized at this facility.
- i. New Jersey law requires that a Notary and the customer seeking notarization be able to communicate directly with each other. Library Notaries are not permitted to make use of a translator to communicate with a Notary Service customer.
- j. Unless Deeds, Wills, Living Wills, Living Trust documents are prepared by an attorney, Notary Service is not available.
- k. Certain public documents cannot be copied and notarized. Examples of these are: birth certificates, death certificates and marriage certificates.
- l. In accordance with New Jersey Notarial Law, Notaries will not provide service if the customer, document or circumstances of the request for Notary Service raise any issue of authenticity, ambiguity, doubt or uncertainty for the Library. In this event, the Library Notary may, at his/her sole discretion, decline to provide Notary Service.
- m. The Library reserves the right to limit the number of signatures and seals/stamps required.
- n. There is no cost for a seal affixed to a document.

Approved 9/17/07

5.10 Art Exhibit/Collection Display Guidelines and Policies

Purpose

The Long Branch Free Public Library local artist program aims to highlight the artistic talents/special collections of area individuals, schools or organizations. The purpose of the program is to showcase their artistic talents and to make the viewing of their work/collections enjoyable to the library community at large.

1. The Long Branch Free Public Library will accept works of art/special interest collections from individuals, schools and organizations for display in the Community Meeting Room and the display cases that have been designated for that purpose.
2. Display space in the library is limited to the Community Meeting Room for hanging displays and to the display cases located on the first floor and the lower level. Display location will be determined during the initial booking. Library use of the display areas precludes any other use.
3. Bookings are accepted up to one year in advance and are coordinated by the staff member assigned to that responsibility.
4. Based on demand, artwork/special collections may be displayed for up to a period of two months. No individual may reserve the right to exhibit space more than two times in a calendar year. Exceptions to the length of display are made on a case-by-case basis and are confirmed during the initial booking in writing by the Library. Display dates are to be established at the time of booking. The library reserves the right to change, reschedule or cancel exhibits when necessary. Community members interested in displaying their artwork/special collections should contact the Library Director. Artists are chosen on a first-come, first-booked basis. Anyone interested in displaying their artwork/special collections are required to complete an application form prior to confirmation of a booking.
5. The intent of this display space is not to promote a particular point of view or to make a statement on a controversial issue. Artwork must not contain obscene, offensive, profane or indecent content nor may it be of pornographic nature or promote, encourage or entice violence. Therefore, the Long Branch Free Public Library reserves the right to censor material that is deemed to be inappropriate for display. The display of artwork/special collections at the Long Branch Free Public Library does not imply an endorsement of the exhibit by the Library, the Trustees or the staff.
6. Should a display of art or a special collection be challenged by a member of the community, the Library Board of Trustees will review the complaint with the exhibit remaining in place until a final decision has been reached. The artist will be notified in writing of the Library Board's decision.

Approved 10/15/07

7. There is no charge for the right to display artwork/special collections.
8. The individual is responsible for transportation, set up, arrangement, and

dismantling of the exhibit unless otherwise stated in the agreement.

9. Artwork on display may be offered for sale, with prices established by the artist. The artist is responsible for conducting the sale of any work directly with the buyer. Prices may not be posted on the artwork. Exhibitors may provide a contact name, phone number, E-mail, biographical information and price list for interested individuals. This information will be kept behind the Circulation Department service desk and will be available upon request.
10. Artists may provide a display card or title label indicating the name of the work, artist's name, and medium. However, no labels signs or artwork may be attached directly to the walls.
11. A picture hanging system is provided to display artwork/collections in the Community Meeting Room. Maximum weight for any piece is 50 pounds. All artwork/collections to be displayed in the Community Meeting Room must be able to hang with a wire. Paintings, photography, stained glass, framed silk, ceramics, tapestries,/weavings, wooded plates or bowls, etc. may be displayed in the Community Meeting Room provided the piece is able to hang by a wire. Work that is fragile in nature or whose framing is of questionable durability may be rejected. All works to be displayed must come with a hanging wire attached. The library is not responsible for providing these materials. This is a multi-purpose space and safety is paramount. The floor is to remain clear of any artwork/collection piece.
12. Artwork/Collections displayed in the Community Meeting Room are placed there at the owner's risk. The Community Meeting Room is kept open at all times during normal library hours. It is a community space for functions of all ages. The Library is not responsible for loss or damage incurred while the exhibited items are in the library. The Library insurance coverage is limited to items on the Inventory List submitted by the artist prior to showing. Additionally, it is recommended that exhibitors have their own insurance.
13. All exhibitors are required to sign an Exhibit Agreement that releases the library from responsibility for any items in the exhibit. The exhibit agreement must be signed and submitted to the assigned staff member on or before the exhibit set-up date. In addition, exhibitors are required to provide the assigned staff member with an itemized list of items to be displayed including the following: title of piece, description, format, price and total number of items in the display. The itemized list must be completed and submitted to the assigned staff member on or before the exhibit set-up date.

Approved 10/15/07

14. Artists are permitted to hold an Artist's Reception in the Community Meeting Room provided there is prior written approval from the Library Director. The reception must be held during normal library hours and must be open to the general public. All set-up and clean-up is the responsibility of the artist. All

- publicity for the reception is the responsibility of the artist. Refreshments are permitted in the Community Meeting Room only. Alcoholic beverages are not permitted within the library. The artist must provide all paper goods and/or appliances such as coffee urns needed for the reception. Room capacity must be obeyed during the reception.
15. Permission to photograph and reproduce any work/collection piece accepted in the exhibit for publicity purposes is considered granted unless otherwise stated in writing during the initial booking. The library is not required to provide publicity for the display. Artists are to provide the assigned staff member with a brief summary of the display and/or biographical information should the library conduct publicity for the display.
 16. The Long Branch Free Public Library reserves the right to deny space to anyone whose use or planned use of the space does not comply with these conditions.
 17. *For the complete Library Art Display Policy and Art Display Application Forms, please refer to our website at www.lmxac.org/longbranch*

5.11 Print/Copy Costs

To offset the cost of printing, library customers will be charged for the print copies that they make, as follows:

Print copy	\$0.10 per page
Microfilm Print copy	\$0.25 per page
Color Print copy	\$1.00 per page

5.12 Fax Services

The Long Branch Public Library provides public fax services.

Approved 10/15/07, Amended 4/21/08, 5/19/08

5.13 Local History Services

The Long Branch Free Public Library contains a rich collection of local history materials, including photographs, rare books, the Durnell scrapbooks and collections, along with other archival and microfilm resources. Customers are not permitted to take out of the library building any materials in the Local History collection.

A. Local History Mission Statement:

The mission of the Local History Room is to collect, maintain, and preserve materials on local history for the benefit of historians and library customers, now and in the future. Materials to be preserved focus on the following:

- 1) History of Long Branch Free Public Library
- 2) City of Long Branch
- 3) Jersey Shore
- 4) Monmouth County
- 5) New Jersey
- 6)

B. Local History Archives Statement:

The Archives is the official repository for records of the Long Branch Free Public Library and the guide to its history. The Archives identifies, collects, and presents material that documents the history, organization, policies, operations, mission, and goals of the library. The Archives ensures that library records with historical and enduring value are available for research and reference.

C. Loan Policy:

Materials from the Local History Room may not be taken out of the building on loan. Special requests for loans will only be granted with approval of the Board of Trustees.

D. Permission to Publish:

Researchers are required to make application to publish special Collections Materials.

The Long Branch Free Public Library, in order to support research and scholarship on the history of Long Branch and the Jersey Shore, will consider requests to publish materials from its special collections. The Long Branch Free Public Library reserves the right to restrict publication and, in certain cases, to deny requests. Publication will be denied in cases where the Local History Librarian is aware that the library does not own copyright or where reproduction will damage the material. Publication may also be denied for any other reason the Library Director deems valid. Publication may be allowed under the following conditions, to which the researcher agrees by signing an Application to Publish Special Collections Materials, wherein the researcher agrees:

- 1) To assume all legal responsibility for observing copyright law, the laws of libel and invasion of privacy, and property rights.

Approved 1-26-01; Amended 07-16-01, 12/16/02, 1/17/06

- 2) To cite the specific special collection as the source of the information or image and the Long Branch Free Public Library as the owner of the original material. The citation should read: Name of Collection, "Long Branch Free Public Library." (For example, a photograph taken by the Pach brothers that is part of the North Jersey Shore Resort Era Collection would be cited as "Pach Brothers photo, North Jersey Shore Resort Era

Collection, Long Branch Free Public Library.”)

- 3) In cases where the Long Branch Free Public Library does not hold copyright, the researcher asserts that he/she understands that he/she must obtain such permission from the copyright holder as well as from the Long Branch Free Public Library.
- 4) To agree not to make additional copies of this material.
- 5) To understand that permission to publish is not transferable.
- 6) To understand that permission is granted for one-time publication only.
- 7) To agree to contribute to the library one (1) free copy of any publication or published book.
- 8) To agree to pay for one scanned copy at a cost of \$10 per image
- 9) To agree to pay the current Permission to Publish charge in the amount of \$25 per image.
- 10) Total cost for Permission to Publish in the amount of \$35 per image, plus postage and handling where applicable, is to be paid in advance and to accompany the completed Reproduction Request Form.

All fees collected will go toward maintenance and preservation of the local history collection. A fee may be waived for people or organizations that provide service to the Library and the City, at the Library Director’s discretion.

E. Photographic Reproduction Policy

1) *Warning Concerning Copyright Restrictions:*

The copyright law of the United States (Title 17, U.S. Code) governs the making of reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish or allow the making of a reproduction. One of these conditions is that the reproduction is not to be “used for any purposes other than private study, scholarship, or research.” If a user makes a request for, or later uses, a reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. The Long Branch Free Public Library reserves the right to refuse a request for a reproduction, if, in its judgment, fulfillment of the request would involve violations of the copyright law.

2) **Library Rules on Photocopying of Local History Room Materials:**

The Library balances access to materials with preservation needs. No materials may be photocopied without permission from the librarian. All photocopying must be done by staff and copies must be paid for at the time copying is done or in advance. It may not be possible to make copies on the same day they are requested.

Approved 1-26-01; Amended 07-16-01, 12/16/02, 1/17/06

3) **Restricted Material:**

The Library does not permit photocopying of large maps, bound atlases, newspapers, city directories, architectural drawings, and manuscript items. The library will also not permit copying of any materials that are fragile or susceptible to damage by exposure to the intense light and heat of the photocopy machine. All bound materials must be copied one page at a time. Photographs may not be photocopied. For information on obtaining copies of photographs, please consult the Photographic Reproduction Policy.

4) Cost of Scanned Images

Scanned copies of images may be obtained for \$10, plus postage and handling when applicable, with the approval of the Librarian. Scanned copies are not available on the day requested and will be sent through the mail to customers. Payment in advance is required.

Photographic copies are available for a small selection of images. Please consult the librarian for prices and availability.

5) Researchers may not make personal copies of a photograph, using handheld scanners or digital cameras.

F. Photocopy Policy

1) Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, U.S. Code) governs the making of reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish or allow the making of a reproduction. One of these conditions is that the reproduction is not to be “used for any purposes other than private study, scholarship, or research.” If a user makes a request for, or later uses, a reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. The Long Branch Free Public Library reserves the right to refuse a request for a reproduction, if, in its judgment, fulfillment of the request would involve violations of the copyright law.

2) Library Rules on Photocopying of Local History Room Materials

The Library balances access to materials with preservation needs. **No materials may be photocopied without permission from the librarian. All photocopying must be done by staff and copies must be paid for at the time copying is done or in advance. It may not be possible to make copies on the same day they are requested.**

3) Restricted Materials

The Library does not permit photocopying of large maps, bound atlases, newspapers, city directories, architectural drawings, and manuscript items. The library will also not permit copying of any materials that are fragile or susceptible to damage by exposure to the intense light and heat of the photocopy machine. All bound materials must be copied one page at a time. Photographs may not be photocopied. For information on obtaining copies of photographs, please consult the Photographic Reproduction Policy.

Approved 1-26-01; Amended 07-16-01, 12/16/02, 1/17/06

The following titles are fragile and may not be photocopied: the original scrapbooks from the North Jersey Shore Resort Era Collection (donated by James Durnell and often referred to as the Durnell Collection), Schenck’s An Album of Long Branch, the 1941 Plat Book of Monmouth County, the 1873 F. W. Beers Atlas of Monmouth County, New Jersey, and the 1889 Wolverton’s Atlas of Monmouth County, New Jersey. The first two of these are available on microfilm; copies may be made using the microfilm reader-printer. Reprint editions of the Beers and Wolverton atlases are available at the Reference Desk on the lower level. Researchers may make copies of selected pages of

the reprint editions, subject to copyright laws. The 1941 Plat Book of Monmouth County, New Jersey is not available in any other format. Researchers who wish to obtain a copy of a specific page should consult the rules regarding obtaining photographic reproductions.

4) Photocopy Costs:

Photocopies of materials from the local history room cost \$.25 per page.

Photocopy requests fulfilled by mail are subject to a \$3.00 handling charge, for up to six pages. For additional copies, the handling charge is \$.50 per page.

Microfilm copies are \$. 25 per page and computer printouts are \$.10 per page.

Researchers who are able to receive TIF files on their home computers may e-mail themselves a copy of a microfilm page at no charge.

G. Collection Development Policy:

The Local History Collection consists of the Library Archives and print and nonprint materials on the history of Long Branch, the Jersey Shore, Monmouth County, and New Jersey. The following guidelines will assist the staff with the selection of materials for the collection. The selection of materials will be done in the following priority order: the Long Branch Free Public Library, city of Long Branch, Jersey Shore, Monmouth County, and New Jersey.

The library will maintain a collection of books, manuscripts, newspaper articles in various formats (clipping file, microfilm, or hard copy), maps and bound atlases, and photographs and other images of Long Branch and the surrounding area. The Library will collect selected documents created by county or state government.

The Library Archives will collect calendars, brochures, and flyers advertising library programs and photographs of library programs and activities, as well as news-paper articles about the library, its staff, and its programs.

New books will be purchased for the collection, as funds permit, only if they fit the guidelines described above. Purchases will be selected by the Local History Librarian, with the approval of the Library Director. Although the Local History Librarian may choose to accept individual books or manuscripts offered for donation, the Library Director will be consulted whenever a major collection is offered. The final decision as to whether or not to accept a donation rests with the Library Director. The following criteria will be used in deciding whether or not to accept a donation:

Approved 1/26/01; Amended 07/16/01, 12/16/02, 1/17/06

- 1) The prospective collection or item should fit the guidelines.
- 2) There must be sufficient space to house the prospective collection or item.
- 3) The preservation needs of the collection or item must not exceed the ability of the Library to properly care for the collection or item.
- 4) Regalia, or artifacts, will not generally be accepted.
- 5) No donation will be accepted unless the donor signs a release form, giving full rights to the item or collection to the Library.

In order to have enough space to continue to add new materials, items in the Local History Room will, on occasion, be removed from the collection. Materials will be deaccessioned according to the following priorities. First, duplicates may be removed

from the collection. If these are of value, they will be offered for sale and the monies raised will be used to purchase supplies for the Local History Room. Secondly, items that were accepted as donations in prior years that do not fit the collection development guidelines may be disposed of as the Library sees fit. Finally, books on the history of other counties and the state of New Jersey as a whole may be removed from the collection if it is necessary in order to make room for additional books on the history of Long Branch and the Jersey Shore

H. Terms and Conditions for Using the Library's Website Images

Terms and Conditions are posted on the library's website www.lmxac.org/longbranch. The website posting states that Terms and Conditions for Using the library's Website Images is a legal and binding agreement between the customer and the Long Branch Free Public Library relating to the licensing of images in the library's collection. By downloading images or receiving images in any way from the Long Branch Free Public Library, the customer agrees to all the terms of this agreement and other related provisions required by the library, as follows:

- 1) Images of art or photographs found on this website are not to be used in any manner without the expressed written permission of the Long Branch Free Public Library Board of Trustees as delegated to the Library Director.
- 2) Images are not sold; their use is licensed and they remain the physical property of the Long Branch Free Library and the intellectual property of the copyright holder.
- 3) Where permission is granted, images or image files cannot be distributed or resold independent from the specific use for which permission is granted. The Long Branch Free Public Library reserves the right not to permit reproduction of an Image for any reason whatsoever.

Approved 1/26/01; Amended 7/16/01, 12/16/02, 1/17/06

I. Deed of Gift Agreement

Donated material will be evaluated and accepted by a Deed of Gift Agreement, including a description of the donation and signed by the donor and library director. The donor asserts that he/she has full authority to give, transfer, assign, and deliver all rights, title, and interest in the objects described, including copyright, to the Long Branch Free Public Library (LBFPL) as an unrestricted gift. The LBFPL may use the objects in any manner that is deemed to be in the best interest of the LBFPL in accordance with the collections policy of the LBFPL and the terms of gift as listed below:

- 1) By execution of this Deed of Gift the Donor represents and warrants to the Long Branch Free Public Library (LBFPL) that he/she is the sole owner of the title to the object(s), unless otherwise specified in writing, and has full power and authority to give the object(s) to the Long Branch Free Public Library.
- 2) The Donor acknowledges that upon execution of this Deed of Gift the object(s) irrevocably become(s) the property of the LBFPL, that the Donor transfers any and all rights, including copyright, to the LBFPL, and that the object(s) may be displayed, stored, maintained, loaned, published, reproduced, and disposed of as the LBFPL sees fit and in accordance with the collections policy of the Library.
- 3) The Donor acknowledges that because of limited exhibit space and the policy of changing exhibitions, the LBFPL has not promised, and is in no way obliged, to exhibit the object(s).
- 4) The LBFPL does not appraise donations for tax purposes, nor does the library staff appraise items as a service for visitors. For the protection of the Donor, it is recommended that appraisals be accomplished by a disinterested third party before the item is conveyed to the LBFPL. It is the responsibility of the Donor to make arrangements for an appraisal.
- 5) The Donor is encouraged to seek the advice of counsel before claiming deductions for the purpose of computing income and inheritance taxes under the laws of the State of New Jersey and the United States. The Internal Revenue Service has determined that the Long Branch Free Public Library is organized and operated exclusively for educational purposes and is exempt from Federal income tax.
- 6) Donors may be required to complete Form 8283 for Non-cash Charitable Contributions on their Federal Income Tax.

J. Mold Issues:

Gift collections will be evaluated for mold prior to delivery to the library. Documents found to have mold will not be accepted unless there is a source of funding for remediation. Treatment, in this case, is a cost of acquisition and must be covered by collection development dollars. Materials accepted under these circumstances must be immediately isolated and sent for cleaning. (From "Trash to Treasure" Workshop presented by Tim Corlies at 2008 NJLA Conference.)

5.14 Public Computer Use

Internet Access Policy

The library provides public computer resources, high-speed internet connectivity and wireless Internet access at both libraries. Main Library, 328 Broadway, offers public computer resources in the Children's Room, Adult Services Area and Computer Lab. Elberon Branch, 168 Lincoln Avenue, provides four additional public computers.

Funding for public Internet access has been provided by New Jersey Natural Gas Company Libraries Online, Bill and Melinda Gates Foundation, Federal Telecommunications eRate awards, New Jersey State Library, and Central Jersey Regional Library Cooperative.

The library endorses the American's Library Bill of Rights, the American Library Association's Freedom to Read statement and the New Jersey Library Association's People's Library Bill of Rights. Thus, all library patrons are provided equal access to the Internet.

The library strives to be a gateway to the global network of recorded thought and information. The library is committed to providing a superior service to all segments of its diverse community, as well as employing technology to improve access to global resources. As part of its mission to meet the educational and recreational needs of its public, the Library makes available free access to the Internet.

The library cannot monitor for nor control what can be accessed through the Internet. Since the Library cannot choose or select the information available to the patron, it can take no responsibility for that information or material. The library does not endorse the viewpoints or vouch for the accuracy or authenticity of information accessed through the Internet. Internet patrons must determine what information is appropriate and must evaluate for themselves the accuracy of the information accessed. There is sexually explicit material and other possibly controversial information on the Internet. Parents or guardians are advised to supervise their children's Internet access. Accordingly, our patrons access and use the Internet at their own risk.

The library maintains the customer's right to confidentiality and privacy in all his or her activities with resources and services provided by the Library. Public Internet customers are advised that electronic communications and files travel through unsecured space; therefore, the customer (not the library) assumes responsibility to refrain from displaying personal information that would compromise his or her own privacy and confidentiality. However, patrons are advised that because of the open nature of the Internet, the library cannot guarantee the privacy of information or searching conducted at its public computers.

Approved 10/16/06; Amended 9/17/07

The library cannot provide in-depth assistance in internet use and searching for individual patrons. The staff of the library is able to answer questions about the use of the Internet and offer searching questions to help locate information resources, but they are not able to provide in-depth training in Internet skills or personal computer use.

The library's webpage, located at www.lmxac.org/longbranch is the first place to go for information. Customers with a valid library card can access the library's webpage from home or work anytime, anywhere on a device connected to the Internet. The library provides 36 databases with quality information resources. Some reference services available through the library's webpage include:

NetLibrary: A collection of thousands of e-books available for checkout. Patrons must pre-register in the library for NetLibrary remote access.

Learn-a-Test: Practice tests available for SAT, GED, Citizenship, various Civil Service Exams, etc.

Acunet Photo Archives: Images and photos published in Associated Press newspapers

Heritage Quest: Genealogy and Family History

ListenNJ: A collection of free, downloadable audiobooks, funded by the Libraries of Middlesex Automation Consortium.

Auralog: Learn English, Spanish, Portuguese or Italian.

Pathfinders: Subject list to reliable Internet sites.

Public Internet service is available to patrons in three age categories: Children (up to 11 years old), Teens (12 years to 18 years old) and Adults (18 years old and up)

Special rules apply to each age group, as follows:

Children: Children are required to use the public computers in the Children's Room. Child Internet computers are filtered in compliance with CIPA: Child Protection Act. Children are prohibited to access Chat or E-mail. Parents or guardians, not the library or its personnel, are responsible for monitoring children's use of the Internet. Because parents or guardians may feel that some information available through the Internet is not suitable for viewing by their children, parental supervision is advised. Children who wish to use public computers in the Children's Room are required to have on file their public Internet registration contract that states the terms of appropriate Internet use and has been signed by the child and parent or guardian. Sessions are limited to 30 minutes each, and a maximum of one hour per day. Other rules are those in general stated below.

Teens: Teens may use the adult computers located in the Adult Services Area or in the Gates Computer Lab. Teen Internet computers are filtered in compliance with CIPA: Child Internet Protection Act. Teens are prohibited to access Chat or E-mail. Teens are limited to one hour per day in the Adult Services Area on the Lower Level. Sessions in the Computer Lab (dedicated to self paced learning and homework) are limited to two hours per day per customer, on a first-come, first-serve basis. Other Internet regulations are stated below

Adults: Adults may use the adult computers located in the Adult Services Area on the Lower Level and in the Computer lab. Wireless Internet Access is available in the Main Library Community Meeting Room and at Elberon Branch. There is no time limit for wireless access but the customer must provide the laptop. All library public Internet computers are filtered in compliance with CIPA: Child Internet Protection Act. Adult customers (18 years and older) may request library staff to remove the Internet filter for access to blocked sites. Public Internet sessions in the Adult Services Area on the Lower Level are limited to one hour per day. Sessions in the Computer Lab (dedicated to self paced learning and homework) are limited to two hours per day per customer, on a first-come, first-served basis. Other Internet regulations are stated below.

Public Internet Rules and Regulations: The library internet policy has been formulated to conform to American Library Association's Policy Manual, and Intellectual Freedom Manual. Public Internet users are asked to read and agree to abide by the following rules of conduct when accessing the library's public Internet. Customers agree to abide by the following rules and restrictions:

1. Public Internet customers agree to use the Internet appropriately and responsibly. Public computers may NOT be used for purposes contrary to state laws, federal laws or local ordinances.
2. Public Internet customers shall act in a manner consistent with the Library's Code of Conduct.
3. The Library employs on all public computers in compliance with CIPA: Child Internet Protection Act.
4. Hacking, tampering and all unlawful activities are prohibited
5. Adult customers may request staff to unblock Internet sites by removing the filter. Ask for assistance at the Information desk.
6. Children and Teens (17 years or less) are prohibited to access Chat or E-Mail. If a child or teen accesses Chat or E-Mail, his or her Internet privilege will be suspended and child or teen will be asked to leave the library. Repeated offenses will result in suspension from the library.
7. Customers are requested to use their library card to log themselves in on the public Internet.
8. Customers without library cards need to ask for staff assistance at the service desk. A customer without a library card will be asked to show identification, and will receive a one-day guest card.
9. Hard-blocked card holders are not allowed to use the public computers. Hard-blocked customers are prohibited from using library public computers. Hard-blocking is the library action to make inactive any library card with a fine of \$5.00 or greater. A patron with a payment plan may be issued a one-day guest card.
10. Time limit for public Internet is one hour per day, available on a first-come first-serve basis.
11. Time limit for the Computer Lab is two hours per day per customer, on a first-come first served basis.

Approved 10/16/06; Amended 5/19/08

12. Wireless Internet access is available all the hours the library is open.

There is no time limit. Customers must provide their own laptop or reader device.

13. Staff will instruct a customer engaging in inappropriate public Internet behavior to leave the library. Repeated offenses will result in suspension from the library.
14. The library reserves the right to terminate an Internet session at any time.
15. Customers are permitted to download or upload files in the Gates Lab and on the Word Processors located in the Adult Services Area on the Lower Level. Computer disks cost \$1.00 each. Disks are not allowed on the public Internet computers in the Adult Services Area on the Lower Level.
16. Printing cost is \$0.10 per page; Color print cost is \$1.00 per page.
17. Registration for public internet access is required. Teen and adult customers must execute the electronic agreement form before each online session. Clicking on Yes signifies agreement to follow the library's Internet policy.
18. A parent or guardian's written permission is required for children. Children must use the Children's Room computers on the 2nd floor at Main library and register on a paper form. Both the child and parent/guardian must sign the child Internet agreement form. By signing the agreement for, the child and his/her responsible adult verify reading and agree to follow the library's Internet policy and the parent or guardian assumes full responsibility for his/her child's use of the Internet.

THE LONG BRANCH FREE PUBLIC LIBRARY CHILD INTERNET USE POLICY

The Long Branch Free Public Library strives to provide users with the best and most current resources available. Because the Internet offers a unique potential for electronic information, the Library offers free access to the Internet from workstations located throughout the Library.

Since the Internet is a worldwide computer network with a diverse user population there is no mechanism by which the hundreds of Internet sites can be monitored. Neither can the Library monitor or control the information found through the Internet with respect to either timeliness or accuracy. Accordingly, our patrons access and use the Internet at their own risk.

Library Policy requires that all public internet access be filtered. The Library filters information on the Internet for Children (less than 11 years old), as it does for Teens (11 years and up to 18) or Adults (18 years of age and over). Library policy does not permit children (less than 11 years old) or teens to access Chat or E-Mail. Child access is restricted to Children's Room Public Computers. Our policy is in keeping with the Intention of the American Library Association's Policy Manual, and Intellectual Freedom Manual. Parents or guardians, not the Library or its personnel, are responsible for monitoring children's use of the Internet. Because parents or guardians may feel that some information available through the Internet is not suitable for viewing by their children, parental supervision is advised.

Public internet registration is required for all users. While adult and teen registration is completed online, child registration requires both child/teen and parent/guardian signature on a paper form. The internet registration states that public internet users agree to use the internet appropriately and responsibly. It is not acceptable to use Library computers for purposes contrary to state or federal laws or local ordinances. Internet use will be managed in a manner consistent with the Library's Code of Conduct, which is posted in the Library. The Library has the right to terminate an Internet session at any time. Library Policy stipulates that revocation of internet privilege and library use will be the consequence for inappropriate internet use. Users have the right of confidentiality in all their activities with resources and services provided by the Library. The Library supports the users right to privacy. However, users are advised that because security is technically difficult to achieve, electronic communications and files could become public. At this time, due to the danger inherent in computer viruses, no downloading or uploading of files of any kind is permitted. Have fun "browsing" the Internet, but please remember that many times you will find the specific information you need elsewhere... in our books, magazines, library databases, etc.

Approved 10/16/06

Public internet users are required to show their library card and log in at the service desk prior to public computer use.

Internet resources in the Library are provided to our patrons on an equal basis. The Library sets a time limit for Internet use of thirty (30) minutes with a maximum of two sessions per day so that all patrons seeking access will have an opportunity for access.

By signing below you verify that you have read and understand the above internet policy. If a child is under 11 years of age, a parent or guardian must sign.

Signature of person registering _____ Date _____

Parent's or Guardian's signature, if under 11 _____ Date _____

Printed name of person registering _____

Approved 10/16/06

LONG BRANCH FREE PUBLIC LIBRARY

PUBLIC COMPUTERS

The Long Branch Free Public Library strives to provide patrons with the best and most current resources available. The Library offers free access to the Internet and other electronic databases offering unique, ever-changing sources of electronic information.

Our policy is in keeping with the American Library Association's Policy Manual and Intellectual Freedom Manual. The Library complies with CIPA: Child Internet Protection Act. The Library cannot monitor or control the information found through the Internet with respect to either timeliness or accuracy. Parents and guardians, not the library staff, are responsible for monitoring their child's use of the Internet.

Computer resources are available under the following guidelines:

- All computer users must agree to abide by Library Internet Policies.
- Patrons are required to have a valid Library card or guest pass to use library computers.
- No Chat or E-mail is permitted for patrons under 18 years of age.
- Children 11 and under must use the filtered computers in the children's room.
- Young Adults under 18 years must use filtered computers in the adult's room.
- Adults 18 years and older are permitted to request unfiltered access.
- The Library reserves the right to terminate an Internet session at any time.

Computer Lab

- The Computer Lab is available for self-directed learning on the Internet, Microsoft programs and tutorials. It is not for recreational use of the Internet.
- Use is limited: one 2 hour session per open lab session.
- Children 11 years of age and under must use the computers in the children's department unless supervised by a parent or guardian over 18 years of age.
- Disks are available for purchase at \$1.00 each.
- Printing is \$0.10 per page; color print is \$1.00 per page.
- Library staff will assist with basic computer instruction in the Gates Lab only.

Approved 10/16/06; Amended 5/19/08

Public Computers (located in the adult services area)

- One person per computer terminal.
- Use is limited: one hour session per day
- No downloading or uploading of files of any kind.
- No use of personal disks on public Internet. Personal disks are allowed on word processors.
- Library Staff will not teach computer skills.
- Printing is \$ 0.10 per page, \$1.00 per page for each color print, \$1.00 for disks.
- Hard-blocked library cardholders cannot use public computers.

Wireless Hot Spot (offered at Main Library and Elberon Branch)

- Bring your own laptop.
- Wireless is self-help.
- No time limit.

Internet use is managed in a manner consistent with the Library's Code of Conduct and State and Federal laws or local ordinances. Users have the right of confidentiality in all their activities with resources and services provided by the Library. The Library supports the users right to privacy. However, users are advised that because security is technically difficult to achieve, electronic communications and files could become public.

By reading the above, you verify that you understand and agree with the above guidelines. (Rev. 9/06)

Approved 10/16/06; Amended 5/19/08

6. COMMUNITY RELATIONS

6.1 Rules for Patron Conduct

- A. The following activities are not allowed in the library:
- (1) Eating or drinking (permitted in restricted areas only)
 - (2) Playing of audio equipment so that others can hear it.
 - (3) Sleeping.
 - (4) Smoking.
 - (5) Carrying a weapon into the library unless authorized by law.
 - (6) Bringing animals into the library except those needed to assist a patron with a disability.
 - (7) Misusing the restrooms.
 - (8) Unattended children under the age of 9, at closing time, will be referred to local police department.
 - (9) Talking loudly, making noises, or engaging in other disruptive conduct.
 - (10) Interfering with another patron's use of the library or with the library personnel's performance of their duties.
 - (11) Use of cell phones inside the library is not permitted.
- B. Shoes and shirts must be worn.
- C. The following activities are not allowed on library grounds:
- (1) Bicycling.
 - (2) Skateboarding.
 - (3) Rollerblading
 - (4) Other disruptive behavior.
- D. Library privileges may also be limited or revoked for the following reasons:
- (1) Damaging library property.
 - (2) Stealing library materials.
 - (3) Threatening or physically harming staff or patrons.
 - (4) Using profane or abusive language.
- E. Smoking is not permitted within 25 feet of the library entrance.
- F. Security:
Anyone entering the library may be requested to leave their packages or briefcases at the Circulation Desk.
- G. No animals are allowed in the library except service dogs.
Service dog policy: A person may enter the library accompanied by a service dog. As defined by 10:5-5s Title 10 Civil Rights chapter 5, "service dog" means any dog individually trained to the requirements of a person with a disability. Dog MUST be trained by an organization generally recognized by agencies involved in the rehabilitation of persons with disabilities as reputable and competent to provide dogs with training and who is actually involved in the training process. ie. Seeing eye foundation. Home training does not comply. Doctor notes do not comply unless they are affiliated with training school. **Approved Aug. 17, 2009**
- H. No alcoholic beverages or drugs are permitted.

Procedures that govern the suspension of library privileges will be available at the library Circulation Desk

Approved 7/10/89; Amended 5/13/91, 5/3/93, 12/21/98, 2/26/01, 10/16/06, 8/17/09

6.2 Unattended Children

Unattended children policy: Children are very important to us. Please do not leave them unattended at any time. Children under the age of 7 must be accompanied by a

responsible person of at least 12 years of age at all times. Children under the age of 5 cannot use the library without a responsible person of 12 years of age or older. Children 11 years and under who are unattended at Library closing time will be escorted to Police Headquarters when parent or guardian cannot be contacted. **(Approved Aug. 17, 2009)**

6.3 Public Relations and Publicity

A. The Long Branch Free Public Library will comply with all ‘Sunshine’ (Open Public Meetings Law) Laws. The local newspaper carrying the notices will be the *Atlanticville*.

B. All news releases written by staff will be reviewed by the Director before being released to the media.

C. The Library will pursue an active effort to provide programs and speakers on timely topics for the residents of Long Branch. Such programs will be under the responsibility of the Director, exercising the guidelines and directives met by the Board.

D. Minutes will be kept ad infinitum; tapes and annual reports will be kept for a minimum of six years. Records will be kept in conformance with the New Jersey State Laws. No records will be disposed of without prior approval of the Board of Trustees. Minutes and annual reports will also be maintained in a reading file available to the public at the Reference Desk of the library. A note to the effect will be added to the Sunshine notices, both posted and sent to the newspapers.

E. The Mayor, members of City Council, and the Business Administrator will receive separate copies of the minutes of the monthly meetings of the Board of Trustees. They, along with the Financial Director, will receive separate copies of the annual audit report. This will be done at the same time they are distributed to the trustees and places in the reading file at the Reference Desk.

F. The Library complies with **OPRA (Open Public Records Act) NJ SA 47.1A-1 et seq.** The Board of Trustees designates the Principal Librarian to be the “Custodian of Records” to handle information requests. Library records are still considered confidential under this law and would require a subpoena issued by a court to be released. Types of materials that would require immediate access are: “budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts and public employee salary and overtime information. The Library is also required to supply an employee’s salary, title, and length of service, date of separation and reason for separation. Many materials that libraries keep in compliance with the State’s Record Retention schedule are also subject to this law.

The law also tries to address privacy concerns by excluding portions of any document which discloses the social security number, credit card number, unlisted telephone number or driver’s license number of any person except for use by any governmental agency

Approved 7/10/89

Amended 1/15/91, 3/11/91, 5/3/93, 8/10/95, 12/16/02, 8/17/09

2. Staff and Trustee Public Relations

A. Public relations is expressed on the staff level through helpful, cheerful and pleasant public service. The staff is charged to implement the policies of the Board of Trustees under the direction of the Director.

B. The Board of Trustees will make the community more aware of the facilities available at the Long Branch Free Public Library. The Board of Trustees should visit libraries, present attractive reports, and try to coordinate the library facilities with the Long Branch school system and the community-at-large.

3. Coordination with Other Community Agencies and Government

The library will cooperate with other community agencies and the city government.

4. Cooperation with Other Libraries:

A. As a member of the Central Jersey Regional Library Cooperative, the Long Branch Free Public Library will cooperate using the interlibrary system and abide by the rules of the Cooperative

B. The library is a member of the LMXAC: Libraries of Middlesex Automation Consortium.

5. Cooperation with Schools:

Public, school and academic libraries will work together to provide coordinated service to students.

a. The public library distinctive province is reading for cultural and practical interests not specifically taught in the schools.

b. The library will cooperate with the schools in providing additional help while the child is in school, in the summer when school is closed, and after graduation through publications on new developments and subjects.

6. Hearings for Individuals and Groups with Questions and/or Suggestions:

Public portion is included at the end of every monthly Board of Trustees meeting. Staff and community members are encouraged to attend and speak to the Board at this time.

7. Complaint Procedures:

D. See Civil Service Regulations

Approved 7/10/89

Amended 1/15/91, 3/11/91, 5/3/93, 8/10/95, 12/16/02, 8/17/09

6.4 Diversity Services

Diversity Mission Statement

The Long Branch Free Public Library strives to enrich the community by connecting people of all cultures and backgrounds with our information and resources. We actively work to ensure a welcoming environment for all people and will continue to celebrate and champion community participation and exploration of our multi-cultural resources, programs and services.

The Long Branch Free Public Library Literacy and Diversity Policy

1. Vision The Long Branch Free Public Library is committed to creating a culture in which diversity, literacy and equality of access and opportunity are promoted actively and in which unlawful discrimination is not tolerated. The library recognizes the real educational and business benefits of having a diverse community of staff and patrons and to this end, is continuously working towards building and maintaining an environment which values diversity.

2. Policy Statement

The Long Branch Public Library believes in the principles of social justice, acknowledges that discrimination affects people in complex ways and is committed to challenge all forms of inequality. To this end, The Long Branch Public Library will aim to ensure that: individuals are treated fairly, with dignity and respect regardless of their age, marital status, disability, race, faith, gender, language, social/ economical background sexual orientation and any other inappropriate distinction;

it affords all individuals, patrons and employees the opportunity to fulfill their potential;
it promotes an inclusive and supportive environment for staff and visitors

3. Scope of the Policy

This policy applies to all staff and visitors of the Long Branch Public Library.

4. Aims of the Policy and underpinning principles

The aim of this policy is to ensure that in carrying out its activities the library will have due regard to:

- a. Promoting equality of opportunity**, across all the activities of the library
- b. Promoting good relations** between people of a diverse background
- c. Eliminating unlawful discrimination**

This policy is guided by the following principles, that:

all staff and visitors should enjoy a safe environment free from discrimination and harassment/bullying

all staff and visitors should have equal access to quality services that are made available by the library.

all staff and visitors should have equal access to opportunities for personal, professional or academic development and career, progression and promotion opportunities, based on merit
staff and visitors of the library should reflect the diversity of talent, experience and skills from the local, national and international pool from which it draws its patronage and workforce
positive action plans continue to be used to redress inequalities and discriminatory practice

Approved 10/16/06

5. Implementation of the Policy

The successful implementation of all strands of this policy relies on the mainstreaming of literacy, equality and diversity issues within the strategic planning process. This has been and will

continue to be achieved through the implementation of action plans, which in turn, will be supported if necessary by area action plans for each department, area of service, or collection.

6. Responsibilities

The Library Board of Trustees and the Director are responsible for ensuring that the library meets its legal obligations in respect of legislation relating to equal opportunities. Also, they are responsible for reviewing this policy as needed and ensuring implementation of this policy.

The Library Director is responsible for working with the staff to ensure that the Literacy and Diversity Policy and related action plans are implemented effectively. Also, that appropriate action is taken against individuals on library premises who do not act in accordance with the policy.

The Library Director and Senior Staff Member in charge of Diversity and Literacy Duties are responsible for ensuring the strategic development, implementation and review of this Literacy and Diversity Policy and progress on the implementation of action plans. They will also provide a range of appropriate literacy and diversity training to meet the strategic needs of the library.

Senior Staff are responsible for:

- Fostering a culture in which compliance with this policy is regarded as integral to the library and in which literacy, equality and diversity issues are actively promoted by;
- Implementing area action plans;
- Ensuring that staff and patrons are encouraged, supported and enabled to have an equal opportunity to reach their full potential within the library based on merit
- Identifying appropriate staff development for themselves and their staff to meet the needs of their respective areas

All staff are responsible for:

- Supporting and implementing the aims of this policy;
- Promoting equality of opportunity;
- Contributing to an environment free of fear or intimidation and which celebrates diversity;
- Ensuring that their behavior and actions do not amount to discrimination, harassment, bullying or victimization in any way.

7. Breach of the Policy

The library will take seriously any instances of non-adherence to the Literacy and Diversity policy by staff or visitors. Any instances of non-adherence will be investigated and where appropriate will be considered under the relevant disciplinary policy for staff or students. With regard to any breach of the policy by visitors, the library will take appropriate action in relation to the nature of the incident.

Approved 10/16/06

8. Monitoring and Review

The library will seek to assess the impact of its policies on staff and patrons to ensure that real

improvements are being made in tackling discrimination and promoting diversity. The Senior Staff Member in charge of Diversity and Literacy Duties will share information on its achievements and areas for further improvement by making annual reports to the Board of Trustees which show the impact of assessments, the hard data obtained and the actions taken to address the issues identified.

The policy will be reviewed every two years.

9. Relevant Legislation

The library will implement its Equality and Diversity Policy in accordance with current legislation and codes of practice including:

EU Anti-Discrimination Directives (which currently include the Race Relations Act 1976 (Amendment) Regulations 2003, Religion and Belief Regulation 2003 and Sexual Orientation Regulation 2003

Special Educational Needs and Disability Rights in Education Act 2001

Race Relations Amendment Act 2000

Human Rights Act 1998

Disability Discrimination Act 1995

Race Relations Act 1976

Sex Discrimination Act 1975

Equal Pay Act 1970 and Amendment 1983

Approved 10/16/06

6.5 LIBRARY TUTOR POLICY

Tutoring is an activity that relates to the library's role as an educational support center. The use of the library's space is permitted for school district and non-profit tutoring (i.e. Literacy Volunteers) only. Space for sanctioned tutoring activities is subject to

availability. The library provides the Literacy Classroom on the Lower Level for the use of tutors and their students during school hours. There is no charge for this service.

GUIDELINES:

The Tutor must come to the Reference Desk to sign their name each day and the student's initials or the number of students tutored that day.

Tutors are responsible for the behavior of their students. Students should be under the tutor's supervision at all times. If a staff member observes inappropriate student behavior, an effort will be made to speak to the tutor; however, in an emergency, staff will not hesitate to call the police for assistance.

Tutoring is not limited to public school or college work. The library serves tutors and students from Long Branch Public Schools, as well as tutors working with a student who lives in Long Branch. Tutors from organizations such as the Literacy Volunteers of America, the Department of Human Services, and English as a Second Language tutors, and tutors from other organizations will be granted permission at the Library Director's discretion.

The library provides to use the Literacy Classroom for tutors and their students during school hours.

Tutoring sessions should be kept as quiet as possible. Turn off cell phones.

The door will remain open all times while in use. The last tutor to leave in the afternoon will be responsible to close and lock the classroom door when they leave the room.

All library materials used for tutoring should be returned to a shelving cart the same day.

Tutors will be charged for copies and other supplies at the prevailing library customer rate. Library phones are not available for tutor use.

The tutors may use the computers in the Literacy Classroom to access educational databases to support the tutoring session. The library has a subscription to Learn-a-Test, Auralog's Tell Me More, EBSCO and more.

The library provides a shelf in the Literacy Classroom for use of the tutors but the library is not responsible for items left here.

Tutors and students being tutored are encouraged to have a valid library

Approved 9/21/09

7. MATERIAL SELECTION POLICIES

7.1 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 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 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, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

7.2 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 and librarians 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 (solely) on the basis of personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept 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.

Approved 7/10/89; Amended 1990,5/3/93

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 Jan. 28, 1972, Jan. 16, 1991 by the ALA Council and the Association of American Publishers Freedom to Read Committee.

Endorsed by:
 American Library Association
 American Book Publishers Council
 American Booksellers Association
 Book Manufacturers Institute
 National Education Association

7.3 Censorship

- A. The library believes that censorship is a purely individual matter and declares that while anyone is free to reject for himself books that he does not approve of, he cannot exercise this right of censorship to restrict the freedom to read of others.
- B. The library defends the principles of the freedom to read and declares that whenever censorship is involved, no book and/or library material shall be removed from the library save under the orders of a court of competent jurisdiction.
- C. The selection of books in the library shall be made on the basis of their value of interest, information, and enlightenment of all people of the community. No book, and/or library material shall be excluded because of the race, nationality, or the political or social views of the author.

7.4 Weeding

Weeding is the removal of those items from the collection that are no longer useful to the community. It is done on a continued basis. It is a process that requires a great deal of time because out-dated subject areas are not useful to the borrowers. While this process is going on, it gives the Director the opportunity to select new materials and update the collection.

7.5 Materials Selection/Collection Development Policy

Introduction

The Long Branch Free Public Library endeavors to provide all individuals in the community with carefully selected materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

The collection development policy is used by the library staff in the selection and retention of materials and also serves to acquaint the general public with the principles of selection. Collection development is the ongoing process of assessing the materials available for purchase or licensing and making the decision, first, on their inclusion, and second, on their retention.

The American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View have been endorsed by the Library Board of Trustees and are integral parts of this policy.

The collection development policy, like all other library policies, will be reviewed and/or revised as the need arises.

Scope of Collection

The primary goal of collection development is to provide the best possible collection the financial resources available. The decision to select any item for the collection is based on demand, anticipated need, and the effort to maintain a wide and balanced collection, representing all sides of an issue.

The inclusion of an item in the library collection in no way represents an endorsement of its contents. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Parents and legal guardians have the responsibility for their children's use of library materials.

In the development of its collection, Long Branch Free Public Library recognizes that it is impossible for a library of our size to meet all the needs of our community. As a member of an automated resource sharing network, other reciprocal agreements, and a state supported inter-library loan system, the library supplements its resources with materials borrowed from other libraries throughout these larger entities.

Professional and special materials, such as legal, medical, and religious works, are purchased only if they are of general interest.

The library does not support educational curriculums through the purchase of textbooks. Textbooks may be added to the collection if they provide the best or only source of information on a subject, or to complement an existing area with another perspective.

Selection Criteria

Library materials are selected on the basis of informational, educational, cultural, and recreational value. These materials are selected in compliance with the mission and goals of the library. The following general criteria are also used in selecting materials for addition to the collection:

1. Importance and value to the collection and library users
2. Significance of the subject matter
3. Current appeal and popular demand
4. Local interest
5. Cost and budgetary constraints
6. Authority, accuracy, and artistic quality

Reviews from professional and popular media are a major source of information about new materials. Standard bibliographies, indexes, book and media lists by recognized authorities, including best seller lists, and the advice of competent people in specific subject areas also may be used.

Not all materials and information found via the internet are part of the collection. Only web-based resources accessed over the internet that are specifically selected using the criteria outlined in this policy are a part of the collection. Special considerations for

electronic information sources are:

1. Ease of use of the product
2. Availability of the information to multiple, concurrent users
3. Technical requirements to provide access to the information
4. Technical support and training

Gifts and Donations

The library accepts gifts, donations, and memorial purchases. The library reserves the right to evaluate all gifts, donations, and memorial requests in accordance with the criteria applied to purchased materials. Those which do not meet the library's objectives and policies may be refused. Bookplates may be provided for memorials and gifts. The library does not provide an appraisal of donated items. The library will, upon request of the donor, provide a written receipt for gifts, indicating the number and general description of materials. No other conditions may be imposed relating to any gift, donation, or memorial either before or after its acceptance by the library. Donations to Long Branch Free Public Library are recognized tax deductions by the IRS. The donor attaches no conditions to the use or disposition of gift materials. The library may use a donation in any way it deems appropriate.

Withdrawal of Materials

The collection is reviewed and revised on an ongoing basis to meet contemporary needs. The popular library collections are current and educational or recreational in nature, not archival, nor are materials needlessly duplicated. Materials that are worn, damaged, outdated, duplicated, no longer accurate, and no longer used may be removed from the collection. The professional staff of the library, under the general direction and supervision of the Library Director, will be solely responsible for the withdrawal of materials.

Responsibility for Selection

Final authority for the determination of policy in the acquisition of books and other materials is vested in the Library Board of Trustees. Responsibility for material selection within this policy and control of expenditure for materials rests with the Director. Selection decisions may be delegated to qualified staff members by the Director.

Reconsideration of Materials

Although materials are carefully selected, there can be differences of opinion regarding suitable materials. Whenever a patron objects to the presence or absence of any library material, the objection will be referred to the staff member(s) responsible for purchasing that material. The staff member or department supervisor will discuss the matter with the complainant. Requests for reconsideration may be made only by patrons completing a "Request for Reconsideration of Library Material" form which is available from the library. The completed form will be given to the Library Director for a written response. A decision will be made regarding the material within a reasonable amount of time, with written reasons for the decision conveyed to the patron. Appeals from the Library Director's decision may be made directly to the Board of Trustees for their final decision.

Adopted by the Long Branch Free Public Library Board of Trustees
Date 5-17-2010

7.6 REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The Board of Trustees of the Long Branch Free Public Library has delegated the responsibility for the selection and evaluation of materials in the library's collection to the Director and has established a process to address concerns about those resources. This form initiates that process and requires you to complete the following information so we can best review your request for reconsideration. Please return the complete form to the Library Director, Long Branch Free Public Library, 328 Broadway, Long Branch, NJ 07740. Thank you.

Name _____

Address _____

Telephone(s) _____

Email Address _____

Do you have a current _____ Public Library Card? ___ Yes ___ No

Material on which you are commenting: ___ Book ___ Audio book ___ Music ___

Video/DVD

___ Magazine ___ Newspaper ___ Electronic Resource

Title _____

Author/Musician/Director _____

Publisher/Producer _____

What concerns you about the resource? Please cite specific passages, pages, etc. (use additional pages if necessary)

What harmful effect do you feel might be/was the effect of your using this material?

What brought this material to your attention?

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

Have you examined (read/heard/viewed) the material in its entirety?

What was positive about this material?

 Are you familiar with reviews about this book, movie, music, etc.?

 Additional comments

Signature _____ Date _____

**Adopted by the Long Branch Free Public Library Board of Trustees
 May 17, 2010**

8. CIRCULATION

*The following regulations are in compliance with **LB ORD 212.1, 212.2, 212.3, 212.4, 212.5***

8.1 Registration

A. New borrowers who apply for library cards must present some form of identification. This identification must contain the applicant's name and current address. The ID can be any of the following: driver license, voting registration, utility receipts, etc. Eligible applicants with proper ID will be issued a card immediately. Children will be issued a card with a parent-guardian signature and identification immediately. First check out is restricted to two items.

B. Non-residents may obtain a card by paying an annual, said fee to be \$20 annually

C. Borrowers who lose their library cards may have them replaced by paying \$1.00.

8.2 Lending Policy

A. The loan periods on all materials except videocassettes, DVDs and periodicals are two weeks with two renewals permitted, unless there is a hold in place. Renewals may be made in person via the telephone during normal hours of operation.

B. All materials should be returned to the Circulation Desk. Books may be deposited in the outside book return; however, this is done at the patron's risk.

C. Circulation Library Materials are classified by type of material. Lending rules are determined by media type.

(1) Books

- a. Borrowers are permitted to take out as many books from the adult collection as they wish; but no more than three books on any one subject may be checked out by one person at a time. They may be checked out at the Circulation Desk for a period of two weeks, and may be renewed two times.
- b. Children's collection: In general, children may borrow up to ten children's books at a time; adults may borrow as many children's books as they wish; but no more than three books on any one subject may be checked out by one

person at a time. They may be checked out at the circulation desk for a period of two weeks and may be renewed two times. Renewals made by telephone.

(2) **Non-print Materials**

- a. Audiobooks –may be borrowed for two weeks, and they may be renewed for two additional two-week periods. Renewal made by telephone.
- b. Compact discs may be borrowed for two weeks and they may be renewed for two times. There is a limit of 5 per card.
- c. Videos and DVDs can be borrowed free of charge by a cardholder in good standing, 18 years of age or older. Five titles per card may be borrowed for one week.
- d. Children and young adults under 18 years of age are permitted to borrow G rated videos. There is a limit of 2 videos and 1 DVD per card for a one-week loan period, no renewals.

(3) **Magazines**

The latest issue of each magazine title does not circulate. Prior issues may be borrowed for two weeks with no renewals limit of 5 magazines.

(4) **Paperbacks**

Borrowers are permitted to take out paperbacks for two weeks; they may be renewed two times.

(5) **New Fiction and Non-Fiction**

New adult fiction will circulate for a period of two weeks, with two renewals if no one is waiting.

Approved 7/10/89

Amended 9/10/90, 3/11/91, 4/81/91, 8/10/95, 8/19/96, 12/21/98, 9/20/04, 10/16/06

Late Charges

A. The library charges for overdue items to discourage people from neglecting to return items, which others may wish to use.

B. Late charges are charged for overdue materials.

1. The adult and juvenile late charges for all items (except videos) is ten cents per day/ the maximum fine is five dollars
2. The late charges for videos and DVDs is one dollar per title per day. The maximum is video late charges is ten dollars per title.

C. Damaging Books or Lost Materials

1. Items will be examined upon return. Borrowers will be charged for any damage to items borrowed on their card. **LB ORD 212.1**

2. If a person is assessed a charge for damaging or losing a borrowed item, such charge will be in addition to any overdue charges they owe. **LB ORD 212.2.**
 3. Lost items or items damaged beyond repair will be charged at the full cover price,
plus \$5.00 processing and any overdue late charges are canceled.
- D. Receipts for late charges will be given to patrons indicating the amount of fines paid and the amounts will be duly recorded.
- E. Lost magazine fee is double the cover price.
- F. **Installment Payments**
Patrons must arrange for a **payment plan** until their total fines owed is less than \$5.00. Guidelines for payment plans are as follows:
- Fines of \$20.00 or less- payment must be at least \$2.00
 - Fines of \$50.00 or less-payment must be at least \$5.00
 - Fines over \$50.00- payment must be at least \$10.00
- Borrowing materials from other LMXAC libraries or JerseyCat:
The patron's account may not be blocked to place holds on materials from other libraries (**total fines must be less than \$5.00**)

G. Use of Internet Computers (using SAM):

Patrons With blocked accounts are not able to log on using SAM. They must arrange to make payments on their balance (see above). Every time they want to use the Internet, they must make a payment at the Circulation Desk, take their receipt to the Reference Desk and they will be given a guest card that is good for one day only. Once their balance is below \$5.00, they will be able to log on to SAM normally.

Note: Patrons with outstanding overdue materials should not be able to use the Internet or borrow materials from this library or any other library. All overdue materials must be returned before the patron can begin working on a payment plan.

Approved 7/10/89

Amended 9/10/90, 3/11/91, 4/81/91, 8/10/95, 8/19/96, 12/21/98, 9/20/04, 10/16/06

8.4 Information Services:

a. Checkout of Books and Materials:

If a book a borrower wishes to read is checked out, an attendant at the Circulation, Information Desk or Elberon Branch may reserve the book for them.

b. Special Requests for Interlibrary Loan:

If the library does not have a specific item that a borrower needs, the item may be available from a LMxAC Consortium Member Library or through State-of-New Jersey interlibrary loan. The borrower may ask at the Information Desk to see if the item is available at a nearby library. For Out-of-State Interlibrary Loans, there is a charge of \$1 per title payable at the time of pick-up.

c. Customer Request to purchase:

- If a borrower sees a book that he feels the library should consider buying, he may fill out a purchase request form available at the Information and Circulation Desks. Such suggestions will be considered in accordance with library selection policy. If the purchase is made, the borrower making the request will be notified as soon as the book is received and processed for use.
- d. Information Services:**
- 1) Many basic reference questions can be answered by telephone by calling the Information Department or online Q&A NJ on JerseyClicks.
 - 2) For help with detailed questions or school projects; the borrower should visit the library and ask for assistance.
- e)** Reference books are not usually allowed to be checked out. However, the Reference Librarian on duty may allow a reference book to be charged out for a 24-hour period on a case-by-case basis.
- f)** Reading Lists are prepared and updated with timely topics and events for both children and adults.
- g) Special Collections Research Policy:**
- 1) Professional library staff will undertake limited research not to exceed 30 minutes for those who are not able to conduct their own research at the Long Branch Free Public Library
 - 2) Any donations to the Library to defray the cost will be greatly appreciated.
- h) Patriots Act:**
Refer any Patriots Act requests for information to the Library director or in her absence the Librarian in charge.
- i) Open Public Records Act:**
Refer any requests for information to the Principal Librarian or in her absence to the Librarian in charge.
- j) Ethics Rules:**
Long Branch Free Public Library abides by the City of Long Branch Code of Ethics adopted Jan. 2003.

Approved 7/10/89

Amended

9/10/90,10/9/90,3/11/91,5/13/91,5/3/93,8/10/95,5/19/97,7/1/97,12/21/98,11/00,9/20/04,10/06,10/16/01