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FRANKLIN TOWNSHIP LIBRARY POLICY AND PROCEDURES

Mission Statement: The mission of the Franklin Township Library is to provide print and nonprint (including the internet) sources for the informational, educational, and recreational needs of its patrons.

- I) General Information
 - A) Library Hours and Address
 - B) Holidays Observed
 - C) Regulations
 - D) Public Phone
 - E) Donations to Organizations
 - F) Library Board of Trustees
 - G) People's Rights to Libraries
 - H) Library Bill of Rights

LIBRARY HOURS AND ADDRESS

Monday, Tuesday, Wednesday, Thursday, 9 am to 8:30 pm; Friday, 9 am to 5 pm; Saturday, 9 am to 3 pm. The library is located at 1584 Coles Mill Rd., Franklinville, NJ 08322.

HOLIDAYS OBSERVED

The library is closed New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, and the day after when the holiday falls on Sunday through Thursday.

REGULATIONS

No food (including lollipops), drink (including bottled water) or smoking in the library. If a patron comes to the library with drinks and/or packaged food, they will be asked to leave the items in the lobby.

We ask that cell phones are left in the car or shut off when you enter the library.

A shirt and shoes must be worn in the library.

No rollerblades, skateboards, heeies or shoe skates are allowed in the library.

No pets in the library (exception: seeing-eye dogs).

No wet bathing suits.

If attire consists of a bathing suit, a cover-up must be worn (this applies to adults and children).

Loud and/or offensive language and/or behavior will not be tolerated in the library – you will be asked to leave the library.

If a patron curses at or uses foul language toward any staff member, whether in person or on the phone, staff has every right to either hang up or walk away from the patron. If the situation escalates, staff will contact police.

PUBLIC PHONE

There is no public phone available in the library, however, a juvenile patron who needs to call for a ride home may use the library phone (note: staff will make the call). In addition, in case of an emergency, staff may make a phone call for a patron.

DONATIONS TO ORGANIZATIONS

Because the Franklin Township Library is funded by taxpayers, no donations (money, ads in yearbooks, playbills, etc.) will be made to any organization.

LIBRARY BOARD OF TRUSTEES

The Franklin Township Library Board of Trustees was organized in 1966 with the members appointed by the Mayor and Township Committee. The Library Board consists of a President, Vice-President, Secretary, Treasurer, five members, a township committee representative, and one alternate.

The Board meets the second Wednesday of every month at the library (in the Community Center). The meetings are open to the public and are advertised in *The Sentinel* and *The Gloucester County Times*.

PEOPLE’S RIGHTS TO LIBRARIES

The New Jersey Library Association affirms its belief in the public right to library service – as stated in the following tenets:

1. All people are entitled to free access to the information and knowledge within a library.
2. All people are entitled to obtain current, accurate information on any topic of interest.
3. All people are entitled to courteous, efficient, and prompt service.

4. All people are entitled to assistance by qualified library personnel.
5. All people are entitled to the right of privacy in the selection and use of materials.
6. All people are entitled to the full service of the library network on a local, regional, state, and national level.
7. All people are entitled to the use of a facility that is accessible, attractive, and comfortable.
8. All people are entitled to access the policies regarding the use and services of a library.
9. All people are entitled to library service that reflects the interests and needs of the total community.

LIBRARY BILL OF RIGHTS

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

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

(Adopted June 1948. Amended 1961, 1967, 1980, 1996 by the ALA Council)

- II) Library Registration
 - A) Franklin Township Residents
 - B) Non-Residents
 - C) Special Cards/Courtesy Cards
 - D) Yearly Library Card Updates
 - E) Replacement Cards
 - F) Suspension of Privileges
 - G) LOGIN Members
 - H) Privacy of Patron Records/New Jersey Library Association Privacy Statement

FRANKLIN TOWNSHIP RESIDENTS

Franklin Township residents may sign up for a card at no charge. Acceptable proof of the physical address (not a post office box) is required – this includes a driver’s license, vehicle registration, utility bill, bank statement, tax information, car insurance, government issued ID, or a current copy of a high school report card listing name and address. Non-acceptable proof of address is personal mail or magazine labels. Every family member is urged to get their own card. (If one family member gets a card and another family member decides to get their own card at a later date, that member may only borrow two (2) items his/her first check out). In addition, patrons should be aware that any materials checked out on their card will be their responsibility, regardless if a friend or relative borrowed the card.

All patrons must have their library card with them in order to check out items.

New patrons are limited to three (3) items the first time they use their card (one (1) DVD, two (2) books).

For those under eighteen (18) years of age wishing to get a library card, a parent or guardian will need to show acceptable proof of address and sign for the minor’s card. If the parent or guardian has a card in the system, it must be fine free before their child (children) may be issued a card. If a minor seventeen (17) years old wants to get a library card and has a license showing

proof of address, the card can be issued but a copy of the registration form must be sent home for a parent's signature. When the paperwork is returned, it will be filed.

Senior Citizens may also be issued a library card when they bring a Golden Age Card to the library. The Golden Age Card is issued by the Gloucester County Department on Aging, located on Budd Blvd., Woodbury (384-6910).

Due to the time involved, new library cards must be issued thirty (30) minutes prior to closing.

NON-RESIDENTS

Anyone who is not a Franklin Township resident but wishes to purchase a library card may do so for \$35.00 per year per family (the \$35.00 fee is based on the amount of library taxes paid by Franklin Township residents per year).

SPECIAL CARDS/COURTESY CARDS

Special cards – or green cards (used only at the Franklin Township Library) are updated every six (6) months. If issued to campground residents, the name of the campground must be supplied and listed in the patron record.

Renters: proof of address is required.

Temporary residents who are living with Franklin Township residents, foster children, and grandchildren living with grandparents. Proof that they are staying with township residents (in the form of a letter from the resident as well as a signed agreement, to be signed in person – ID required, that the resident will take responsibility for materials borrowed by the temporary resident, foster child or grandchild living with them) is required. Temporary residents are not limited as to the number of materials they may check out.

Holly Green Campground residents (considered year round residents). Proof of residency (in the form of a letter from the Holly Green management or a current rent receipt) is required. There is no limit on the items that may be checked out but the cards will need to be updated (proof of residency at the campground is required) every six (6) months. Special note: the issuance of green cards is under the discretion of the library director.

Seasonal residents (those staying in a temporary campground, not Holly Green, a permanent campground), will not be issued a green card, however, they may utilize the library and its materials (in the library only).

Group home cards – a temporary card will be issued under one person’s name, preferably the head of the group home. This person will be responsible for all materials checked out on the card. The name of the group home needs to be supplied and put in the patron record.

Courtesy cards – issued to those who work in the township but live elsewhere. Proof of their employment in the township – pay stub or letter from employer on letterhead - is required (note: business cards are not acceptable). There is a limit of three (3) items for patrons with a courtesy card. If items are consistently late, at the discretion of the director, the patron will lose the privilege of borrowing materials and their card will be removed from the system.

YEARLY LIBRARY CARD UPDATES

Every year, library cards will need to be updated. At this time, proof of address is again required. If the required information is not available at the time of the updating, the patron may borrow items for one (1) time only – the card will need to be updated at the next visit.

REPLACEMENT CARDS

If a card is lost or damaged, there will be a \$3.00 replacement fee. If only the barcode is damaged, there will be a \$1.00 charge to replace it. Exceptions to the fee: when the card is among personal items that were stolen or lost in a fire, flood, auto accident or any other personal tragedy.

SUSPENSION OF PRIVILEGES

At the discretion of the library director, borrowing privileges may be suspended if the patron is continually abusing materials by losing or damaging them. Also, if a patron’s fines total \$5.00, their record will be blocked and they will not be able to check out items until the fines are paid. In addition, if materials are continually late, making it necessary for library staff to send late notices, borrowing privileges will be limited to no more than two (2) items (one (1) book, one (1) video) at a time for a period of six (6) months.

LOGIN MEMBERS

The Franklin Township Library is a member of the LOGIN consortium – Libraries of Gloucester/Salem Information Network. The libraries making up the consortium are: Deptford Library, Franklin Township Library, Gloucester County College Library, Gloucester County Institute of Technology, Gloucester County Library System Headquarters in Mullica Hill and its branches: East Greenwich, Glassboro, Greenwich, Logan, and Swedesboro, Monroe Township, Newfield, Gill Memorial Library in Paulsboro, McCowan Library in Pitman, Salem Community College Library, Margaret Heggan Library in Washington Township, Wenonah, West Deptford, Westville and Woodbury Libraries. Each member of the consortium will honor LOGIN patrons. If a patron from another LOGIN library comes to the Franklin Township Library to borrow materials and has a fine of \$5.00 or less on his/her record, the fine will need to be paid to the Franklin Township Library before materials may be borrowed. If the fine is over \$5.00, the patron will need to write a check or pay in cash before borrowing Franklin Township materials. The fine will then be sent to the home library.

PRIVACY OF PATRON RECORDS/NEW JERSEY LIBRARY ASSOCIATION PRIVACY STATEMENT (see attached)

Patron records are private and will be accessible only to library staff. When materials are returned and checked in, no record of what the patron has read will remain in their records.

III) Borrowing Materials

- A) Library Collection
- B) Borrowing Materials
- C) Loan Period
- D) Video/DVD Rentals
- E) Fines
- F) Bookdrop
- G) Overdue Notices
- H) Replacement Fees
- I) Magazines
- J) CDs/Cdroms
- K) Renewals
- L) Reserve Books/Books on Hold
- M) Interlibrary Loan
- N) Current Library Board Members

LIBRARY COLLECTION

The Franklin Township Library's collection includes books, newspapers, magazines, videos, DVDs, audiobooks, Playaways, CDs, Cdroms, kits, and puppets as well as a variety of electronic databases.

BORROWING MATERIALS

When borrowing materials, patrons are asked to have their library card with them – no exceptions. **NOTE:** Staff may not use their library card to check out items for a patron who does not have their card with them.

There is no limit to the amount of materials a patron may check out.

Exceptions:

New patrons are limited to three (3) items the first time they use their card: two (2) books, one (1) video.

Courtesy card holders are limited to three (3) items at each check out.

When borrowing materials on the same subject, there is a limit of four (4) items. If a patron loses items, the director may limit the amount of materials and a note will be placed in the patron's record.

LOAN PERIOD

Most library materials (books, audiobooks, magazines, CDs, Cdroms, puppets, book/cassettes, kits) may be borrowed for two (2) weeks. New books may be borrowed for two (2) weeks only.

Exceptions:

Staff may use their discretion regarding patrons who need materials longer than the two (2) week loan period. As long as the material is not a bestseller or new item, staff may extend the two (2) week loan period to one (1) month.

Doll kits may be checked out for one (1) month.

Videos and DVDs may be borrowed for two (2) days (this includes DVDs and children's videos). Instructional/educational videos may be borrowed for seven (7) days and may be renewed over the phone.

NOTE: all videos and DVDs must be checked out on an adult card.

VIDEO AND DVD RENTALS

Videos and DVDs may be rented for \$1.00 for two (2) days. Instructional/educational videos are no charge for seven (7) days. **NOTE:** ALL videos and DVDs must be checked out on an adult card.

If a patron calls requesting a certain video/DVD, or instructional/educational video/DVD, we can put it aside for them but it will need to be picked up before closing of

the same day. EXCEPTIONS: New DVDs/videos, including instructional/educational, are not to be put aside for ANY patron.

FINES

There is a two (2) day grace period after the due date for items to be returned (this does not apply to videos and DVDs). After that, there will be a ten cents (10 cents) a day fine on overdue materials (books, audiobooks, CDs, magazines, kits, and puppets).

Fines on materials (books, audiobooks, CDs, kits, magazines, puppets) will not exceed \$5.00 per item. Video and DVD fines will not exceed \$20.00 per item. Note: if a patron's fines total \$5.00, their record will be blocked and they will not be able to check out items until the fines are paid.

Video and DVD fines are \$2.00 per day, per video and/or DVD including instructional/educational videos (instructional/educational videos are no charge for seven (7) days after which the \$2.00 per day per video fine will take effect).

Book donations will not be accepted in lieu of fines.

Replacement copies of lost or damaged items in lieu of fines are not acceptable.

If audiobooks are consistently returned by the same patron in an unclean condition, a \$1.00 fine will be charged.

In the event a patron disputes his/her fines, the matter will be brought to the attention of the library director who will assess the situation and make a determination.

BOOKDROP

Library materials including books, audiobooks, videos, CDs, DVDs, kits (with the exception of the trunk doll kits and oversize kits), and magazines may be returned in the outside bookdrop when the library is closed. During library hours, we ask patrons to kindly return materials inside the library. Note: the bookdrop is emptied daily by 8:00 am.

Please refrain from depositing book donations in the outside bookdrop.

Patrons should not leave fine money inside books that are left in the outside bookdrop.

OVERDUE NOTICES

It is the responsibility of all patrons to return their borrowed materials by the date due. If not, the following procedures apply:

Patrons are notified by phone when they have materials that are two (2) weeks overdue. If there is no response after the phone call, written notices will be sent by mail:

Second notice – sent one (1) month after the phone call.

Third notice – this notice will include the replacement costs (the replacement cost is not the same as the fine – see Part III, Section H) of the materials. If no response to the third notice, a final letter will be sent from the director advising the patron of one last chance to resolve the matter. If no response to the director's letter, the items will be replaced but the fines and replacement costs will remain on the patron's record. This will ensure that the patron will not be able to use his/her library card until the record is cleared of all fines and/or replacement costs.

REPLACEMENT FEES

Patrons who have lost or damaged library materials will be charged a replacement fee. Replacement materials will be ordered by the library ONLY – patrons may not purchase the materials on their own and bring them to the library. If a patron does purchase the materials, the materials will be returned to the patron and the patron will still be responsible for paying replacement fees. The fees are determined by the cost and age of the material to be replaced. If this cannot be determined or if the material cannot be replaced, set prices for materials are as follows: hardcover books - \$15.00; oversize adult books - \$20.00; oversize juvenile books - \$10.00; picture books - \$10.00; paperbacks - \$5.00; magazines - \$3.00, with an additional \$1.00 processing fee; videos - \$10.00; audiobooks - \$8.00 each for any damaged cassette; puppets - \$10.00 (large), \$3.00 (small); Cdroms - \$10.00; CDs - \$10.00; DVDs - \$10.00. (Patrons will be given a paid receipt for the replacement fee).

There is a \$2.00 replacement fee for damaged DVD, CD, audiobook, video cases, and kit bags.

There is a \$5.00 replacement fee for damaged audiobook CD cases and playaways.

If the patron pays the replacement fee for a lost item then finds the item, no refund will be given and the patron may keep the item. A patron who has paid for a damaged item may request to keep it.

If a patron claims items were returned (more than one (1) item), the library will wait six (6) months (in case the materials are found in the library) before charging the patron for lost materials.

MAGAZINES

Current issues of magazines may not be borrowed. Past issues may be borrowed for two (2) weeks with fines being ten cents (10 cents) a day when overdue.

CDS/CDROMS

All CDs and Cdroms may be checked out for two (2) weeks with fines being ten cents (10 cents) a day when overdue. Music CDs with a warning label (“contains graphic language”) must be checked out on an adult card. (The library does not censor material – the warning is provided as an alert to parents).

RENEWALS

Materials may be renewed in person or over the phone. Items may not be renewed more than two (2) times. If an item needs to be renewed a third time, the patron will need to physically bring in the item and we will check it in and then check it out again to that patron.

Exceptions:

Materials on hold for another patron cannot be renewed.

Videos may be renewed one (1) time only, however, the patron must come in to the library to renew the video and pay another \$1.00 for two (2) days, or the patron may ask to have the additional charge put on their account. (Note: instructional/educational videos may be renewed).

New videos cannot be renewed.

The library staff will no longer provide courtesy calls to remind patrons that they have a DVD/video due that day.

RESERVE BOOKS/BOOKS ON HOLD

Patrons may place books on hold. Library staff will notify the patron when the material is available. If the patron does not have a phone, staff will mail a notice.

Materials on hold will be held for three (3) days for new books. All other materials will be held for one (1) week (7 days).

INTERLIBRARY LOAN

If patrons are unable to find materials at the Franklin Township Library or within the LOGIN consortium, they may request them through interlibrary loan. Interlibrary loan forms are available for patrons to fill out. No interlibrary loan requests will be taken over the phone – patrons are asked to come to the library and fill out an interlibrary loan form – library staff will not fill out interlibrary loan forms.

Patrons may request books, videos, audiobooks, and magazine and journal articles through interlibrary loan. There is a limit of four (4) interlibrary loan requests at a time per patron. All interlibrary loan materials are sent at no charge except for entertainment videos that may be borrowed for \$1.00 each.

When interlibrary loan materials are delivered to the library, patrons will be notified by phone and the materials will be held for two (2) weeks. After that time, the materials will be returned to the lending library and the patron will be charged \$2.00 to cover mailing expenses. If a patron is continually late returning interlibrary loan materials, a note stating same will be put in their record. Staff will make every effort to speak personally with the requesting patron (as opposed to leaving a message with another family member or on an answering machine). If the patron is notified of the interlibrary loan materials and still does not pick them up within two (2) weeks, the materials will be returned to the lending library and the patron will be charged \$2.00 to cover mailing expenses.

CURRENT LIBRARY BOARD MEMBERS

Current Library Board Members may check out DVDs/videos free for seven (7) days. In addition, any fines on their record will be waived.

IV) Internet and Electronic Databases

- A) Internet Policy
- B) Wireless Connection
- C) Electronic Databases
- D) Ebooks/Downloadable Audiobooks
- E) Library Card Catalog
- F) Staff Assistance
- G) Printed Copies
- H) Electric Typewriter

INTERNET POLICY

The library utilizes EnvisionWare software on all the internet stations. All our internet stations are available for public use. If you are a library card holder, you may use the internet stations for an unlimited time (unless the computers are all in use and someone places a reservation.) If not a cardholder, staff will issue a guest pass that allows limited (ninety (90) minutes) time on the computers. Prior to logging on the internet, users will be asked to accept the Franklin Township Library's Internet Policy (see attached). While we do not censor what patrons view, we do have a filtering system in place in accordance with the June 2003 Supreme Court ruling that allows libraries to filter out pornography on their computers. Adults eighteen (18) years old and older may ask staff to unblock the filter if they need to view certain blocked sites. Patrons are expected to act responsibly when using the internet, however, if more than two (2) complaints are voiced to staff, the person viewing questionable materials will be asked to exit out of the site.

Children under eighteen (18) years of age must have their parents sign an internet agreement prior to their using the internet. All signed agreements will remain on file at the library. A parent must come to the library to sign the permission slip.

Children under eighteen (18) years of age must have an adult with them when using the internet. Note: library staff may use their discretion when enforcing this policy.

All the internet computers shut down thirty (30) minutes prior to the library's closing time. Users will receive several warnings before the computers shut down.

WIRELESS CONNECTION

The Franklin Township Library has wireless connection for patrons. We ask that when accessing the internet, be considerate of those around you and respect the library's internet policy.

ELECTRONIC DATABASES

The Franklin Township Library provides access to several electronic databases including EbscoHost and Ancestry.com.

EBOOKS/DOWNLOADABLE AUDIOBOOKS

The library subscribes to OverDrive which allows patrons to download ebooks and audiobooks from home by using their library card number and accessing Overdrive from the library's webpage.

LIBRARY CARD CATALOG

The library's card catalog contains a database of over 700,000 items allowing patrons to access and/or borrow materials from not only the Franklin Township Library, but also from the other LOGIN library members. (See Part II, Section G)

STAFF ASSISTANCE

Library staff will provide basic and minimal internet/electronic database assistance only – we do not provide in-depth training.

PRINTED COPIES

There will be a charge of fifteen cents (15 cents) per page for copies printed from the internet computers. Patrons may select black and white or color copies from the Self-Service Station. If patrons provide their own paper for the printer, there is still a fifteen cents (15 cents) charge per page to cover the cost of the ink.

ELECTRIC TYPEWRITER

There is an electric typewriter available for patron use. For patrons requesting paper, there is a five cents (5 cents) per sheet charge.

V) Collection Development

- A) Objectives
- B) Materials Request
- C) Challenged Materials
- D) Collection Maintenance

OBJECTIVES

The Franklin Township Library's collection development policy is based on the American Library Association's Library Bill of Rights. (See Part I, Section H).

The Franklin Township Library is a municipal library (funded by the township taxpayers) located in Franklinville, New Jersey. Serving a community of approximately 15,500 people (2010 census), including a high school, middle school, and three elementary schools, the library's mission is to provide print and nonprint sources for the informational, educational, and recreational needs of its patrons.

Because the library's clientele is varied (adults, children, seniors, professionals), the collection must reflect the needs of all users. At the present time, the library's collection contains over 88,000 items (including books, videos, DVDs, CDs, Cdroms, magazines, newspapers, audiobooks, and playaways). There is patron access to the internet as well as several databases.

New materials are purchased by the library director four times per month and the collection is maintained on a daily basis. Staff makes every effort to repair and clean materials as well as "weed out" those items that do not circulate or are dated.

The goal of the Franklin Township Library's collection development policy is to responsibly spend the taxpayers money on those materials that will most benefit the community including up-to-date references sources, best sellers, and other informational, educational, and recreational materials.

The selection of materials, which is based on the needs of the community, is a lengthy process that entails searching for the proper format (print and nonprint), and availability, as well as reading professional sources that feature reviews of the materials.

MATERIALS REQUEST

The Franklin Township Library is sensitive to patron needs and when materials are requested for purchase, the director, more often than not, will purchase those items. If for some reason the material cannot be purchased, the library will request the material from another library.

CHALLENGED MATERIALS

Patrons contesting any materials they find objectionable may submit their complaint, in writing, to the library director and the library board. All complaints will be taken under advisement but patrons need to understand that as a public library, all types of materials must be made available to users. (See Part I, Section H).

COLLECTION MAINTENANCE

The collection is maintained on a daily basis by library staff. During the maintenance, materials are “weeded,” a process involving the checking of how often and the last time the item circulated as well as the copyright date of certain collections (medical books, encyclopedias, almanacs, scholarship and grant books, legal materials, etc.).

Medical and legal books are weeded every one (1) to two (2) years and newer editions are ordered.

Encyclopedias are replaced every five (5) years.

Those items that have not circulated for the previous two (2) years are weeded from the collection and subsequently deleted from the system.

Patrons may request to purchase withdrawn items.

VI) Children and the Library

- A) Children in the Library
- B) Children's Room
- C) Unattended Children at Closing Time

CHILDREN IN THE LIBRARY

Children twelve (12) years and younger must be accompanied by an adult eighteen (18) years and older while visiting the library. Children twelve (12) years and younger must not, under any circumstances, be left alone in the library. Library staff will not act as babysitters.

Parents/guardians need to be aware that this policy is intended to ensure the safety of their children. If a parent/guardian leaves a child twelve (12) years old or younger at the library, staff will contact the parent/guardian as soon as possible. If the parent/guardian cannot be reached, staff will either give the parent/guardian a copy of the library's policy when the child is picked up or a copy of the policy will be given to the child for his/her parent/guardian. At the discretion of the director, the parent/guardian may be contacted by letter.

Unaccompanied children twelve (12) years or younger, may come inside the library to either renew or pick up materials.

CHILDREN'S ROOM

Children eight (8) years old and younger must be accompanied by an adult eighteen (18) years or older while in the children's room. No exceptions – library staff will not act as babysitters. Parents/guardians need to be aware that this policy is intended to ensure the safety of their children.

UNATTENDED CHILDREN AT CLOSING TIMES

Library staff will notify the township police when unattended children, under the age of eighteen (18) are left at the library after closing. The library's hours are clearly posted for all patrons – Monday, Tuesday, Wednesday, Thursday 9-8:30, Friday 9-5, Saturday 9-3, and it is the parents' responsibility to make arrangements for their children, under the age of eighteen (18), to be picked up prior to the library's closing. Library staff will stay with unattended children for an additional fifteen (15) minutes after the library closes. At that time, the township police will be notified and the unattended children will be picked up and brought to the police station where parents will have to pick them up. This policy is based on New Jersey Statutes Annotated 9:6-1 ("the library reserves the right to contact the appropriate authorities to take custody of any youth that library staff members, in their sole discretion, feel is abandoned under the definition set forth by statute"). (See attached).

VII) Misc.

- A) Materials Security System
- B) Security Cameras
- C) Photocopy Machine/Fax Machine
- D) Laminating
- E) Book Donations
- F) Bulletin Board/Information Center
- G) Notary Public
- H) Reference Questions
- I) Community Service/Volunteers/Proctoring
- J) Outside Fundraisers/Collection Boxes
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MATERIALS SECURITY SYSTEM

The library is equipped with the 3M Materials Flow Management System installed next to the circulation desk. If the alarm is set off, the patron will be asked to return to the circulation desk so their materials may be properly checked out.

SECURITY CAMERAS

For the safety and security of both library staff and patrons, security cameras are visibly installed within the library.

PHOTOCOPY MACHINE/FAX MACHINE

Photocopy charges are ten cents (10 cents) per page (11x17 sheets – 15 cents per page). When official or sensitive documents are to be copied and the patron requires assistance, staff will only supervise the copying of the documents. Staff is not authorized to handle the documents.

The library does not have a fax machine available for public use.

LAMINATING

The library will laminate for the public. Cost: \$1.00 for an 8 ½ x 11 sheet; \$3.00 for poster size.

BOOK DONATIONS

The library periodically accepts book donations from the community. When donations are being accepted, an article will be placed in the local newspaper asking patrons to contact the library prior to dropping off donations. Please do not place book donations in the outside bookdrop or by the front door.

Book donations should be free of mold and in good condition. We accept paperbacks, hardcover books, magazines (no more than five years old), and children's books. Not acceptable are encyclopedias (pre-1990), textbooks, and National Geographic magazines.

BULLETIN BOARD/INFORMATION CENTER

Library staff maintains a bulletin board for library programs and events.

An information center is located at the circulation desk and includes township, county, and state informational brochures available for patrons to take home.

Other community news and announcements will not be posted in the library.

NOTARY PUBLIC

A member of the library staff is a notary public and will notarize documents at no charge. We ask patrons to call ahead and make arrangements to have documents notarized. Proper identification is required.

REFERENCE QUESTIONS

There is a professional librarian on staff to answer reference questions, however, all staff members are capable of assisting patrons. If a patron has a reference question that requires detailed and extensive research, the professional librarian on staff will handle the request. Note: library staff, including the professional librarian, is not qualified to advise patrons in medical, legal, and tax matters. We can, however, suggest books, databases, and online sources that may be useful.

COMMUNITY SERVICE/VOLUNTEERS/PROCTORING

Due to the paperwork involved, the library does not accept community service workers. This includes students needing to complete community service for school organizations as well as those required to do community work for other organizations (Scouts, etc.).

Exception:

The library director will consider community service workers only when no other community organization is available or if there is work that needs to be done at the library. If a community service worker is taken on, he/she will be required to call ahead to arrange an appropriate time, sign in and out, and take on any duties assigned by the library director. In addition, only one (1) person at a time will be permitted to do his/her community service at the library, and if he/she is found to be fraternizing with family and friends while performing the community service, the community service will be terminated.

The library occasionally asks for volunteers for craft programs but does not routinely utilize volunteers.

Because there is not a separate meeting room available in the library, the director does not proctor students.

OUTSIDE FUNDRAISERS/COLLECTION BOXES

The library does not permit collection jars or cans from organizations to be placed on the circulation desk. In addition, collection boxes for those patrons looking to earn Scout badges are not permitted.

SECURITY /MEDICAL SITUATIONS

Patrons who exhibit loud and/or offensive behavior (including hitting, kicking, yelling, obscene language, obscene gestures) will immediately be asked to leave the library. If the problem persists or if the patron refuses to leave the premises, library staff will notify the security guard or, if the need be, the township police.

If medical situations arise, the library staff will immediately call 911 for assistance. Library staff is not qualified to administer any medical assistance.

CHILDREN’S GARDEN

The Children’s Garden, located outside the Children’s Room, will be available for periodic storytimes as well as being open to the public during pre-determined hours. A parent/guardian (eighteen (18) years and older) must accompany their child (children) during the storytimes. When the Garden is open to the public, a sign will be posted on the garden door.

When the Children’s Garden is open, a parent/guardian (eighteen (18) years and older) **MUST ACCOMPANY THEIR CHILD (CHILDREN)** (age fifteen (15) and younger) – **NO CHILD SHALL BE LEFT UNATTENDED WHILE IN THE GARDEN** – the library director and library staff are not responsible for unattended children. If children are left unattended, the library director and/or staff will call the parents (and/or the police, if necessary), and ask them to pick up their child (children).

Children sixteen (16) years and older will be allowed in the Children’s Garden without a parent/guardian provided he/she acts in a respectful and responsible manner. If there are any disturbances or rough-housing, he/she will immediately be asked to leave the Children’s Garden.

CLOSING PROCEDURES

As per Library Board policy, the library staff is to exit the building promptly at closing. Procedures begin thirty (30) minutes prior to closing. All internet stations automatically shut down thirty (30) minutes prior to closing and patrons will receive several warnings prior to the shut down. Library catalogs and circulation computers shut down ten (10) minutes prior to closing. Note: new library cards will not be issued any later than thirty (30) minutes prior to closing. Lights in the main stacks and in the Children's Library will be turned off ten (10) minutes prior to closing.

TUTORING

We ask those who plan to tutor in the library to make arrangements prior to tutoring. The library does not have any private study/tutoring areas so other arrangements may have to be made with the Community Center director.

CASH PAYMENTS

Patrons will need to pay their library fines, etc. with bills no larger than a ten (10) dollar bill.

FORMER EMPLOYEES

Former employees will be able to take out DVDs and videos at no charge, however, late fees will apply. Former employees will have this privilege for five (5) years after leaving the library. Expiration dates will be noted in their patron record.

DISRUPTIVE PATRONS

Disruptive behavior in the library or during any library-sponsored program, will not be tolerated. Those being disruptive will be warned – if the problem continues, he/she will be asked to leave the library or the program. If a juvenile or young adult, ages 13-17 is causing the problem, he/she will be asked to contact a parent for pick up.

PARKING LOT/OFF-PREMISE PROBLEMS

If anyone stops in the library to report an incident off-premise or in the parking lot, staff may ask the security guard to step in. If the situation is serious, staff may contact the police but the person involved in the incident will need to make the report.

SUPPLIES FOR THE PUBLIC

There is a basket of supplies at the circulation desk (scissors, tape, stapler) available for public use. These are the only supplies lent to the public.

SECURITY GUARD

The library has hired a security guard to handle minor problems or situations that may arise in the library, in the Community Center, and on the grounds. The security guard is not a police officer, however, and if the situation becomes serious, the township police will need to be contacted.

SOLICITING IN THE LIBRARY

There is no soliciting allowed in the library.

FORMER LIBRARY BOARD MEMBERS

Only current library board members are entitled to free DVD rentals and having fines on their record waived.