

# PJFEL Policies

## POLICIES

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AMENDMENT OF CHARTER

BYLAWS & BOARD

ADMINISTRATIVE

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Port Jefferson Free Library



# PORT JEFFERSON FREE LIBRARY ASSOCIATION

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# PORT JEFFERSON FREE LIBRARY ASSOCIATION

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# 1.0 CHARTER

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- 10.1 Amendment
- 10.2 Charter

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Port Jefferson Free Library



## AMENDMENT OF CHARTER

This Instrument Witnesseth That the Board of Regents for and on behalf of the Education Department of the State of New York at their meeting of December 15, 2000.

An application having been made by and on behalf of the trustees of Port Jefferson Free Library, for an amendment of its charter, it was

Voted, that the provisional charter of Port Jefferson Free Library, located in Port Jefferson, county of Suffolk, state of New York, which was granted by action of the Board of Regents on December 16, 1909; which provisional charter was made absolute by Regents action on August 29, 1912 be, and he same hereby is, amended to change its chartered service area from Port Jefferson and vicinity to the Port Jefferson Union Free School District #6, to designate the Commissioner of Education as the agent of the corporation for the purpose of service of process, and to add the following language necessary to maintain tax-exempt status under Internal Revenue Code §501(c)(3):

The corporation hereby created shall be a nonstock corporation organized and operated exclusively for educational purposes, as defined in section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future Federal tax code) or (b) by a corporation contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future Federal tax code.)

Notwithstanding any other provisions of these articles the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future Federal Tax code) or by (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future Federal tax code).

No substantial part of the activities of the corporation shall be devoted to carrying on propaganda, or otherwise attempting to influence legislation, (except to the extent authorized by Internal Revenue Code section 501 (h) as amended, or the corresponding provision of any future Federal tax code, during any fiscal year or years in which the corporation has chosen to utilize the benefits authorized by the statutory provision) and the corporation shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of or in opposition to any candidate for public office.

Upon dissolution of the corporation, the board of trustees shall, after paying or making provision for the payment of all the liabilities of the corporation dispose of the remaining assets of the corporation exclusively for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future Federal tax code), or shall distribute the same to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by order of the Supreme Court of the State of New York in the judicial district where the principal office of the corporation is located, exclusively for such purposes or to such organization, or organizations, organized and operated exclusively for such purposes, as said Court shall determine.

Granted, December 15, 2000, by the Board of Regents of The University of the State of New York, for and on behalf of the Stated Education Department, and executed under the seal of said University and recorded as Number 23,077

Granted, December 15, 2000

**ABSOLUTE CHARTER  
OF THE PORT JEFFERSON FREE LIBRARY**

This Instrument Witnesseth That the Regents of the University of the State of New York being satisfied that the required conditions have been met have granted to the Port Jefferson Free Library this absolute charter to replace its provisional charter, which was granted December 16, 1909, and continue the corporation with all its powers, privileges and duties.

Granted, August 29, 1912 by the Regents of The University of the State of New York executed under their seal and recorded in their office. Number 2282

Granted, August 29, 1912

## 2.0 BYLAWS & BOARD

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- 20.1 Trustee Member By-Laws
- 20.2 Board of Trustee Member Elections
- 20.3 Conflict of Interest
- 20.4 Family Policy

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Port Jefferson Free Library



**PORT JEFFERSON FREE LIBRARY ASSOCIATION**

**MEMBER BYLAWS**

- 1.     **NAME**           The name of this association shall be the Port Jefferson Free Library Association.
  
- 2.     **PLACE**           Port Jefferson, Suffolk County, New York.
  
- 3.     **PURPOSE**       The purpose of this association shall be to promote and encourage the development and maintenance of free library services for use by the residents of Port Jefferson School District #6.
  
- 4.     **MEMBERS**       All persons 18 years of age or older who are residents of the Port Jefferson School District #6 and who hold a current library card in good standing are members of this Association.
  
- 5.     **MEETINGS**      The annual meeting of the Association shall be held during January. Special meetings may be called by the President either at his/her own initiative or by him/her at the written request of any ten (10) members. Public notice of each meeting shall be given by the secretary in the form required by current law. A quorum consists of those who attend the meeting.
  
- 6.     **OFFICERS**       The officers of the Association shall be a President, a Vice-President, a Secretary and a Financial Officer, whose duties shall be those usually associated with the office held. Nomination of officers of the Association will take place at the December meeting of the Board of Trustees. Candidates shall be chosen from the current Trustees of the Association. The officers shall be elected by the sitting Trustees of the Association prior to the conclusion of the Annual Meeting.

The term of office shall be one (1) year.

Any vacancy occurring after the Annual Meeting shall be filled by election by the Trustees.

7. LIBRARY TRUSTEES (a) It shall be the responsibility of the membership of the Association at its Annual meeting to elect Trustees from the membership to full five (5) year terms of membership on the Board of Trustees or a lesser number of years if the election is to fill an unexpired term. Any vacancies occurring between Annual Meetings may be filled by the Board of Trustees at its discretion. An appointed Trustee shall serve until the next Annual Meeting. The number of Trustees shall be fixed by the Board of Trustees and shall be not less than seven (7). Any Trustee may be elected to succeed him/herself. The duties and responsibilities of the Trustees shall be those designated in the Library Charter and the State Education Law.
1. NAME
2. PLACE
3. PURPOSE (b) In order to establish a uniform system in which a proportionate number of Trustees are elected to full terms each year, the terms of the present Trustees shall be modified. The Trustees whose terms are to be lengthened or shortened shall be chosen by lot.
4. MEMBERS
5. MEETINGS
1. Of the four Trustees whose terms expire in January, 1990:
- one shall continue to serve until January, 1991.
  - one shall continue to serve until January 1992.
  - two Trustee positions shall be the subject of an election in January 1990.
2. Of the three Trustees whose terms expire in January 1993, one shall serve only until January, 1992.
6. OFFICERS (c) At least ninety (90) days prior to the Annual Meeting the Nominations Committee shall give public notice that one or more positions on the Board of Trustees are to be filled at the next Annual Meeting and shall invite all interested members of the Association to submit nominations. Nominations shall be made by written petition signed by at least twenty five (25) members of the Association. The form of the petition shall be determined by the Board of Trustees. All petitions must be received by the Nominations Committee at least sixty (60) days prior to the Annual Meeting. All disputes concerning the validity of a petition shall be referred to the Nominations Committee at least forty five (45) days prior to the Annual Meeting.
- The decision of the Nominations Committee may be appealed to the Board of Trustees, whose determination shall be final.
8. AMENDMENTS An amendment may be proposed by the Bylaws Committee or by a petition of a minimum of ten (10) members of the association. The amendment must be adopted by a two-thirds ( $\frac{2}{3}$ ) vote of the members present at any Annual Meeting or at any special meeting called for that purpose. Notice of the proposed amendment and its completed text must be contained in the call for the meeting.

**POLICY FOR BOARD OF TRUSTEE MEMBER ELECTIONS**

1. The Nominating Committee of the Board of Trustees shall arrange for an annual election and/or re-election of members to fill empty seats on the Board of Trustees from qualified applicants. A qualified applicant must meet the application procedures.
2. The Nominating Committee shall recommend a calendar to the Board that provides for the election during the Annual Meeting, and shall arrange to have the timetable and procedures published in the official newspaper(s), *The Yeoman*, and poster in the Library.
3. The Committee shall require applicants to submit a written application, a resume, a statement of interest, and a written petition signed by at least twenty-five (25) members of the Association. In addition, a “Meet the Candidates Night” shall be arranged at least one week prior to the Annual Meeting.
4. The Committee shall supervise the election, using impartial tellers. The tellers shall verify voters’ credentials. If there is a contest of the election by one of the candidates, it must be written and sent to the President of the Board by certified mail, return receipt requested, within 7 days of the election.
5. The Committee shall publish the election results, and arrange for the destruction of the registration log and the ballots immediately after the 7-day period for contesting the election. The Teller’s Declaration shall be kept each year.
6. Newly elected Trustees shall be seated at the next Board Meeting.
7. The Director shall be responsible for keeping the Board and the Committee informed of any regulations of the State of New York that would require changing this policy.

**Addendum for the Procedure for Board of Trustee Member Elections**

In case of a tie vote, the committee shall:

- a. Present the names of those candidates who have tied for position to the membership.
- b. Arrange for a run-off election to be held within two weeks of the initial election.
- c. Arrange for a run-off election to be determined by the nature of the tie vote.
  1. If one position is open, there will be a run-off among the candidates tied with the most votes.
  2. If two positions are open and the tie occurs in the first position, both candidates are elected.
  3. If two positions are open and the tie occurs in the second position, the person with the most votes wins the first trustee seat, and the run-off shall be held among those candidates who are tied for the next seat.

Approved: 8/13/1990  
Revised: 9/12/1994  
Revised: 3/15/1999  
Revised: 1/21/2001

## CONFLICT OF INTEREST POLICY

BE IT RESOLVED by the Board of Trustees of the Port Jefferson Free Library that these standards of conducts be established for officers or employees of the Port Jefferson Free Library as follows:

### 1. SCOPE

1.1 Pursuant to section eight hundred six of the general municipal law, the Board of Trustees recognizes that there are rules of ethical conduct for public officers or employees which must be observed if a high degree of public confidence is to be maintained in our operations. It is the purpose of this resolution to promulgate these rules of conduct for officers and employees of the Port Jefferson Public Library. These rules shall serve as a guide for official conduct for this resolution as adopted, shall not conflict with, but shall be in addition to any prohibition of article eighteen of general municipal law or any other general or special law relating to ethical conduct and interests in contracts of municipal officers and employees.

### 2. DEFINITIONS

Unless the context clearly provides otherwise, the terms set forth below shall have the following meanings:

- 2.1 “Interest” means a direct or indirect pecuniary or material benefit accruing to an officer or employee, or his or her relative whether as a result of a contract with the Public Library District or otherwise. For the purpose of this policy, a Library District officer or employee shall be deemed to have an interest in the contract of:
- 2.2 A relative except as to a contract of employment with the Library District
- 2.3 A firm, partnership or association of which such officer or employee is a member or employee;
- 2.4 A corporation of which such officer or employee is an officer, director or employee;
- 2.5 A corporation of which more than five percent of the outstanding stock is owned by any such officer, employee, or his or her relative.
- 2.6 “Legislation” means a matter which appears on the agenda of the Library District Board of Trustees or on a committee thereof, on which any official action will be taken and shall include proposed or adopted acts, local laws, ordinances or resolutions.
- 2.7 “Officer” or “Employee” means an elected or appointed officer or employee of the Library District, whether paid or unpaid.
- 2.8 “Relative” means spouse, a child, stepchild, parent, stepparent, brother, sister, stepbrother, step-sister, or legal guardian of any of said persons of an officer or employee or of the spouse of the officer or employee.
- 2.9 “Spouse” means the husband or wife of an officer or employee unless living separate and apart pursuant to: (i) a judicial order, decree or judgment of separation, or (ii) a legally binding written agreement of separation in accordance with the Domestic Relations Law.

### 3. STANDARDS OF CONDUCT

- 3.1 Every officer or employee of the Library District shall be subject to and abide by the following standards of conduct:
- 3.2 Gifts. No officer or employee shall directly or indirectly solicit or receive any money, whether in the form of cash, check, loan, credit, or any other form in any amount, or solicit any gifts, or accept or receive any individual annual gift, having a value of seventy-five dollars or more, whether in the form of services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the money or gift was intended to influence or could be reasonably expected to influence, him or her in the performance of official duties or was intended as a reward for any official action.
- 3.3 Confidential Information. No officer or employee shall disclose confidential information acquired in the course of official duties or use such information to further a personal interest.
- 3.4 Disclosure of Interest in Legislation. To the extent known, any officer or employee of the Library District who participates in the discussion or gives an official opinion to the Library District Board on any legislation before it shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she may have in such legislation.
- 3.5 Disclosure of Interests in Contracts. To the extent known, any officer or employee of the Library District who has, will have, or subsequently acquires any interest in any contract with the Library District shall publicly disclose the nature and extent of such interest in writing to the Library District Board as well as to his or her immediate supervisor as soon as he or she has knowledge of such actual or prospective interest.
- 3.6 Investments in Conflict with Official Duties. No officer or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict.
- 3.7 Private Employment. No officer or employee shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her duties.
- 3.8 Prohibited Conflicts of Interest. No Library District officer or employee shall have an interest in any contract between the Library District and a corporation or partnership of which he or she is an officer or employee when such Library District officer or employee has the power to (a) negotiate, prepare, authorize, or approve the contract or authorize or approve payment there under (b) audit bills or claims under the contract (c) appoint an officer or employee who has any of the powers or duties set forth above, and, no chief fiscal officer, treasure, or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Library District of which he or she is an officer or employee. The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library District officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.
- 3.9 Certain Interests Prohibited. No officer or employee of the Library District who has an interest in any real property, either individually or as an officer or employee of a corporation or partnership shall participate in the acquisition or plan for acquisition of said property or any

property adjacent to said property by the Library District. The term participation shall include the promotion of the site as well as the negotiation of the terms of acquisition.

- 3.10 No Library District officer or employee shall use or permit the use of property owned or leased to the Library District for other than official purposes or for activities not otherwise officially approved by the Library District Board.

#### **4. DISTRIBUTION OF CONFLICT OF INTEREST POLICY**

- 4.1 The Director shall distribute this Conflict of Interest Policy to all officers and staff members of the Library within 30 days of its adoption by the Board of Trustees. Any officer or employee elected or appointed will be furnished a copy before entering upon the duties of that office or appointment.

**PORT JEFFERSON FREE LIBRARY ASSOCIATION****FAMILY POLICY**

1. Nothing in the Port Jefferson Free Library's employment policy is intended to be interpreted as preventing the Port Jefferson Free Library from reasonably regulating employment and assignments for reasons of supervision, safety, security, morale and conflicts of interest.
2. Members of the Board of Trustees and immediate families of the Trustees and Director shall not be employed by the Port Jefferson Free Library.

Adopted: 10/18/1999

## 3.0 ADMINISTRATIVE

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- 30.1 Mission Statement
- 30.2 Communicating with the Media
- 30.3 Community Information for Public Review

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Port Jefferson Free Library



**PORT JEFFERSON FREE LIBRARY ASSOCIATION****MISSION STATEMENT**

1. The mission of the Port Jefferson Free Library is to provide our community with access to ideas and information. This mission is accomplished by providing open access, primarily to printed materials, by providing a broad spectrum of resources to our community, and by providing research personnel and facilities.

**PORT JEFFERSON FREE LIBRARY ASSOCIATION**

**COMMUNICATING WITH THE MEDIA POLICY**

1. The Library Director is the official spokesperson for all library matters.

**PORT JEFFERSON FREE LIBRARY ASSOCIATION****COMMUNITY INFORMATION FOR PUBLIC REVIEW**

1. It is the determination of the Library board that public information of or pertaining to matters of serious community interest may be placed in the library for public review.
2. Opposing documents are subject to the same decision.
3. The library maintains the right to select which information is appropriate for inclusion. Challenged materials are subject to the same criteria as all other library resources.

Note: Materials of this nature are provided for temporary reference purposes and are not cataloged into the system.

## 4.0 OPERATIONS

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- 40.1 Registration
- 40.2 Temporary Library Card
- 40.3 Circulation Policy
- 40.4 Materials Selection
- 40.5 Internet Acceptable Use
- 40.6 Photocopier

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### Port Jefferson Free Library



# PORT JEFFERSON FREE LIBRARY ASSOCIATION

## REGISTRATION POLICY

### 1. SCOPE

The Library issues a full access card to all patrons. A library card will be issued to any individual under 18 whose parent or guardian signs a statement agreeing to be responsible for all materials borrowed on the card. Parents may determine access restrictions by signing a statement on the registration card:

1.1. They may restrict their child to materials in the Children's Room exclusively; or

2.1 They may allow full, unrestricted access to all library materials.

### 2. QUALIFICATIONS

Library card applicants will be issued a card after showing proof of the following:

2.1 Permanent residence within the Port Jefferson School District. Proof of residency requires TWO pieces of acceptable identification with the patron's name and local address, i.e. driver's license, utility bill, postmarked envelope, printed checks, etc.

2.2 Permanent residence within a contracting school district during the time in which a "Library Service Contract" is in force. Proof of residency requires TWO pieces of acceptable identification with the patron's name and local address, i.e. driver's license, utility bill, postmarked envelope, printed checks, etc.

2.3. Owners of property within the Port Jefferson School District;

2.5. Owners or principal management of a business within the Port Jefferson School District;

2.6 Full-time students of schools within the Port Jefferson School District who reside in areas without library services. Borrowing privileges will be limited to materials available on Direct Access;

2.7 PJSD Faculty who otherwise do not have Direct Access privilege. A card will be issued to the school building principal for professional use by these teachers.

Categories 3-6 may be subject to certain limitations regarding borrowing and other library services.

### 3. RESPONSIBILITY

3.1 The patron's signature on the registration form acknowledges his/her responsibility to pay for any fines on overdue material and to pay for all materials damaged or lost while borrowed on the patron's card. The Library reserves the right to suspend borrowing privileges and, when necessary, take appropriate legal action if these responsibilities are not met.

### 4. RENEWAL

4.1 Patron registration is renewed every two years in the Library files upon verification of eligibility with the exception of Contract District patrons who are renewed annually. The Library Card is considered permanent and will not be replaced upon registration renewal. The Library will replace worn cards at no cost. Lost or damaged cards will be replaced at a cost of \$3.00, providing all outstanding fines and/or items have been cleared.

Approved: June 8, 1981

Revised: December 12, 1989

March 11, 1991

May 1, 1991

March 20, 2000

Nov. 15, 2004

**PORT JEFFERSON FREE LIBRARY ASSOCIATION****TEMPORARY LIBRARY CARD POLICY**

1. A Temporary Card may be issued to a person with short term residency in the Port Jefferson Free Library district if an adult Port Jefferson Free Library card holder residing at the same address sponsors the applicant and assumes responsibility for all transactions on the card. Temporary cards will be issued for three months and may be renewed once. Borrowing privileges and certain library services may be restricted as determined by library personnel.

Approved: 12/18/2000

**LIBRARY CIRCULATION POLICY****1. SCOPE**

Your library saves people money by sharing resources. We hope the procedures listed here will ensure that those resources will be utilized to their fullest extent.

All patrons must present a currently valid library card to borrow any library material. A patron may only use his/her own card and must be present in the library to check out materials. Items borrowed from SCLS or from other libraries will be governed by the regulation of these institutions and by other regulations designed to facilitate interlibrary loans. Library staff members may not make any exception to the policies listed below. Patrons wishing to take exception to any library policy should speak with the Director or Librarian in charge.

**2. LIMITATIONS ON BORROWING LIBRARY MATERIALS**

The following limitations on the number of library materials allowed to circulate on any one library card will be observed:

- 2.1 A maximum of 6 books in any one subject area or major Dewey Decimal classification, or by a single author.
- 2.2 A maximum of 6 periodical issues.
- 2.3 A maximum of 6 fiction and 6 non-fiction videocassettes\*. (and)  
A maximum of 6 fiction and 6 non-fiction DVDs.
- 2.4 A maximum of 6 books-on-cassette/disc.
- 2.5 A maximum of 6 compact discs or cassettes.
- 2.6 One MP3 player and 2 Playaways.
- 2.7 No more than 30 items in total may be in circulation to one patron at any time.

**3. RESTRICTED MATERIALS**

The following items DO NOT circulate:

- 3.1 Reference books.
- 3.2 Newspapers and current magazine issues.
- 3.4 Microform material.
- 3.5 Library equipment.

**4. LOAN PERIOD**

- 4.1 Videocassettes and DVDs-7 days: 1 time renewal
- 4.2 "New" DVDs-3 days: no renewal (Adult movies only. All childrens' movies loan for 7 days).
- 4.3 Nonfiction videos and DVDs: 28 Days; 1 time renewal.
- 4.4 All Holiday videos, DVDs: 3 Days; no renewal.
- 4.5 Bestsellers Collection (new or popular items) -14 Days.
- 4.6 Magazines-14 Days

\* multi-parts = 1 item  
mult-vols. = 1 item each volume

4.7 Travel sacks, CDs, audiocassettes, MP3 Players – 14 days

4.8 All Holiday material – 14 days

4.9 Teacher’s Corner items and Vertical File – 14 days

4.9.1 All other material – 28 days

## **5. RENEWALS**

All circulating material may be renewed by the borrower 2 times unless there is a reserve for an item. Videos and DVDs may be renewed only once. Renewals may be made by telephone, online or in person at the library. Overdue material may not be renewed online.

## **6. FINES AND FEES**

There will be no fines on most Port Jefferson Free Library items with the exception of 3 day-DVDs and Blu-Ray DVDs. However patrons will be responsible for the replacement cost of an item if it is not returned to the library at the end of the loan period.

**OVERDUE 3-DAY DVDs and BLU-RAY DVDs CHECKED OUT ON OR AFTER JANUARY 2, 2010 WILL INCUR FINES OF \$1 PER DAY, UP TO A MAXIMUM OF \$6 PER ITEM.**

**ALL OVERDUE ITEMS BORROWED FROM OTHER LIBRARIES MAY INCUR FINES, BASED ON THE POLICY OF THE LENDING LIBRARY.**

## **7. BORROWER STOPS**

Patron borrowing privileges will be suspended for the following reasons:

7.1 Unpaid fees of \$10.00 or more on accounts.

7.2 Long overdue items.

7.3 30 items already in circulation

## **8. OVERDUE NOTICES**

For all items except 3-day DVDs and Blu-Ray DVDs the first notice will be sent 7 days after due date. Notice will indicate that if the item is not returned within (1) week, a bill for the replacement cost of the item will be sent. Final notice sent (14 ) days after due date of the item.

For 3-day DVDs and Blu-Ray DVDs, the first notice will be sent 2 days after due date. The final notice will be sent 5 days after the due date.

Final notice will be a bill for the replacement cost of items.

This charge will be waived if the patron returns the item(s), excluding late 3-day DVDs and Blu-Ray DVDs.

**9. LOST OR DAMAGED MATERIAL**

9.1 Patrons will be required to pay the replacement cost of all items they have lost or damaged.

9.2 Refunds will NOT be issued for lost items which are later found by the patron.

**10. DIRECT ACCESS PATRONS**

Patrons from other library districts, upon presentation of a valid library card, may borrow a maximum of six (6) 28 day books and six (6) non-book items (at any given time). The usual Direct Access restrictions will apply; all materials will be loaned at the library's discretion.

**11. BOOKDROP**

The bookdrop will be operational when the library is closed and will be locked when the library is open. A SEPARATE DROPBOX is provided for Audio-Visual Materials.

THE LIBRARY RESERVES THE RIGHT TO AMEND THE ABOVE POLICIES WITHOUT NOTICE.

Approved	October 12, 1981
Revised on	October 20, 1986
	March 14, 1988
	March 12, 1990
	September 10, 1990
	June 8, 1992
	December 1993
	February 22, 1994
	May 28, 1996
	November 15, 1999
	June 19, 2000
	May 21, 2001
	August 19, 2002
	October 18, 2004
	August 21, 2006
	January 21, 2008
	February 25, 2008
	July 1, 2009
	November 16, 2009

**MATERIALS SELECTION POLICY****1. GOAL**

- 1.1 The goal of the Port Jefferson Free Library is to provide access to information and ideas to its community. To achieve this goal, the Library purchases, stores and provides access to material which records the knowledge and experience of humanity. The Library recognizes its responsibility to give access to recorded information and ideas, regardless of format. Therefore, the Library adopts the following policy to govern material selection and collection development:
- a. The Library collection should provide recreational reading and non-print materials for all ages.
  - b. The Library collection should facilitate informal self-education of members of the community.
  - c. The Library collection should serve as a balanced reference source making information available on subjects of possible interest to the community.
  - d. Patron requests for purchases should be given consideration by the librarians. When a specific title is requested through inter-library loan, purchase should also be evaluated.
  - e. General factors influencing materials selection should be community needs, individual merit of each title, the existing collection, and the library budget. Selection should be made by a librarian, choosing from standard and generally accepted lists and recognized critical sources. The needs of the community should be evaluated continually and reflected in the acquisitions program.
  - f. Gifts should meet the same standards as acquisitions.
  - g. Periodicals should be acquired in relation to the needs of the community and secured in a form that is easy to store, handle and circulate.
  - h. Non-print materials and on-line media should be selected according to the same standards applied to books, with additional attention paid to technical quality.
  - i. Materials should be withdrawn from the collection when they are in poor physical condition, obsolete, or fail to be of use to the community. Withdrawn books and materials will be disposed of in the following ways:
    1. Appropriate titles will be sent to Last Copy/Special Collections for those that are one of a kind in the system. Others will be offered to Member Libraries via the Gifts and Exchange Program.

2. Of the remaining books and materials those with a reasonable chance of being sold will be offered to the Friends for sale to the general public.
  3. Some books and materials will be offered to other non-profit organizations. Those who accept these donations will be required to sign a waiver of physical liability.
  4. The remaining books and materials will be recycled or disposed of as determined by the librarian withdrawing the titles.
- J. Patrons who object to a particular title in the Library collection will be requested to complete the “Patron Request for Reconsideration of Library Material” form. The Library Director will review this request and submit a recommendation to the Board of Trustees, who will notify the patron of its action. The title will remain in the collection during this reconsideration process.
- K. The Library endorses the statements on material selection as expressed in the Library Bill of Rights, adopted and amended by the American Library Association.

## 2. EVALUATION

- 2.1 This policy on material selection shall be evaluated periodically by the Library Board of Trustees and shall be revised according to the needs of the Library and the community.
- 2.2 Policy directly related to the Internet and its use is stated in a separate document.

Adopted: December 10, 1984.

Revised: May 8, 1989.  
December 20, 1999.  
February 24, 2003.  
August 20, 2007.  
October 20, 2008.

PATRON REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

TITLE: \_\_\_\_\_

FORMAT: (check one)

\_\_\_\_ BOOK

\_\_\_\_ MAGAZINE

\_\_\_\_ AUDIO: CD/TAPE

\_\_\_\_ VIDEO TAPE

\_\_\_\_ DVD

\_\_\_\_ OTHER: \_\_\_\_\_

AUTHOR: \_\_\_\_\_

PUBLISHER (if known) \_\_\_\_\_

REQUEST INITIATED BY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

COMPLAINT REPRESENTS:  SELF  ORGANIZATION: \_\_\_\_\_

1. To what in the work do you object? (Please be specific, cite pages or parts.):

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

2. What do you feel might be the result of reading, viewing, or listening to this work?

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

3. For what age group would you recommend this work? \_\_\_\_\_

4. Is there anything worthwhile about this work? \_\_\_\_\_

5. Did you read, view, or listen to the entire work? \_\_\_\_\_

6. Are you aware of the judgement of this work by critics? \_\_\_\_\_

7. What would you like the Library to do about this work? \_\_\_\_\_

\_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# Library Bill of Rights

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

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

Adopted June 18, 1948.  
Amended February 2, 1961, June 27, 1967,  
January 23, 1980 by the ALA Council.

**PORT JEFFERSON FREE LIBRARY ASSOCIATION****INTERNET ACCEPTABLE USE POLICY**

1. The Port Jefferson Free Library provides access to a broad range of electronic resources, including the Internet, to assist cardholders of all ages.
2. While the Internet offers access to many valuable sources of information, not all sources provide information that is current, accurate, complete or content appropriate to a Library patron. The Port Jefferson Free Library makes no warranty, expressed or implied, for the timeliness, accuracy, usefulness for a particular purpose or appropriateness of information accessed via the Internet.
3. As with other library materials, restriction of a child's access to electronic resources is the sole responsibility of the parent/legal guardian. Parents have full responsibility to let their children know if there are materials which they do not want them to use and to supervise their children's Internet sessions at the Library.
4. The library uses technology protection measures to filter content in accordance with the Children's Internet Protection Act (CIPA). Since no Internet filter product is perfect, the library cannot guarantee that over blocking or under blocking will not occur. Adult patrons, 17 years and older, may choose to disable the filter for their own personal use.
5. Computing resources may only be used for lawful purposes.
6. Computing resources should be used in accordance with the policy of the Library.  
Examples of unacceptable use include, but are not limited to:
  - 6.1 Violation of computer system security.
  - 6.2 Attempts to degrade, disrupt or destroy the Library's computer hardware and software.
  - 6.3 Unauthorized use of computer accounts, access codes, or network identification credentials assigned to others.
  - 6.4 Use of computer communications facilities in ways that unnecessarily impede the computer activities of others.
  - 6.5 Violation of another user's privacy.
  - 6.6 Display or dissemination of sexually explicit or sexually suggestive material.
7. Non-PJFL cardholders are restricted to using the Internet computers for 30 minutes per day. In the event that patrons are waiting to use the Internet computers, registered PJFL cardholders will take precedence over non-PJFL cardholders with regard to computer availability.

Adopted: Dec. 11, 1995;

Revised: May 21, 2001;  
Dec.15, 2003;  
May 17, 2004;  
Oct. 18, 2004

**PORT JEFFERSON FREE LIBRARY ASSOCIATION****PHOTOCOPIER POLICY**

1. Limiting the use of Network PC's and photocopiers during busy times.
  - 1.1 Out of consideration for all library patrons, during busy times in the Library, use of Network PC's may be limited to thirty (30) minutes,
  - 1.2 and use of photocopiers may be limited by the librarian to 15 minute intervals.

Adopted: 11/09/1992  
Revised: 07/ 17/2000

## 5.0

## FINANCE

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- 50.1 Investments
- 50.2 Purchasing
- 50.3 Credit Card

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### Port Jefferson Free Library



**PORT JEFFERSON FREE LIBRARY ASSOCIATION****INVESTMENT POLICY**

(STRUCTURED IN CONFORMITY WITH CHAPTER 708, LAWS OF 1992)

**1. SCOPE**

This investment policy applies to all monies and other financial resources available for investment on its own behalf.

**2. OBJECTIVES**

The primary objectives of the PJFL investment activities are, in priority order:

- 2.1 To conform with all applicable federal, state and other legal requirements (legal).
- 2.2 To adequately safeguard principal (safety).
- 2.3 To provide sufficient liquidity to meet all operating requirements (liquidity).
- 2.4 To obtain a reasonable rate of return (yield).

**3. DELEGATION OF AUTHORITY**

3.1 The governing Board of Trustees delegates to the Library Director or her/his designee the administration of this investment program; the Director shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a level of accountability which satisfies the Board's expectations that the Library's investments will conform to the above-cited objectives. Such structure is to be based upon a database of records incorporating descriptions and amounts of investments, transaction dates and other relevant information; and is to include reference to the monitoring and regulation of the activities of subordinate employees charged with carrying-out the investment program.

**4. PRUDENCE**

4.1 All participants in the investment process shall act responsibly as custodians of the public trust and shall avoid any transactions that might impair public confidence in the PJFL.

4.2 Investments shall be made with judgment and care, and in consideration of the circumstances prevailing at the time of an investment judgment. All investment decisions are to be generated in a manner which persons of prudence, discretion and intelligence would exercise in the management of their own affairs; although income from an investment is to be a consideration it is not to be an overriding criteria.

4.3 Library personnel involved in the implementation of the investment program are to refrain from any personal business activity that could (or give the appearance of) conflicting with the proper execution of the investment program; or which could impair an ability to make impartial and considered investment decisions.

## **5. DIVERSIFICATION**

5.1 It is the policy of the PJFL to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

## **6. INTERNAL CONTROLS**

6.1 It is the policy of the PJFL for all monies collected by any officer or employee of the Library is to be transferred to the Account Clerk for deposit.

6.2 The Library Director and her/his designee is responsible for establishing and maintaining an internal control structure to provide to the greatest extent reasonable assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition; the transactions are executed in accordance with proper authorization; are recorded properly; and are managed in compliance with applicable laws and regulations.

## **7. DESIGNATION OF DEPOSITORIES**

7.1 The Board of Trustees will annually authorize approved depositories at the annual Re-organizational Meeting or any other Board meeting as necessary.

## **8. COLLATERALIZING OF DEPOSITS**

8.1 In accordance with the provisions of General Municipal Law ss10 all deposits of the PJFL, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by one or more of the following collateral:

8.1.1 By a pledge of “eligible securities” with an aggregate “market value” as provided in GML ss10, equal to the aggregate amount of deposits from the categories designated in Appendix A to this policy.

8.1.2 By an eligible “irrevocable letter of credit” issued by a qualified banking institution, other than the bank with deposits in favor of the PJFL, for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of the deposits and the agreed upon interest, if any.

A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

8.1.3 By an eligible surety bond payable to the PJFL for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

## **9. SAFEKEEPING AND COLLATERALIZATION**

9.1 Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party banking institution or trust company subject to security and custodial agreements.

9.2 The security agreement shall provide that eligible securities are being pledged to secure PJFL deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the PJFL to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the PJFL, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the PJFL or its custodial bank.

9.3 The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the PJFL, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstance, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the PJFL a perfected interest in the securities.

## **10. PERMITTED INVESTMENTS**

10.1 As authorized by General Municipal Law, ss11, the PJFL authorizes the Library Director or her/his designee to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- 10.1.1 Special time deposit accounts;
- 10.1.2 Certificates of deposit;
- 10.1.3 Obligations of the United States of America;
- 10.1.4 Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- 10.1.6 Obligations of the State of New York.

10.2 All investment obligations shall be payable or redeemable at the option of the PJFL within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the PJFL within two years of the date of purchase.

## **11. AUTHORIZED FINANCIAL INSTITUTIONS**

11.1 The PJFL shall maintain a list of financial institutions approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution. All financial institutions with which the PJFL conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the PJFL. The Library Director or her/his designee is responsible for evaluating the financial position of and maintaining a listing of proposed depositories, trading partners and custodians.

## **12. PURCHASE OF INVESTMENTS**

12.1 The Library Director or her/his designee is authorized to contract for the purchase of investments from eligible banking institutions, trust companies or trading partners.

12.2 All purchased obligations, unless registered or inscribed in the name of the PJFL, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the individual authorized to make the investment. All such transactions shall be confirmed in writing to the PJFL by the bank or trust company. Any obligation held in custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, ss10.

12.3 The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, PJFL, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the PJFL a perfected interest in the securities.

Adopted: January 17, 2005

## APPENDIX A

### Schedule of Eligible Securities

- i. Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- ii. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- iii. Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State, or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- iv. Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

**PURCHASING POLICY**

1. Bills incurred by the Port Jefferson Free Library, in the routine manner of doing business, shall be presented to the Board of Trustees at each regular meeting for authorization to make payment.
2. Other bills that require pre-payment, or carry a penalty for late payment, shall be authorized by the Treasurer or other designated staff member, and presented on a separate End of the Month warrant at the next regular Board Meeting.
3. Purchases that exceed the discretionary expenditure allotted, or represent a substantially new or unusual condition, must be presented to the Board for discussion and approval prior to commitment. Whenever feasible, the library shall obtain three comprehensive proposals.
4. The library will seek the best price possible without compromising quality, integrity or efficiency.

**DISCRETIONARY SPENDING**

- a. Items costing up to \$6,000 may be purchased at the discretion of the Director.
- b. Items costing \$6,000-\$10,000 may be purchased only after consultation with the Board President, or if unavailable, consultation with another officer of the Board.
- c. Items costing more than \$10,000 shall be brought to the full Board for discussion and approval prior to purchase.
- d. The purchasing agent is authorized to spend up to \$1,000 for supplies and materials necessary for the routine operation and maintenance of the library.

It is understood that emergency orders for major building and/or mechanical maintenance, equipment replacement, or computer operations may be authorized as necessitated by circumstance, with the Board being advised as soon as possible.

Adopted: 08/19/2002

**PORT JEFFERSON FREE LIBRARY ASSOCIATION****CREDIT CARD POLICY**

1. The Port Jefferson Free Library Board of Trustees shall maintain a credit card account to be used at the discretion of the Library Director and/or purchasing agent for:
  - a. Purchases when a purchase order or a check is unacceptable or unavailable.
  - b. Board expense that requires immediate payment.
2. All transactions are to be accounted for in accordance with library purchasing policies and procedures for authorized library purchases, and require original receipt.

## 6.0 PERSONNEL

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- 60.1 Appointment of Personnel
- 60.2 Sexual Harassment
- 60.3 Overtime
- 60.4 Disclaimer

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Port Jefferson Free Library



**PORT JEFFERSON FREE LIBRARY ASSOCIATION****APPOINTMENT OF PERSONNEL**

All personnel appointments may only be effected by way of Board of Trustees' action memorialized within resolutions adopted at regular and special meetings of the Board. The Board of Trustees is to possess the authority to create positions; establish initial salaries of personnel not subject to salary schedules negotiated between the Library and its Staff Association and to formally appoint personnel to staff positions upon the recommendation of the Director. Appointments of pages and part-time support staff may be made by the Director subject to ratification by the Board of Trustees at a meeting subsequent to the appointment.

Further, the Board may move tentative appointments pending the satisfactory completion/resolution of specific circumstances attendant to the subject appointment.

**SEXUAL HARASSMENT POLICY**

**1. SCOPE**

- 1.1 The Port Jefferson Free Library recognizes its responsibility to insure for its employees a working climate that is free from any form of sexual harassment. Further, sexual harassment is prohibited as a form of illegal discrimination by Federal and State Law.
- 1.2 In keeping with this responsibility, the Port Jefferson Free Library hereby adopts a strict policy prohibiting sexual harassment which is defined as:
- 1.3 Deliberate or repeated unsolicited verbal or written (i.e. letters, emails, notes etc.) comments, questions, requests for sexual favors, visual representations or physical contact of an intimate or sexual nature which are not welcome to the recipient.

**2. CONDUCT**

- 2.1 Sexual harassment is an unacceptable form of conduct. Therefore, although it is not the intention of the Library to regulate freely entered social interactions between employees, conduct constituting harassment will not be tolerated and will be considered grounds for serious disciplinary action, including termination of employment. Members of the Library staff are specifically prohibited from making sexual advances, requesting sexual favors, and engaging in other verbal or physical conduct of a sexual nature when:
  - 2.2 submission to such conduct is made either explicitly or implicitly a term or condition of employment  
or
  - 2.3 submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual  
or
  - 2.4 such conduct has a purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.

**3. PROCEDURES**

- 3.1 An employee who wishes to report sexual harassment shall file a complaint in the form of a written statement containing specific details of any incident of sexual harassment as defined above with the Director of the Library (or if the Director of the Library is a party to the complaint, to the President of the Board of Trustees of the Library). The Library accepts its obligation to investigate such complaints speedily and with attention to the rights of all parties. In investigating such complaints, the following principles will be observed:
  - 3.2 The person bringing the complaint will suffer no retaliation.
  - 3.3 The rights of both the complainant and the accused will be respected, including the rights to confidentiality, to due process, and to the presence of an advocate or observer at all times.
  - 3.4 Such complaints will be investigated within a period of thirty days by the Director (or if the Director is a party to the complaint, by the President of the Board of Trustees).

**4. ACTION**

- 4.1 In the event the complaint is found to be valid, the person who has been found to be guilty of sexual harassment may receive counseling, disciplinary action or dismissal as is appropriate. In such cases as the complaint is found to be valid, but where the guilty party is retained as a member of the library staff, the findings will become part of the individual's permanent personnel record.

**PORT JEFFERSON FREE LIBRARY ASSOCIATION****OVERTIME POLICY**

1. Scheduling overtime hours for full-time employees should be avoided whenever possible.
2. If overtime scheduling is unavoidable, it must be approved in advance by the Director.
3. If the Director is unavailable, the most senior Librarian or Librarian in charge must approve overtime scheduling in advance.
4. In the absence of the Director and a Librarian in charge, the Department Head may approve overtime scheduling.
5. When overtime scheduling is necessary, the overtime will be recompensed in the following ways:
  - a. For overtime hours from 35 to 40 hours a week, equal compensatory time will be given. Compensatory time off may be taken upon approval of the appropriate department head.
  - b. For overtime worked beyond 40 hours per week, all employees, except librarians and department heads, will be paid time and a half.
  - c. All librarians and department heads will receive time and a half compensatory time for overtime worked beyond 40 hours per week.
  - d. Full-time employees, upon request, may be paid for overtime with the Director's approval.

Adopted: 06/13/1994  
Revised: 11/16/2009

**PORT JEFFERSON FREE LIBRARY ASSOCIATION**

**DISCLAIMER**

1. The Port Jefferson Free Library does not discriminate in employment or the provision of services.

## 7.0

## FACILITIES

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- 70.1 Meeting Room Use
  - 70.2 Governing Library Use &  
Maintenance of Public Order
  - 70.3 Managed Safety
  - 70.4 Leaflets and Petitions
  - 70.5 Flags
- 

### Port Jefferson Free Library



**REGULATIONS FOR USE OF THE MEETING ROOM**

**The Library Director may grant the privilege of using the Meeting or Conference Room to community organizations, subject to the following conditions:**

1. Residents or card holders will have preference in use of meeting rooms.
2. When not being used for Library purposes, the rooms shall be available, in order of date of request, for public gatherings of a civic, cultural, or educational nature.
3. The Library reserves the right to cancel any meeting because of adverse weather conditions, or because of Library business or programs.
4. Request for use of the rooms shall be made by completing the application on the reverse side of this form. No reservation may be made more than 90 days in advance.
5. The rooms may not be used for commercial purposes. All meetings must be open to the general public. Organizations using the rooms may not charge admission, request donations, or raise funds.
6. Meetings by political or religious groups, or meetings for political or religious purposes, will not be scheduled.
7. Organizations are responsible for supervising their own activities and for cleanups. Groups of minors will not be admitted to the rooms until the adult supervisor is present.
8. Non-alcoholic beverages, sandwiches, cakes and cookies may be served with Library approval. Organization must assume total responsibility.
9. Exhibitions of art, crafts, and other displays which do not interfere with the normal use of the rooms for program purpose are permitted, if they conform to the Library display policies.
10. Decorations, scenery, or signs are not permitted. Arrangements requiring custodial assistance must be made 48 hours or more in advance of the meeting. Only authorized persons may operate Library owned audiovisual equipment.
11. Neither the name nor address of the Port Jefferson Free Library may be used as the official address of headquarters of any organization, nor may it be used for purposes other than to identify the location of the program. In every case of material publicizing a program, the name of the sponsoring organization must appear in letters larger and more prominent than that of the Port Jefferson Free Library. Any unwarranted implication that a program is sponsored by the Port Jefferson Free Library will constitute sufficient grounds for immediate cancellation of meeting room privileges. All publicity in regard to meetings of outside groups shall be the responsibility of the group and not the Library.
12. Damage to Library property and/or violation of the above rules by members of the group may result in cancellation of the meeting room privileges and may incur costs.
13. All federal, state, and local ordinances, as well as the rules of the Police and Fire Departments relating to public assemblies, must be strictly obeyed, including occupancy.
14. The Library Board reserves the right to make any further rules that it may deem proper pertaining to the use of the rooms.

Adopted: 7/20/92  
Revised: 12/16/02  
Reviewed: 10/20/08

## APPLICATION FOR USE OF MEETING ROOM FACILITIES

Library sponsored programs receive first consideration in scheduling the Meeting and Conference Rooms. The fact that an organization is permitted to meet in this Library does not in any way constitute an endorsement of the organization's standards. The Library reserves the right to request additional information concerning the nature of the organization and the program before granting approval. Permission to use meeting room facilities is determined according to the REGULATIONS printed on the reverse of this application. Please complete this form and return it to the Library.

We request use of the Library	<input type="checkbox"/> <b>MEETING ROOM</b> capacity: 70 people	<input type="checkbox"/> <b>CONFERENCE ROOM</b> capacity: 20 people
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For the following Date(s) and Times(s): \_\_\_\_\_

Organization or Group Name: \_\_\_\_\_

Location or Address: \_\_\_\_\_

Name of person making application: \_\_\_\_\_

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

Nature or Purpose of Program: \_\_\_\_\_

\_\_\_\_\_ Anticipated size of group?: \_\_\_\_\_

Indicate general nature of program by checking all of the appropriate items below:

Speaker  Panel  Round Table Discussion  Film  Entertainment  Other \_\_\_\_\_

Will refreshments be served?  YES  NO

List any special services, set-up or equipment needed: \_\_\_\_\_

Please ask for equipment form and policy

---

In consideration of the use of meeting room facilities, each organization or group agrees that it will pay for all damage to any property of the Port Jefferson Free Library resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization or group, or any of its invitees, and that it will hold harmless and indemnify the Port Jefferson Free Library from any and all liability which may be imposed upon the Library, for any injury to persons or property caused by the organization or any other person in connection with the program.

It is understood that the Port Jefferson Free Library assumes no responsibility whatever for any property placed in the Library in connection with the program, and that the Port Jefferson Free Library is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained during, or by reason of, a program held on the Library's premises.

We have read and agree to abide by the Regulations on the reverse side of this form.

Organization: \_\_\_\_\_

Signature of authorized officer: \_\_\_\_\_

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

---

Librarian: \_\_\_\_\_, please check appropriate boxes:

Noted on Calendar  Copy to be mailed to applicant  Applicant to be phoned  Notify Custodian

Accepted by Library Director: \_\_\_\_\_ Date: \_\_\_\_\_

**PORT JEFFERSON FREE LIBRARY ASSOCIATION****POLICY STATEMENT  
GOVERNING LIBRARY USE AND MAINTENANCE OF PUBLIC ORDER**

1. While on Library premises, patrons shall engage in reading, studying, using library materials, or similar activities associated with the use of a public library.
2. Patrons shall not engage in any activity which disrupts other patrons proper use of the library.
3. Patrons are prohibited from:
  - a. smoking in all public areas including vestibules;
  - b. defacing, damaging or destroying Library materials, equipment and/or property;
  - c. eating or drinking in public areas, unless authorized within a program's agenda;
  - d. rearranging Library furniture or materials;
  - e. sitting or putting feet on Library tables;
  - f. bringing any pets with the exception of trained guide dogs into the building;
  - g. engaging in illegal activities.
4. Patrons shall not be permitted to enter the premises without appropriate attire, as defined by NYS regulations.
5. Children under the age of nine must be supervised by parent or guardian at all times.

Library personnel /security officer will enforce these rules. Patrons not complying with the rules will be requested to leave the premises. Library personnel are authorized to call the police, if necessary.

Adopted: 8/10/92

Revised: 6/19/00

1/16/06

11/16/09

12/21/09

STATEMENT OF MANAGEMENT SAFETY POLICY

1. SCOPE

- 1.1 The personal safety and welfare of our employees, as well as the general public, is a primary and continuing concern of the Port Jefferson Free Library Association.
- 1.2 It is our goal to provide every employee a place of employment free from recognized hazards, which are a potential cause for serious physical harm or health impairment.
- 1.3. To assist in this implementation, a safety committee will be established, consisting of key personnel from each major department, and chaired by an appointed safety coordinator. The committee will meet regularly to assist in the accomplishment of our goal, reporting its findings and recommendations to the Library Director following each meeting or sponsored activity.
- 1.4 The Library Director will then work with the Department Heads to appropriately address those committee findings.

2. MANAGEMENT

- 2.1 To accomplish our goal, Management will implement progressive accident prevention programs, systems, and techniques; Provide a work environment where identified occupational hazards are controlled when elimination is not feasible; and, cooperate with government and labor to optimize employees safety and health.

3. DEPARTMENT HEADS

- 3.1 To accomplish our goal, Department Heads will be responsible and accountable for a superior level of employee protection and performance;
- 3.2 Institute work practices which reflect the safest, most efficient methods available for accomplishing the required tasks; and,
- 3.3 Educate and train employees regarding "on-the-job" hazards.

4. EMPLOYEES

- 4.1 Be expected to conduct their jobs in the safest and healthiest manner prescribed;
- 4.2 Be expected to conduct themselves in a way that enhances their personal safety and that of their fellow employees;
- 4.3 Be encouraged to cooperate and contribute towards the overall success of the safety program, including participation in safety activities and committees when requested;
- 4.4 Report all accidents and injuries immediately to their manager; and,
- 4.5 Cooperate in the accident reporting and safety evaluation process.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Employee

Date \_\_\_\_\_

## **PORT JEFFERSON FREE LIBRARY ASSOCIATION**

### **POLICY ON LEAFLETS AND PETITIONS**

1. The Port Jefferson Free Library Board of Trustees prohibits the distribution of leaflets or the gathering of signatures for petitions within the library building. The distribution of leaflets or the gathering of signatures for petitions on library property outside the building may not block access to entrances and exits, nor may library business be interrupted.
2. The Library Director or personnel authorized by Director may permit leaflets, newsletters, or flyers to be displayed on the Community Events bulletin board or with other hand-outs. The library may, at its discretion, post or display:
  - a. Notices of events sponsored by non-profit organizations.
  - b. Official government announcements and communications.
  - c. Listings of cultural and educational events to be held in this area.
3. All postings and displays are at the discretion of the library.

Adopted: 08/03/1987  
Revised: 05/15/2000  
10/21/2002

**PORT JEFFERSON FREE LIBRARY ASSOCIATION**

**POLICY ON FLAGS AT THE LIBRARY**

1. The Port Jefferson Free Library shall display the flag of the United States.
2. Additionally, it may fly the flag of:
  - a. New York State
  - b. The Village of Port Jefferson,
  - c. or the Port Jefferson Free Library.