



POLICIES

**Adopted by the Board of Trustees
<June 4, 1997>
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Mission Statement

...To provide materials and related services which will meet the informational, educational, and recreational needs of the Grafton community...*

Purpose

Grafton Community Library is a free association library founded in 1946 as Grafton Free Library and provisionally chartered under its current name by the University of the State of New York in 1993. The purpose of the library is to assemble, preserve, and provide materials and services to meet the needs and interests of all permanent and seasonal residents of the Town of Grafton, as well as residents of other communities who visit the library. A second purpose is to maintain the library building as a memorial to those Grafton men and women who served their country in World War II.

The library strives to provide an up-to-date and balanced collection of materials for all ages and a variety of interests, including non-print media such as videocassette tapes, audio books, music CDS, and computer programs. In addition, the library provides access to the resources of the Upper Hudson Library System through Interlibrary Loan services and central automation of library services.

The library seeks to meet the needs of the Grafton community by operating during hours which are convenient to patrons, attempting to reach the nonuser, and striving to maintain a balance in its services and materials for all users.

The library seeks to maximize the use of its financial resources and to seek additional funding to maintain and expand its services, and seeks input and advice regarding its services and policies from community members.

* From the library's long range plan, adopted March 30, 1995.

Censorship

Grafton Community Library supports the principles of unrestricted access to information expressed in the Library Bill of Rights. It operates under the principle that any individual may reject materials for himself or herself but may not restrict the freedom of others.

Library Bill of Rights *

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

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

* Adopted June 18, 1948, and amended February 2, 1961; June 27, 1967; and January 23, 1980 by the American Library Association Council.

Confidentiality

Article 45, Section 4509 of New York State Civil Practice Law and Rules states that library records related to the circulation of library materials which contain names or other personally identifying details regarding the users of the library are confidential and cannot be disclosed except that such record may be disclosed upon request of the user, consent of the user, or pursuant to subpoena, court order or where otherwise required by statute. In accordance with this law:

- Information about whether an individual has a library card or what materials a user has borrowed cannot be disclosed to a third party.
- Borrowers will be identified for circulation purposes by a user number; names will not appear on book cards.
- The nature of a user's reference question cannot be revealed to a third party.
- Overdue, reserve, and on-hold notices will be kept confidential.
- Library staff and trustees may use the addresses and telephone numbers on user registration cards for fundraising purposes.

Interlibrary Cooperation

The Library will maintain membership in the Upper Hudson Library System and will utilize the services of the system to improve the Library's services to its patrons. The Library will cooperate fully with other libraries, agencies, and community organizations in borrowing and lending materials, posting notices of activities of general interest, and in the free exchange of information and ideas.

Operating Policies

❖ Library Hours

The library is open according to the following schedule:

Monday	3:00 pm – 7:00 pm
Tuesday	3:00 pm – 7:00 pm
Wednesday	10:00 am – 1:00 pm
Thursday	3:00 pm – 8:00 pm
Friday	3:00 pm – 8:00 pm
Saturday	10:00 am – 1:00 pm
Sunday	CLOSED

The library is closed on the following holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

❖ Library Emergency/Weather Closing

The Library will occasionally close during bad weather or as emergencies arise, as determined by the director and agreement by the Board of Trustees President/Co-Presidents. Notice of the closing will be posted on the Library website, Facebook, and door of the library building (whenever possible).

❖ Library Facilities

The use of the Library basement and other facilities is available on an equitable basis to individuals and community groups engaged in educational, cultural, intellectual, or charitable activities, with the permission of the Board of Trustees. One-time use of the facilities is allowed, with the permission of the director

Permission for use of Library facilities must be requested in writing, on the form available at the circulation desk. Each request will be considered on the basis of availability of the facility and the appropriateness of the request, given the Library's mission and purpose.

Groups using the library must comply with all library policies. Children must be supervised by adults both inside and outside the building. The area must be left clean and ready for the next group's use. Garbage and other trash must be removed by the group using the facility.

❖ Activities & Programs

Library programs are open to all and are offered either free of charge or at a nominal fee to cover expenses.

❖ **Displays**

Posting of upcoming events is available on an equitable basis to individuals and community groups regardless of belief or affiliation.

In accordance with the established purposes of the Grafton Community Library, which requires the library to serve the entire library community without regard to political or religious view, the library shall not engage in any advertising that advances any political or religious view, or any other advertising that is in contradiction of the purposes of the library. Pursuant with this statement, the library may prohibit the acceptance or adoption of any advertising, soliciting or offering of goods or services of any kind by any person or group of persons in association with any library function or fundraising effort.

❖ **Smoking Policy**

In accordance with New York State Law, no smoking is permitted anywhere inside the library building.

❖ **Conduct**

Library users are expected to conduct themselves in a reasonable and quiet manner that does not interfere with others' enjoyment or use of the library. Young children (under 10) must be supervised/accompanied by an adult.

User Policies

❖ Full Access

The library provides equal access to all library resources to all patrons, minors as well as adults.

❖ Library Materials

All permanent or seasonal residents of Grafton, and residents of Rensselaer and Albany Counties, may borrow books and other materials free of charge. Patrons may reserve library materials free of charge. Reference materials may be used only in the library.

❖ Issuance of Library Cards

Upon application, a library card will be issued to any person, regardless of age. Grafton residents will receive the Grafton Library Card and non-residents the Upper Hudson Library Card.

❖ Care of Materials and Equipment

Reasonable care of materials and equipment is expected. Borrowers are expected to reimburse the library for the actual replacement cost of materials lost or damaged while on loan to them.

❖ Loan Period

Library materials may be borrowed and renewed according to the following schedule:

Type of Item	Loan Period	Renewal Period
Books & Magazines	4 weeks	4 weeks
“New” Books	2 weeks	2 weeks
Audio Books	4 weeks	4 weeks
“New” Audio Books	2 weeks	2 weeks
Music CDs	4 weeks	4 weeks
DVDs and Videocassettes (Movies)	7 days	7 days
“NEW” DVDs and Videocassettes (Movies)	3 days	3 days
Interlibrary Loan Items	Variable	Dependent upon library of origin

New books, books on reserve, and high demand materials may not be able to be renewed if there is an active request.

❖ Fines

Fines are calculated based on the number of days late, for each day the library is open. The schedule of fines, per day, appears below:

Type of Item	Fine/Day
Books & Magazines	5 cents
Audio Books	5 cents
Music CDs	5 cents
DVDs and Videocassettes (Movies)	1 dollar
Interlibrary Loan Items	Variable

For items belonging to the Grafton Community Library's collection, there is a maximum fine limit of \$10 for items returned at one time.

Special circumstances can be discussed with the Director for consideration.

Interlibrary loan items are subject to the policy of the library of origin.

One week per year may be designated "Amnesty Week" at the discretion of the director. During this week, all overdue materials belonging to Grafton Community Library may be returned to the library with no fine assessed.

❖ Photocopying and Faxing

Patrons may use the photocopying machine at the rate of 10 cents per page. Students may use the copier without charge for school-related copying, up to 3 pages per day. Over 3 pages, students are charged at the regular rate for patrons.

Patrons may fax at the rate of 25 cents per page for local calls.

❖ Comments and Suggestions

Comments or suggestions should be submitted in writing to the Library Director or Board of Trustees as appropriate.

Request to Use Library Facilities

The use of the Library basement and other facilities is available on an equitable basis to individuals and community groups engaged in educational, cultural, intellectual, or charitable activities, with the permission of the Board of Trustees. One-time use of the facilities is allowed, with the permission of the director.

Each request will be considered on the basis of availability and the appropriateness of the request, given the Library's mission and purpose. A nominal use fee may be assessed.

Please leave the completed form at the circulation desk. Thank you

Name of Individual or Organization: _____

Name of Contact Person: _____

Address: _____

Phone : _____ E-mail : _____

Space requested: _____ Basement _____ Library 1st Floor _____ Library grounds

Nature of Activity: _____

Schedule of activities: (EX: first Wednesday every month from 7-9 p.m., every Tuesday morning 9-11 a.m., etc.)

Maximum number of participants: _____

Any special needs or other considerations (EX: Use of refrigerator required)

Please certify that, in using Library facilities, you will comply with the following:

- The area will be cleaned after use and returned to its layout upon your arrival for use.
- Garbage and trash will be removed.
- Children under 18 years of age will be supervised by an adult at all times.

Signed _____ Date: _____

Grafton COMMUNITY LIBRARY

P.O. Box H Grafton, NY 12082 (518) 279-0580 www.graftoncommunitylibrary.org

Computer and Internet Policy

Public access to the Internet is consistent with the Grafton Community Library's mission to provide materials and related services which meet the informational, educational and recreational needs of the Grafton community.

The library supports the principles of equal access to information, including electronic information, expressed in the American Library Association "Library Bill of Rights."

Library Owned Computers

Conditions:

- The library reserves the right to terminate any Internet session for any reason.
- Internet and other software training is not available, staff will assist users as time and ability permits.
- Patrons use the Internet at their own discretion and are personally responsible for any damages that may result from the patron's conduct, or the conduct of someone under the supervision of the patron.
- The library does not monitor, nor can it control the content of any Internet sites. Not all sites provide accurate, complete or current information. Access to websites you may find objectionable and/or inappropriate may occur. The library cannot be held responsible for material, website content or other Internet and media related material that children may access.
- The library is not responsible for loss of information or other damage resulting from computer viruses.
- As with any library resource, parents and guardians are responsible for providing guidance to their children and supervising their children's use of the Internet. The library does not assume the role of parents.

Rules of Use:

- Any patron with a Grafton Community Library card may access the Internet after reading and signing this policy statement. Patrons under 18 years of age must also have a parent or guardian come to the library and co-sign the library Internet policy statement in person.
- Patrons may reserve time for use of the computers in half hour blocks, up to a maximum of one hour, by signing in at the circulation desk or by telephone request. Reservations are held for ten minutes, after which time the computer is made available to patrons on a walk-in basis.
- Use of computer workstations is limited to one person at a time, except in the case of young children that are unable to work independently. Supervision by a parent or guardian is strongly recommended.
- Black and white pages and color text only pages may be printed at 10¢ and 25¢ per page respectively. Photos are 75¢ to \$1.00 per page depending on size and quality.
- Saving files to a media storage device is permissible. Patrons may bring their own media or they may purchase a 1.44" floppy disk at the circulation desk for \$1.00.
- Users are expected to conduct themselves in a manner that does not interfere with others' enjoyment of the library.
- Users **may not**
 1. Conduct for profit business or lobbying activities or any illegal activity, including copyright infringement, software, video or music piracy.
 2. Save files to the computer hard drive or desktop, or download/install software.
 3. Invade the privacy of other library users.
 4. Attempt to damage computer equipment or software or use such equipment or software in a reckless or negligent manner.
 5. Use speakers to play music from the computer.

Patron Owned Wireless Devices

The Grafton Community Library wireless access signal is “library“.

Conditions:

- Wireless access is provided “as is” and is not guaranteed.
- The Library’s wireless network is not secure. Information sent from or to your laptop can be captured by anyone else with a wireless device and the appropriate software.
- Internet and other software training are not available, staff will assist users as time and ability permits.
- The Library assumes no responsibility for patron’s equipment or data.

Rules of Use:

- The library reserves the right to terminate wireless access for any reason.
- Any patron or visitor may utilize wireless Internet access although it is not intended to be used as permanent access for surrounding homes, etc.
- There is no time limit on the use of wireless Internet.
- Users are expected to use their devices battery power although limited use of library electricity is allowed in the event of battery failure.
- Users are asked to avoid using applications that use large amounts of bandwidth such as file sharing programs.

Complaints or appeals should be submitted in writing to the Board of Trustees.

This policy may be revised at any time without notice. Failure to adhere to this policy will result in revocation of computer privileges and possible monetary restitution for any damages caused.

**Grafton Community Library
Computer and Internet Use Signature Form**

I have read and agree to abide by the rules and conditions of the Grafton Community Library Computer and Internet Policy:

Print Name

Signature

Parent or Guardian of patron less than 18 years of age –

Print Name

Signature