



August 29, 2023

7:00 pm

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1. Policy 4.4 Library Charges and Fees
2. Policy 4.5 Computer and Internet Use
3. Policy 4.6 Wireless Internet Use
4. Reconsideration Policy and Procedures
5. Policy 4.2 Materials Selection Policy
6. Policy on Public Participation in Library Meetings
7. Other
  - a. Display Policy (to be developed)

## POLICY 4.4 LIBRARY CHARGES AND FEES

### Need for this Policy:

This policy provides guidance for Library staff in the levying of fines and fees.

### Policy:

Library materials are loaned free of charge, however fines and fees are charged to encourage patrons to return items by the due date and in good condition so that they can be used by others.

#### Fines

1. \$5.00 per day for museum passes.
2. \$1.00 per day for Book Express, Movie Express, Activities, Early Literacy Kits, Video Games, Computer Software, Finch Robots, Hotspots, and any other “specialty materials” as determined by the director.
3. \$0.25 per day for New & Popular Books (including New & Popular Larte Type Books), New Movies, New Audiobooks.
4. \$0.10 per day for all other materials.

#### Fees

1. If an item is lost or damaged to the extent that it is unusable, a fee is assessed according to the price indicated in the Library’s records.
2. Patrons who return items paid for as lost are given a refund within 6 months of payment less a \$5.00 administration fee per item.

The Library shall have available to the public a current statement of fines and fees.

A patron with \$20 or more in unpaid fines and fees on their library account is blocked from using the card until the amount owed is lower than \$20.

Billing notices are sent to patrons when items are 50 days overdue.

For accounts with more than \$30 in unreturned materials, the Library may forward the account to its Collection Agency. If the account is referred to the Collection Agency, the patron must pay a \$10 service fee in addition to the amount owed on the account.

#### Exemptions from Fines

The following groups are exempt from fines:

1. Current and retired staff members
2. Former Library Board members
3. Current Friends of the Library Board members
4. Patrons receiving outreach/homebound services

Senior citizens may be exempt from fines upon request. [CPH tax district resident aged 65 and up will be designated CPH Retired unless otherwise requested.](#)

Fines may be reduced or waived by authorized staff if the situation warrants.

Responsibilities:

The responsibility for establishing fees, charges, and determining procedures is delegated by the Board to the Director with the understanding that the Director will inform the Board prior to implementation of significant changes.

Initial Adoption Date: 1/22/1985

Modified Date	Description of Modification
5/22/1986	
12/17/1986	
4/7/1999	
9/19/2005	
11/21/2016	Removed reference to fee for reserving materials; updated wording; included fines and fee schedule
2/27/2017	Defined fine exempt groups
11/15/2021	Modified fee structure to match current practice
<u>9/18/2023</u>	<u>Clarified that the senior citizen fine exemption is for tax district residents only.</u>

## POLICY 4.5 COMPUTER AND INTERNET USE

### Need for this Policy:

A policy is needed to ensure appropriate use of public computer and Internet resources.

~~The mission of the Library is to provide educational, informational and recreational resources to patrons of all ages, cultural, and economic backgrounds. The Library is committed to protecting intellectual freedom, promoting lifelong learning and providing materials and resources that accomplish these objectives.~~ As part of its mission to meet the needs of the community, the Library provides computers which allow public access to a variety of electronic resources including the library catalog, databases, software and the Internet.

### Policy:

To promote equitable access to computer and Internet resources, the Library utilizes software to manage computer reservations, time limits and printing. This system requires patrons to enter a valid library card number or visitor's pass number to access a computer. Clifton Park-Halfmoon Library tax district residents who wish to access Library computers on a regular basis are requested to obtain a library card. Visitors may obtain a daily visitor's pass.

In order to ensure the use of computer and Internet resources is consistent with the mission of the library, computer stations will be ~~located where they can be~~ monitored for assistance and security.

All prospective users of Library computer and Internet resources must read and agree to abide by the Computer and Internet Use Policy.

The Library upholds and affirms the right of each individual to have access to constitutionally protected materials. ~~Thus Adults and children 15 years of age and may have full access to the Internet older are responsible for proper use of Library computers and the Internet.~~ Persons under the age of 15 may have full access to the Internet if they obtain written permission from a parent or legal guardian.

The Library may impose reasonable restrictions and conditions on the use of technology available to patrons.

The Library may charge for some services such as printing.

The Library reserves the right to change computer hardware or software offered to the public at any time.

Library computer and Internet resources may be used only for lawful purposes. Examples of unacceptable purposes include but are not limited to:

- Attempting to alter or damage computer or network equipment, software configurations, or files belonging to the Library, other users or external networks
- Attempting unauthorized entry to the Library's computers or network or external networks
- Violation of copyright or communications laws
- Violation of software license agreements

- Transmission of speech not protected by the First Amendment, such as libel and obscenity

The Library strives to balance the rights of patrons to access different information resources with the rights of patrons and staff members to work in a public environment free from harassing sounds and visuals. Patrons are asked to remain sensitive to the fact that they are working in a public environment shared by people of all ages, with a variety of information interests and needs. In order to ensure an efficient, productive computing environment, the Library insists on the practice of cooperative computing. This includes:

- Respecting the privacy of other users
- Not using computer accounts, access codes, or network identification codes assigned to others

Viewing material of a generally inappropriate or offensive nature, including sexually explicit materials, is not allowed. Any patron viewing content inappropriate for a public building will be asked to leave for the day. If the misuse continues the patron will be banned from using the Internet at the Library.

Responsibility:

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

Initial Adoption Date: 9/19/97

Modified Date	Description of Modification
9/20/2004	
9/19/2005	
8/20/2007	
5/14/2012	
10/20/2018	Lowered age from 18 to 15 when parental permission for Internet not required.
<u>9/18/2023</u>	<u>Minor wording changes</u>

**POLICY 4.6 WIRELESS INTERNET USE**

Need for this Policy:

A policy is needed to ensure patrons' understanding of the Library's wireless Internet resources.

Policy:

Free wireless Internet access is available at the Library. Patrons who use electronic devices with wireless capabilities may be able to access a wireless connection from inside or around the perimeter of the Library. The Library's Computer and Internet Use Policy #4.5 applies to wireless access.

The Library's wireless network is unencrypted. Data transmitted on unencrypted networks can be monitored or recorded and connected devices may be vulnerable to security attacks. Patrons using the Library's network accept this risk and the Library accepts no responsibility for damage or loss resulting from use of its network, not secure. Information sent from or to a device can be captured by anyone else with a wireless device and the appropriate software, within three hundred feet.

Library staff is not able to provide technical assistance and no guarantee can be provided that you will be able to make a wireless connection. The Library assumes no responsibility for the safety of patron's equipment and/or configurations, security, or data files resulting from connection to the Library's network.

Responsibilities:

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

Initial Adoption Date: 5/14/12

Modified Date	Description of Modification
10/20/2018	Reviewed; no changes
<u>9/18/2023</u>	<u>Revision to wording out unencrypted network</u>

## **Reconsideration Policy and Procedures**

### Need for this Policy

The purpose of the policy is to provide a process by which an individual resident of the Clifton Park-Halfmoon Public Library Tax District may request the review of Library resources, including but not limited to materials for loan, programs and events, displays and exhibits, and a range of electronic resources.

### Policy

The Clifton Park-Halfmoon Public Library (Library) welcomes and encourages input from members of the public regarding library resources. The Library will accept requests to review or reconsider library resources from individual residents of the Clifton Park-Halfmoon Public Library Tax District. Groups or organizations may not submit a request for reconsideration of library resources.

Requests to review or reconsider resources will be considered within the context of Library policies, including but not limited to the Materials Selection Policy and Programming Policy, and the principles outlined in the American Library Association's Library Bill of Rights, Freedom to Read statement, Freedom to View statement and interpretations of the Library Bill of Rights.

### Procedure

When a patron requests a review or reconsideration of library resources, a "Request for Reconsideration of Library Resources" will consist of the following procedure:

1. A patron who expresses concern will be referred to the staff member designated to respond to questions regarding library resources.
2. The patron will be advised that if they are not satisfied with the verbal response provided, they may choose to initiate a formal review by completing and submitting a "Request for Reconsideration of Library Resources" form. One form per item/resource must be submitted. Forms will only be accepted from an individual who has spoken with the designated staff member per step 1 above.
3. Completed "Request for Reconsideration of Library Resources" forms will be referred to the Library Director, the Board of Trustees, and legal counsel.
4. A standing committee will be convened to consider the request. The standing committee is comprised of library administrative staff members, a member of the board of trustees and the staff member who originally selected the material, program or other resource.
5. No change in service, program, policy or collection will occur during the review process.

6. The Library Director will review the recommendation of the committee and made a final determination. The Library Director will notify the patron and the Board of Trustees of the decision.
7. If the patron wishes to appeal the Director's decision, a request must be made in writing to the Library Board of Trustees who will make a final decision.

Initial Adoption Date: 9/18/2023

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**CLIFTON PARK-HALFMOON PUBLIC LIBRARY**  
**REQUEST FOR RECONSIDERATION OF RESOURCES**

If you wish to request a reconsideration of a resource, please answer the following questions and return the completed form to the Library Director. Your responses will help us in better understanding your concerns. One form per item/resource must be submitted.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**1. Resource you are concerned with:**

- Book or Magazine
- Video/DVD
- Audio recording/CD
- Electronic information
- Video games

Title, author, artist \_\_\_\_\_

- Library program
- Display/Exhibit
- Other

Title, date, time, location \_\_\_\_\_

**2. Have you read the Clifton Park-Halfmoon Public Library Materials Selection Policy and Programming Policy?**

- Yes       No (If no, please consider doing so prior to submitting this form)

3. How did you learn about this resource/program?

4. What are your concerns about this resource/program?

5. Have you examined (read, watched, viewed, or listened) to the entire resource (or did you attend the event)?

Yes  No

If not, which parts did you read, watch, view or listen to?

6. What do you believe are the main ideas/themes/purpose in the resource or program?

7. What do you think was the purpose in creating this resource/program?

8. Have your read any professional reviews of the resource? If so, please list the names of the critics and/or the sources of the reviews.

9. What actions are you requesting the Library consider concerning this resource?

Signature\_\_\_\_\_

Date\_\_\_\_\_

## **POLICY 4.2 MATERIALS SELECTION POLICY**

### Need for this Policy:

The Collection Development and Materials Selection Policy is necessary to provide a framework for the growth and development of collections in support of the Library's mission to provide the space and resources for patrons to be educated, entertained and enriched. The policy is needed to guide staff and inform the public about the principles on which selection is based.

### Policy:

The Library's goal is to provide the community with materials that reflect a wide range of views, expressions, opinions and interests. The Library provides free access to materials in a variety of formats to all patrons. Library patrons make their own choices as to what they will use based on individual interests and concerns. Responsibility for a child's use of library materials lies with his or her parent or guardian.

The Library Board endorses and declares that it will adhere to the principles of intellectual freedom adopted by the American Library Association.

Library Bill of Rights

Freedom to Read

Freedom to View

Interpretations of the Library Bill of Rights

### Scope of the Collection

The scope of the collection refers to the range and type of materials selected including the formats offered and the level of difficulty. The scope is as broad as possible to allow for free expression and free access to ideas. The Library's collections will focus on the general patron rather than the researcher. Materials of local significance or value may be digitized to expand access. The collection is not archival. No extraordinary efforts are made to retain or preserve last copies or out of print titles.

### Objectives of Selection

Selection may be defined as the decision that must be made to add materials to the collection or to retain materials already in the collection. The primary objectives are:

- To maintain a well-balanced and broad collection of materials for information, reference and research. Emphasis will not be placed on scholarly works, but on materials which will be considered accessible to the general public.
- To provide materials which support educational, cultural and civic activities in the community.
- To collect materials of contemporary significance as well as permanent value.
- To provide materials for recreation and enlightenment.

### Criteria for Selection

Resources are evaluated as a whole and not on the basis of a particular section or sections. A resource will not be excluded from the library's collection because it presents an aspect of life realistically or because of frankness of expression.

While a single standard cannot be applied, potential resources are judged by appropriate criteria. In some instances, these criteria include artistic or literary merit, scholarship or the value of the resource to the informational needs of the community. The Library's decision to acquire material does not constitute endorsement of the material's content.

General criteria for selecting library materials are listed below. An item need not meet all the criteria in order to be acceptable.

- Relevance to community needs
- Public demand, interest or need
- Contemporary significance, popular interest or permanent value
- Attention of critics and reviewers
- Prominence, authority and/or competence of author, creator or publisher
- Timeliness of material
- Relationship to present collections
- Statement of challenging, original or alternative point of view
- Accessibility for multiple users of electronic formats
- Availability and accessibility of the same resources in other Southern Adirondack Library System member libraries or through interlibrary loan.

#### Responsibility for Selection

Authority and responsibility for the selection of library resources is delegated to the Library Director by the Board of Trustees. At the discretion of the Library Director, staff who are qualified by reason of education, training and experience are given the responsibility to select resources within the framework of this policy.

#### Budget

The materials budget is recommended by the Library Director and approved by the Board of Trustees annually.

#### Suggestions for Additions to the Collection

Patron suggestions are always considered for addition to the collection. Suggested materials are subject to the above selection criteria.

#### Collection Maintenance, Replacement and Weeding.

The process of removing items from the collection is an integral part of collection development. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed in order to maintain the collection's usefulness, currency, relevance and condition. The Library Director and designated staff members are responsible for collection maintenance and for the disposition of withdrawn resources. Withdrawn items may be offered to the Friends of the Library for fundraising purposes, offered to other libraries or non-profit organizations, recycled or discarded.

#### Gifts

Gifts of books and other resources are accepted with the understanding that they may be used or disposed of at the Library's discretion. Gift materials are subject to the same selection criteria as purchased materials.

When a cash gift is given to the Library for the purchase of memorial books or other tributes, the selection will be made by the Library Director or designated staff with consideration given to the donor's wishes.

Requests for Reconsideration of Materials

~~Patrons requesting that resources be withdrawn must complete the Request for Reconsideration of Library Materials form and submit it to the Library Director. Once a decision has been made regarding the retention or removal of the material, the Library Director will notify the patron of the results of the reconsideration. If the patron indicates dissatisfaction with the resolution, he/she may appeal to the Library Board.~~

Responsibility:

It is the responsibility of the Director to maintain adequate procedures to implement this policy.

Initial Adoption Date: 3/13/1985

Modified Date	Description of Modification
2/15/1993	
4/7/1999	
9/19/2005	
12/18/2017	Expanded the policy to include details on scope, objectives, criteria, responsibility, budget, recommendations, collection maintenance, gifts, and request for reconsideration; removed Library Bill of Rights documents as attachments and referenced them in policy.
<u>9/18/2023</u>	<u>Removed the section on Requests for Reconsideration of Materials to new policy 3.20 Reconsideration Policy</u>

## **Policy 3.19 PUBLIC PARTICIPATION AT BOARD MEETINGS**

### Public Participation at Board Meetings

The Clifton Park-Halfmoon Public Library Board of Trustees values public input. Meetings of the Library Board are open to the public and members of the public have the right to attend and offer comments, subject to certain conditions and limitations.

All board members, library staff, and members of the public should speak one at a time when recognized by the presiding officer in a civil and courteous manner. All attendees will refrain from abusive language and behavior which will disrupt the public meeting.

### Public Participation

A period for public comment is included at each regular meeting of the Board. During this period, Board will actively listen and consider each speaker's comments, and will not respond at the meeting but will take such comments under advisement and, as appropriate may refer such comments to a committee or add them to a Board meeting agenda for future consideration.

Members of the public will:

- Be required to sign in on the appropriate form to determine the order of speaking.
- Be requested to state their name, address, group or organization affiliation (if any), and identify the agenda item and/or Clifton Park-Halfmoon Public Library matter on which they will comment.
- Be granted 3 minutes to speak during the period for public comment

### Recording and Broadcasting Public Portions of Board Meetings

The Library Board meeting may be photographed or filmed by the Library or members of the public and these recordings may be shared. The presiding officer may designate a location for recording equipment, restrict the movements of individuals who are using the recording equipment or take other steps necessary to preserve the decorum and order of the meeting and facilitate the conduct of library business.

Initial Adoption Date: 8/21/2023