

SECTION II. - OPERATING POLICY

I. HOURS OPEN

A.

Monday	11:00 AM to 7:00 PM
Tuesday	11:00 AM to 4:00 PM
Wednesday	11:00 AM to 7:00 PM
Thursday	11:00 AM to 4:00 PM
Friday	11:00 AM to 7:00 PM
Saturday	11:00 AM to 4:00 PM

Hours are subject to change.

II. HOLIDAYS OBSERVED

A. The library is closed on the following holidays

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

B. The library will close at 2:00PM on the eves of New Year's, Thanksgiving and Christmas.

C. The library will be closed on Monday when the federal holiday falls on a Sunday.

III. EMERGENCY CLOSING

A. The closing of the library may be required by natural, mechanical or other emergencies. Staff will be paid.

B. In the event of an emergency situation, the Library Director shall notify

the President of the Board of Trustees or other officer concerning the need to close.

- C. The responsibility of closing rests with the library director.

IV. INFRINGEMENT OF LIBRARY REGULATIONS

- A. Appropriate behavior will be required of all library users.
- B. The library director will ask users to cease inappropriate behavior citing the RULES OF BEHAVIOR. (Rules are posted.)
- C. If a user does not comply, the Library Director or staff member will identify him/herself, repeat the request and will ask the patron to leave if the behavior continues.
- D. If the user refuses the request to leave and/or becomes rowdy or belligerent, the Library Director or staff member will notify the authorities.
- E. The RULES OF BEHAVIOR will include the following.

RULES OF BEHAVIOR

It is necessary to provide a safe, appropriate environment for the staff, patrons and library resources, equipment and facilities. To do this, the following rules of behavior have been established. Standards comply with the laws and ordinances and ensure equitable access to and use of library facilities and services.

1. Patrons will have respect for the library staff and other patrons.
2. Appropriate behavior will be required of all library patrons.
3. Boisterous behavior including offensive language or profanity will not be tolerated.
4. Verbal or physical confrontation is not allowed.
5. Smoking is prohibited in the entire building and in outside areas near access doors.
6. Shoes and or other appropriate footwear are required in the building.
7. No food or beverages are allowed to be consumed in the building by patrons except during scheduled events with prior approval.
8. The telephone is for library staff use, but may be used by a patron in an emergency at the discretion of the library director or staff person.
9. Individuals caught defacing library property or materials will be required to make full restitution, risk losing their library privileges and may be criminally prosecuted.
10. Use of cell phones is not allowed in the library.

Individuals who violate these rules or refuse to leave the library when requested are subject to arrest under the criminal trespass section of the New York State Penal Law. Illegal activities will be reported to the authorities. A patron may appeal, if excluded from the library ,by requesting to appear before the Board of Trustees who will hear both sides of the issue and render a decision.

V. LIBRARY USE

A. Who may use the library

- a. The library may be used by anyone who enters provided he or she follows the regulations and policies of the Board of Trustees.
- b. Children age 8 and under must be accompanied by an adult at least 18 yrs. old.

VI. COMMUNITY ROOM RULES

1. The Community Room of the Central Square Library may be used by groups or individuals when the room is not scheduled or being used for library programs or activities. It may be used for private meetings or to present programs for the general public. If open to the public, it must be open to all, consistent with the informational, educational, cultural or charitable purposes of the library and should be of a non-soliciting nature. The room will usually be available during library hours.. The community room will be available on an equitable basis regardless of the beliefs or affiliations of the individuals or groups and with no right of censorship of the content. Commercial, industrial and professional organizations may use the room for educational purposes but not for commercial gain. No recruiting nor active solicitation of business please! There should be no required registration, but voluntary sign-ups are allowed.
2. The community room may not be used for parties such as: birthdays, showers, etc. Use of the facilities will be free. No attendance fees may be charged, but a donation by the program sponsor or voluntary donations by the individuals attending may be accepted for support of the library. A nominal non-profit cost may be assessed to cover supplies to be used by those attending. Fund raising events are permitted if sponsored by the Friends of the Library.

3. The library will provide tables and chairs. Any other equipment should be provided or arranged for by the user. One-time only meeting set-ups and tear-downs will be done by the library personnel or their designees. Regular or frequent meeting set-ups and tear-downs should be done by the group using the facility. Access to the meeting room prior to the starting time may be arranged with the librarian. The library is not responsible for articles left after the meeting or damage to user-equipment brought in. The user is responsible for damage to library facilities and equipment. Capacity limits as determined by the Fire Code will be observed.
4. Light refreshments may be served. (No kitchen is available) No alcoholic beverages may be served. Food, beverages, equipment and supplies are to be provided by the group. The area should be cleaned up and trash placed in the receptacles provided. Meeting room users should be aware of and follow general rules of safety for participants, equipment, building, etc.
5. Users will be asked about their insurance coverage; those without insurance will be reviewed on a case by case basis by library personnel. Any individual or group agrees to indemnify and hold harmless the library, its board and employees from all claims and actions that may arise out of use of the meeting room.
6. A responsible adult should be in attendance whenever minors (under 18) are present. Applications must be made by an adult. Reservations are made through the Library Director though tentative arrangement may be made with paid staff on duty. A contact and phone number should be provided along with a statement of sponsorship. A written application should be filled out. A notice of cancellation should be given to the library as soon as possible. The group leader should notify the public of a change of date, time, or cancellation. The user should check for any library closings due to weather or extenuating circumstances. A copy of any publicity or events should be available in the library.
7. The library is located by a busy neighborhood. Therefore, parking behind the building is limited. Street parking will also have to be used. Community room users should use normal courtesies and care when arriving and leaving, obey the general library policies for behavior (e.g. no cell phones), etc.

8. The Library Director or the Board will consider any requests for room use not covered by these policies. The Director or the Board may waive any regulation except legal, or deny or cancel any application for good cause. The Central Square Library reserves the right to amend regulations at any time.
9. Library policy is to report statistics on use of the meeting room to the Board and/or its Central Library N.C.L.S.: relative to sponsor, subject and numbers.
10. Provision of space does not constitute endorsement by the library or any group or its activities.
11. If the library is closed, the Library Director, if present, should not be expected to check out books or materials or perform other library-related procedures.
12. Book signing events may be scheduled.

**COMMUNITY ROOM USE APPLICATION
CENTRAL SQUARE LIBRARY**

Date _____

Sponsor _____

Date _____ Time _____

Contact Person _____

Phone Number _____

Subject to be discussed _____

Liability insurance coverage _____

Equipment needed from us (Circle)
Projection screen, DVD player and TV,

Table

Probable attendance (if known) _____

I have noted the C.S.L. meeting room regulations and agree to comply with them.

Signed _____

Witness _____

VII. CIRCULATION POLICY

NEW CARDHOLDERS

1. New Users must complete a registration form and provide identification. Primary identification to be used is identification with a picture (preferably a Driver's License) which has the individual's current address. If the address information on the picture ID is not current, then another form of identification must be presented which verifies the individual's current address (ie. a piece of mail or bill). Individuals who do not possess a valid picture ID must present two documents that verify current address.
2. New Users will be limited to signing out 2 items during their first visit, including 1 DVD. Upon returning those 2 items, New Users are limited to signing out 5 items at a time, including 1 DVD, for a period of one month. During this period, the new user will also be limited to 2 holds.
3. Children 12 and under must apply with a parent or guardian and that adult's signature is required on their registration form. Patrons must be at least 5 years old.
4. There will be a \$1.00 charge to replace a lost or damaged library card. A maximum of 3 new cards per patron will be issued in one calendar year.

OVERALL POLICY

1. Users must present their library card to check out materials.
2. There is an overall limit of 20 items at one time on a library card, including 2 DVD's.
3. Library card information must be renewed and updated every year in person or by phone.

LOAN PERIODS

1. All books, audio books, CD's and magazines are loaned out for 2 weeks. All
2. DVD's are loaned out for 1 week.

HOLDS

1. Materials will be available for pickup for 1 week after they are processed.
2. Holds may be placed either in person, by phone, or online.

3. There is a limit of 10 holds per patron.

RENEWAL POLICY

1. All items (except new items and DVD's) may be renewed twice if there are no holds.
2. New items may not be renewed.
3. DVD's may not be renewed.
4. Renewals are not allowed for items with holds.
5. Renewals may be done over the phone, in person or online.

OVERDUES AND FINES

1. All items have a grace period of 1 day.
2. Users are fined \$.20 per day for each overdue item.
3. A maximum fine of \$5.00 per item is charged.
4. Borrowing privileges will be suspended if a user has 5 or more overdue items or exceed \$5.00 in fines, and will not be restored until such materials are either returned, paid for, or fines have been paid.
5. Overdue materials that have reached the maximum fine of \$5.00 may not be renewed until the fine is paid in full.

DAMAGED MATERIALS

1. If a book or other material is damaged beyond repair, the borrower is required to pay the billed amount or replace the item.
2. Until the damaged item is paid for, the user may not borrow any items.

CONFIDENTIALITY

Library records that are deemed confidential are covered by New York State Law signed on June 13, 1988 (I CPLR 4509).

These records are related to the circulation of library materials that contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems, of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests, or the use of audio-visual materials, films or records. These records shall be confidential and shall not be disclosed except that such records may be disclosed upon the request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

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

INTERLIBRARY LOAN

The Interlibrary loan service supports the mission of the library by providing expanded access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the library. The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. In meeting patron needs, the library will exhaust local resources first, before requesting items on interlibrary loan.

1. DEFINITION

- a. An Interlibrary Loan request is defined as a request for library materials made on behalf of a library patron through the NCLS or Due North systems.

2. PATRON STATUS

- a. Patrons must have a library card in good standing to use the Interlibrary Loan service. A patron status of "Blocked" will deny ILL service.
- b. Interlibrary Loan requests will not be processed for patrons with overdue Interlibrary Loan materials.

3. BORROWING RULES

- a. Ten active requests are permitted at any one time per patron. A request is active from the time it is initiated until the item has been returned and checked in at the lending library and the record has cleared.

- b. Materials will be available for pickup for 1 week after they are processed.
- c. Interlibrary Loan materials are checked out for 14 days, unless specified otherwise by lending library
- d. Interlibrary Loans may be renewed twice only if the lending library permits renewals.

4. CHARGES

- a. The library does not charge fees for the Interlibrary Loan service.
- b. The library always attempts to borrow from libraries who lend free of charge. However, if an item is only available from a library which charges a fee for loans, the item will be requested only if the patron agrees to pay the fee.
- c. The patron is responsible for overdue fees, repair or replacement costs. The library will make an effort to collect any such charges from the patron who received the materials