

## Table of Contents

Mission Statement	1
<b>Part I – General Information</b>	1-4
Library Hours/Address	1
Holidays Observed	1
Regulations	1-2
Public Phone	2
Donations to Organizations	2
Library Board of Trustees	2
Friends of the Library	2-3
People’s Rights to Libraries	3
Library Bill of Rights	3-4
<b>Part II – Library Registration</b>	5-8
Franklin Township Residents	5-6
Non-Residents	6
Special Cards	6-7
Yearly Library Card Updates	7
Replacement Cards	7
Suspension of Privileges	7
LOGIN Members	7-8
Privacy of Patron Records/New Jersey Library Association Privacy Statement	8
<b>Part III – Borrowing Materials</b>	9-14
Library Collection	9
Borrowing Materials	9-10
Loan Period	10
Video and DVD Rentals	10
Fines	10-11
Bookdrop	11
Overdue Notices	11-12
Replacement Fees	12
Magazines	12
Art Prints	12
CDs/Cdroms	13
Renewals	13
Reserve Books/Books on Hold/Popular Authors Holds List	13
Interlibrary Loan	14
Board Members	14

<b>Part IV – Internet and Electronic Databases</b>	15-17
Internet Policy	15-16
Wireless Connection	16
Electronic Databases	16
Library Card Catalog	16
Staff Assistance	17
Outside Disks	17
Printed Copies	17
Word Processors	17
Electric Typewriter	17
<b>Part V – Collection Development</b>	18-19
Objectives	18
Materials Request	19
Challenged Materials	19
Collection Maintenance	19
<b>Part VI – Children and the Library</b>	20-21
Children’s Room	20
Children in the Library	20
Unattended Children at Closing Time	20-21
<b>Part VII – Misc.</b>	22-26
Materials Security Cameras	22
Security Cameras	22
Photocopy Machine/Fax Machine	22-23
Laminating	23
Book Donations	23
Bulletin Board/Information Center	23
Notary Public	23
Reference Questions	23
Community Service	23-24
Volunteers	24
Outside Fundraisers/Collection Boxes	24
Security/Medical Situations	24
Children’s Garden	24-25
Closing Procedures	25
Tutoring	25
Cash Payments	25
Holding a Patron’s License/ID	25
Former employees	26
Library Programs – Behavior Problems	26

Policy revised/updated 6/08, 11/08, 1/09

## **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) Friends of the Library
  - H) People's Rights to Libraries
  - I) 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, and Christmas Day.

### **REGULATIONS**

No food (including lollipops), drink (including bottled water) or smoking in the library.

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, heelies 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 coverup 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. All other requests for a phone will be directed to the pay phone at WaWa.

### **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.

### **FRIENDS OF THE LIBRARY**

The Friends of the Library was organized to assist the Franklin Township Library in performing general educational services to meet the increasing needs of the community. The library director supports the Friends by attending meetings, participating in fundraisers, and offering advice and guidance when needed but should not be expected to perform duties allocated to the officers of the Friends.

The Friends organized in 1998 and consists of a President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. Elections are held every two years.

Active Friend Membership – no less than \$10.00; Contributing Friend Member – no less than \$20.00; Book Lover Member – no less than \$50.00; Business Friend Member – no less than \$100.00.

The Friends meet the third Wednesday of January, March, May, June, September, and November at the library (in the Community Center). Meetings are open to the public.

### **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
- 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, 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 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 will not 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**

Special cards – or green cards (used only at the Franklin Township Library) are renewed yearly (exception: Holly Green Campground residents – see below), and will be issued to:

Teachers and/or 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).

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. (A copy of our Temporary Resident Responsibility Agreement is attached). 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) is required. Residents who are eligible for a green card will be limited to a total of three (3) items (two (2) books, one (1) video). These cards will need to be updated (proof of residency at the campground is required) every three (3) 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 books checked out on the card.

### **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 or if the patron received a notice to appear in court (see Part III, Section G), 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, East Greenwich Library, Franklin Township Library, Gloucester County College Library, Gloucester County Institute of Technology, Gloucester County Library – Glassboro Branch, Greenwich Township Branch, Logan Township Branch, Mullica Hill Branch, Newfield Library, Salem Community College Library, Swedesboro Library, West Deptford Library, Westville Library, Woodbury Library, Wenonah Library, Washington Township Library, Pitman Library, Monroe Township Library\*, and Paulsboro Library.\* 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. (\*Will join LOGIN in 2009).

## **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/Ordinance 0-14-90
- H) Replacement Fees
- I) Magazines
- J) Art Prints
- K) CDs/Cdroms
- L) Renewals
- M) Reserve Books/Books on Hold/Popular Authors Holds List
- N) Interlibrary Loan
- O) 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. Holly Green campground residents who are issued a green card are limited to three (3) items: two (2) books, one (1) video each time they use their card.

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.

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 – see below). After that, there will be a five cents (5 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 with take effect).

Special fines will apply to school reading list books and audiobooks. Fines will be twenty-five cents (25 cents) per day per book/audiobook when overdue (the two (2) week loan period applies). Materials cannot be renewed if they are on hold for another patron.

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 books donations in the outside bookdrop. (Part VI, Section B).

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 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 patron's name will be given to the Municipal Court Clerk who will then issue a court date. (See Ord. 0-14-90).

### **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; 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.

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 five cents (5 cents) a day when overdue.

### **ART PRINTS**

The library has a large selection of art prints that may be checked out for two (2) months. The art prints may be renewed unless they are on hold for another patron. Art prints can be renewed two (2) times for two (2) months. After the second renewal, the patron will need to bring in the art print and we will check it in and then check it back out to that patron, provided there are no holds on the print.

### **CDS/CDROMS**

All CDs and Cdroms may be checked out for two (2) weeks with fines being five cents (5 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).

Educational Cdroms may be checked out for two (2) weeks on either an adult or child’s card.

## **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 video due that day.

Non-residents with an expired Gloucester County College card can renew materials for an additional two (2) weeks for one (1) time only.

## **RESERVE BOOKS/BOOKS ON HOLD/POPULAR AUTHORS HOLDS LIST**

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). For privacy reasons, patrons wishing to be placed on the popular authors books list will be asked to provide only their entire library card number and their phone number – not their name.

## **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 (see attached form) 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.

### **BOARD MEMBERS**

Current Library Board Members may check out DVDs/videos free for two (2) 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) Library Card Catalog
- E) Staff Assistance
- F) Outside Disks
- G) Printed Copies
- H) Word Processors
- I) Electric Typewriter

## **INTERNET POLICY**

Our internet/electronic database stations are available for public use – you need not have a library card to use the computers.

The Franklin Township Library does have a written internet/electronic database policy (see attached) that is revised as needed. 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 (see attached). We ask that patrons act responsibly when using the internet, however, if staff receives complaints from more than two (2) patrons, staff will ask the person to exit out of the site in question.

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

For statistical purposes, all internet users will be asked to sign up prior to using the computers. Staff will then put the patrons on the computers in numerical order (station 1, 2, etc.). For privacy reasons, library staff will sign up internet users.

Patrons may utilize the internet computers for thirty (30) minutes. When all computers are in use and a patron needs to use a station, staff will inform the person who has been on the computer the longest that someone is waiting to use the computer. If that same person wants to go on the waiting list for the next available computer, staff can check to see which patron is the next one to come off. That person may remain on the computer for an extra fifteen (15) minutes and then he/she will be asked to finish.

In the event all internet stations are being utilized and a person needs to use the internet for research purposes, staff may ask a person who is using a station for game playing, to give up the computer prior to their thirty (30) minute limit.

## **WIRELESS CONNECTION**

The Franklin Township Library has wireless connection for patrons. We ask that when accessing the internet, be considerate of those around you. See the library's INTERNET POLICY on pages 16-17.

### **ELECTRONIC DATABASES**

The Franklin Township Library provides access to several electronic databases including EbsoHost and NewsBank. In addition, a variety of Cdroms are also available.

For statistical purposes, all electronic database users will be asked to sign up prior to using the computers. For privacy reasons, library staff will sign up electronic database users.

Patrons may utilize the electronic databases for thirty (30) minutes.

### **LIBRARY CARD CATALOG**

Materials available at the Franklin Township Library as well as other LOGIN libraries (Gloucester County College, Gloucester County Institute of Technology, Salem Community College, Woodbury Library, Westville Library, Deptford Library, East Greenwich, Gloucester County Library, Gloucester County Library-Glassboro Branch, Gloucester County Library-Greenwich Branch, Gloucester County Library-Logan Branch, Newfield Library, Swedesboro Library, West Deptford Library, Washington Township Library, Monroe Township Library\*, Pitman Library, Paulsboro Library\*, and Wenonah Library), can be found by using the card catalog computers. We ask patrons to use these computers for the card catalog only – if you need to use the internet or the electronic databases, you are asked to sign up. (\*Will join LOGIN in 2009).

### **STAFF ASSISTANCE**

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

### **OUTSIDE DISKS**

No outside disks are permitted on any computer (internet stations, card catalog, word processor). Patrons are asked to purchase a disk (\$1.00 each) at the circulation desk. When finished with the disk for the day, patrons are asked to leave it at the circulation desk. We will label the disk with the patron's name, phone number and date, and have it available when the patron needs to use it again. If the patron is finished with the disk, he/she may take it home.

### **PRINTED COPIES**

There will be a charge of fifteen cents (15 cents) per page for copies printed at the internet/ electronic database terminals and the word processor. Patrons may pay for and collect their copies at the circulation desk. Patrons who require the use of the color printer

will need to ask for copy paper and pay for it in advance. Library staff will refund money when necessary. If patrons provide their own paper for the printer, there is still a fifteen cent (15 cents) per page charge to cover the cost of the ink.

Note – there is no charge for copies that have up to three (3) lines printed at the top of the page.

### **WORD PROCESSORS**

There are two (2) computers available for those wishing to do word processing only. No outside disks are permitted (see E above). There is a fifteen cents (15 cents) charge per page for anything printed at the word processor. If a patron uses his/her own paper there is still a fifteen cents (15 cents) a page charge for printing (to cover the cost of 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 15,000 people (2000 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 60,000 items (including books, videos, DVDs, CDs, Cdroms, magazines,

newspapers, and audiobooks). 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. (See Section C).

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. (See Part III, Section O).

### **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 the Library Bill of Rights, Part I, Section I).

### **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's Room

B) Children in the Library

C) Unattended Children at Closing Time

**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.

This policy is intended to ensure the safety of children and is based on the recent tragic events surrounding the death of a three year old child left alone in a library. (See attached).

**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.

This policy is intended to ensure the safety of children and is based on the recent tragic events surrounding the death of a three year old child left alone in a library. (See attached).

**UNATTENDED CHILDREN AT CLOSING TIME**

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
- J) Volunteers
- K) Outside Fundraisers/Collection Boxes
- L) Security/Medical Situations
- M) Children’s Garden
- N) Closing Procedures
- O) Tutoring
- P) Cash Payments
- Q) Holding a Patron’s License/ID
- R) Former Employees
- S) Library Programs – Behavior Problems

**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).

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 and the Friends of the Library periodically accept 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, 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 and Friends of the 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. 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**

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.

## **VOLUNTEERS**

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

## **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 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 WILL 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**

Closing procedures begin thirty (30) minutes prior to closing. Staff will alert patrons prior to the start of closing the library. All internet and word processing stations will be shut down thirty (30) minutes prior to closing. If a patron is in the middle of a project, he/she will be given an extra ten (10) minutes to complete the work. The library catalogs will be shut down fifteen (15) minutes prior to closing. Lights in the main stacks and in the Children's Room will be turned off fifteen (15) 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 higher than a ten (10) dollar bill.

### **HOLDING A PATRON'S LICENSE/ID**

If a person – Franklin Township Library or LOGIN patron included – asks to look at a particular item (ready reference, reference book, etc.), library staff and administration, at their discretion, reserves the right to ask that person to leave their license - or some form of ID – at the circulation desk. This procedure is to ensure that the material will be

returned to the library staff. The person's license or ID will be concealed from public view and kept behind the circulation desk to ensure privacy.

#### **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.

#### **LIBRARY PROGRAMS – BEHAVIOR PROBLEMS**

Disruptive behavior 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 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.