



April 20, 2023

6:00 pm

Committee Members: Suzanne Dugan, Chair; Megan Brown; Steve Meyer;  
Purushothaman Srinivasan

Staff: Jim Foster; Alex Gutelius

1. Policy 3.7 Use of the Library by Tutors
2. Policy 8.1 Cooperation with other Libraries and Schools
3. Policy 8.2 Acceptance of Gifts to the Library
4. Policy 3.10 Appropriate Use of the Children's Library
5. Other

### POLICY 3.7 USE OF THE LIBRARY BY TUTORS

#### Need for this Policy:

The Library premises are available for patron use to meet their needs in accessing information and for use of library materials and equipment. As part of its educational mission, the Library permits tutoring on the premises in accordance with this policy.

A policy is required in order to maintain an atmosphere in which all patrons may use the Library without being disturbed by those engaged in teaching activities.

#### Policy:

Tutor groups will be limited to a maximum of 2 students per tutor per session. The use of the Library space is not to be used as a classroom or office for tutors to work from, but as a safe and quiet workspace for students to receive instruction.

Students and tutors may work in the Library so long as Policy 3.1 (Rules of Conduct for Library Users) is upheld.

Students must be under their tutor's supervision at all times.

#### Responsibilities:

It is the responsibility of the Director to issue detailed procedures for the use of the Library by ~~volunteer~~-tutors and to ensure adherence to this policy.

Initial Adoption Date: 2/15/2001

Modified Date	Description of Modification
09/19/2005	
07/17/2006	
02/23/2009	Modified to remove the restriction on paid tutors
02/26/2018	Modified to remove suggestion to use study rooms
<u>5/22/2023</u>	<u>Modified to remove "volunteer" from Responsibilities</u>

**POLICY 8.1 COOPERATION WITH OTHER LIBRARIES AND SCHOOLS**

Need for this Policy:

A formal statement is useful to encourage cooperation among institutions, libraries and services to benefit the general public.

Policy:

The Library will cooperate with other libraries and organizations that provide resources and services for the people of the community. The Library should act as a point of entry into national and regional networks of libraries and information resources and play a strong coordinating and leadership role in responding to local needs.

Responsibility:

The Board should encourage cooperative and reciprocal efforts to share resources and services with other libraries and schools.

The Director is responsible for determining the feasibility of, and for implementing, cooperative proposals.

Initial Adoption Date: 3/15/1985.

<b>Modified Date</b>	<b>Description of Modification</b>
5/22/1986	
9/19/2005	
9/19/2016	Reviewed; no changes

**POLICY 8.2 ACCEPTANCE OF GIFTS TO THE LIBRARY**

Need for this Policy:

A consistent policy regarding the acceptance of gifts to the Library is vital to the understanding and relationship between the Library and the public it serves.

Policy:

When a donor wishes to give the Library books, A/V materials, art objects, or other objects, it is with the understanding that the Library will decide which items will be accepted, which items will be used by the Library, and which will be given away or sold by the Friends. The prospective donor shall be notified that, although the gift is accepted, it may not become a part of the Library's collection.

The Library keeps no record of the final disposition of these gifts, nor will the Library certify the value of any of these gifts.

If the gift is accepted, a note of acknowledgement will be provided to each donor thanking the donor for the gift received, but will not state the monetary value of the gift.

An individual or organization can give commemorative books and may request a book title or a subject category. All donations are recorded and the donor is sent an acknowledgement letter telling which items were purchased. A book plate will acknowledge the person honored.

The Library recognizes that various groups or individuals may wish to make monetary contributions to the Library. Gifts to the Library will be acknowledged with a letter thanking the donor(s). Donors wishing to have some other form of recognition will be asked to present their requests to the Board. The Board will evaluate such requests and make a decision on a case by case basis.

Responsibilities:

The Director will be responsible for acceptance, acknowledgement, and record keeping of all donations.

Initial Adoption Date: 3/13/1985

<b>Modified Date</b>	<b>Description of Modification</b>
04/07/1999	
09/19/2005	
09/18/2006	
02/26/2018	Minor wording changes

## POLICY 3.10 APPROPRIATE USE OF THE CHILDREN'S LIBRARY

### Need for this Policy:

In an effort to ensure the safety of children and maintain an atmosphere of constructive library use, the following policy regarding appropriate use of the Children's Library is required.

### Policy:

1. The materials, services and equipment in the Clifton Park-Halfmoon Public Library Children's Library are intended for the use of children, their parents and caregivers, and others needing children's materials and services for some specific purpose.
2. Appropriate use of the Children's room includes: use by children from birth to age fourteen (14) and use by a parent or caregiver while attending a child. Children ten (10) years of age or younger must be accompanied by a parent or caregiver, per Policy 3.2.
3. The Children's Library can also be used for selecting materials and resources under the following circumstances:
  - a. A teacher, day care provider, researcher etc. developing curricula or other resources related to children's literature or materials.
  - b. A patron over age 14 or caregiver selecting materials or resources appropriate to a patron's developmental needs.

Note: under the above circumstances, materials or resources should be selected, then taken to an area outside the Children's Library to be used.

4. The toy area of the Children's Library is designated for use by children from birth to age 14 and their caregivers.
- 2.5. The Children's Library can be used by Library led tour groups, visiting librarians, Children's Library volunteers, city official, trades people, or others visiting the Children's Library for business-related purposes.
  - a. ~~Use by children from birth to age fourteen (14).~~
  - b. ~~Use by a parent or caregiver while attending a child or selecting materials for a child.~~
  - c. ~~Use by a teacher, day care provider, researcher, etc. in developing \_\_\_\_\_ curricula or other resources related to children's literature or materials.~~
  - d. ~~Use by a patron over age 14 when materials suitable to the patron's particular needs are not available in the other areas of the Library.~~
  - e.a. Tour groups, visiting librarians, library volunteers, teachers, city officials, trades people, or others visiting the Children's area for business-related purposes.
- 3.6. All other patrons must use the other areas of the library.

### Responsibilities:

It is the responsibility of the Director and his/her staff to enforce this policy.

Initial Adoption Date: 4/21/2008

Modified Date	Description of Modification
09/19/2016	Removed unnecessary language; revised name to Children's Library (from Children's Room);
12/13/2021	Added selecting material for child to section 2b.
<u>5/22/2023</u>	<u>Formatting revisions; added stipulation that those over age 14 must select resources and then use in other areas of the building; added age restriction to toy area</u>

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