Policy Manual

Board of Trustees
Farmingdale Public Library
MISSION STATEMENT

The FARMINGDALE PUBLIC LIBRARY, serving the residents of U.F.S.D. #22, has as its primary mission:

- Enhancing the cultural, recreational and educational needs of all the community by serving as a center for print and non print materials;

- Facilitating access to information and knowledge through cooperation with other libraries and educational institutions;

- Providing meeting space for local groups and organizations interested in the cultural, recreational and educational development of the citizens of the community.

GOALS …..

Goal: The Farmingdale community will benefit from an inviting environment for reading, reflection, research, and recreation.

Goal: The Farmingdale community will benefit from Library resources for reading, entertainment, research, information gathering, and lifelong learning.

Goal: Farmingdale residents of all ages – children, young adults, adults, and seniors – will benefit from Library services and programs.

Goal: Farmingdale residents will benefit from a Library that works as an active part of the community.

Goal: The Library will help build a community of readers and support literacy.
POLICY MANUAL

FARMINGDALE PUBLIC LIBRARY BOARD OF TRUSTEES

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ACTIVE SHOOTER

Active Shooter - If an active shooter enters the library:
Activate your ACTIVE SHOOTER app on your cellphone.

Remember: FLEE, HIDE, FIGHT - Reunite at South Farmingdale Fire Department

IF THE THREAT IS NOT NEAR YOU - FLEE
You may not have the ability to call 911 and have a phone conversation. If you can, alert the back office staff so they can call 911. Every phone is an intercom. Use the nearest phone. Dialing an extension does not require that you pick up the receiver. Most of all GET OUT of the building.

- Dial: 220 and say:
  WE ARE UNDER ATTACK. THIS IS NOT A DRILL. GET OUT OF THE BUILDING.
  - Alert patrons in your service area to GET OUT.
  - Lead them to the nearest exit as best as you can.
  - PULL FIRE ALARM
  - GET OUT OF THE BUILDING

IF THE THREAT IS NEAR YOU AND YOU CAN NOT GET OUT - HIDE
- Hide, take cover
- If you are in an office, lock the door and block the door with furniture or equipment. Shut lights/monitors and turn off ringers on cell phone.

IF YOU ARE FACE TO FACE WITH THE INTRUDER – FIGHT
- Throw something to startle the intruder, use anything available as a weapon

Back Office Staff – Activate your ACTIVE SHOOTER app on your cellphone.
Anyone hearing the announcement should try to call 911 and make a PA announcement to alert all patrons including those in the meeting rooms. There is a PA System microphone located next to the security camera monitors across from the staff entrance. Using the PA System will alert everyone in the building including those in the meeting rooms.

- Press the lever on the PA system and say: WE ARE UNDER ATTACK. THIS IS NOT A DRILL. GET OUT OF THE BUILDING.
- Pull the fire alarms.
- GET OUT and Call 911
- Activate your ACTIVE SHOOTER app.
- Reunite at the South Farmingdale Fire Department as soon as possible.

IF THE THREAT IS OUTSIDE THE LIBRARY?
- Go to the entrances and lock the doors
- Move to a central interior location away from doors or windows, glass.
- Alert patrons to get away from the doors, windows, and glass.
- Call 911

If the Library Director/Assistant Director is not on duty when the incident occurs, call her/him as soon as possible. If neither is available, contact the Library Board President.
ADA GRIEVANCE PROCEDURE

The Farmingdale Public Library has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the US Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

1. Complaints should be addressed to: Director, Farmingdale Library, who has been designated to coordinate ADA compliance.

2. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

3. A complaint should be filed within 5 days after the complainant becomes aware of the alleged violation. Processing of allegations of discrimination which occurs prior to the enactment of this grievance procedure will be considered on a case-by-case basis.

4. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the Director, Farmingdale Public Library. These rules contemplate informal, but thorough, investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Pursuant to Department of Justice regulations, Farmingdale Public Library need not process complaints from applicants for employment.

5. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Director, Farmingdale Public Library, and a copy forwarded to the complainant and the Library Board of Trustees, no later than 30 days after its filing.

6. The ADA coordinator shall maintain the files and records of the Farmingdale Public Library relating to the complaints filed.

7. The complainant may request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made to the Farmingdale Public Library Board of Trustees.

8. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by reason of a person’s pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or prerequisite to the pursuit of other remedies.

9. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards.

Adopted: 3/12/96; Reviewed: 5/17/2011
ANIMALS IN THE LIBRARY

Only owner-accompanied trained dogs to guide the visually impaired or assist the hearing impaired; owner-accompanied, trained and certified dogs to support the physically disabled; and animals that are part of a Library program are permitted.

Adopted: March 18, 2004
Reviewed: 5/17/2011
ASSISTANT TREASURER

As per the recommendation of the Auditor, the Board of Trustees authorizes the appointment of an Assistant Treasurer who will be authorized to sign checks in the absence of the Treasurer.

Adopted: 9/10/85
Reviewed: 12/96, 5/17/2011
SCHEDULE OF BILLS WHEN THERE IS NO BOARD MEETING

Resolved that the Board of Trustees of the Farmingdale Public Library hereby authorizes the Library Director and Treasurer to approve the Schedule of Bills presented to the Library for payment when there is no duly constituted Board Meeting, and which checks shall be issued to payees on such Schedule of Bills by check signed by the Treasurer and at least one Trustee, with the Board’s review and ratification of such Schedule of Bills at the next regularly scheduled Board Meeting.

Adopted: 6/13/95
Reviewed: 5/17/2011
PUBLIC PARTICIPATION AT BOARD MEETINGS

Although there is no legal requirement that the public be given the opportunity to speak at meetings of the Board of Trustees, it is the policy of this Board that the public will be afforded the opportunity to speak at Regular and Special Board Meetings in accordance with the following procedures:

1) The following persons may address the Board:
   a. Any district resident
   b. Any staff member
   c. Any individual who has been invited by the Board of Trustees or the Library Director

2) At Regular and Special meetings, the Board will set aside two periods of Public Participation, one at the beginning of the meeting and one immediately prior to Executive Session, as per Article IX Section 1 of the By-Laws of the Board of Trustees of the Farmingdale Public Library.

3) No person should speak more than four minutes, unless the limit is waived by a majority vote of the Board.

4) Items for Discussion
   a. At regular meetings, individuals as outlined in Section 1 above may address the Board on items of Library business.
   b. If a citizen has a question or a complaint concerning the operation of the Library, they are encouraged to follow those procedures as outlined in the Board’s Policy entitled Public Complaints, Complaints About Policy, Complaints About Personnel and Policy of Requests For Reconsideration of Library Materials. Copies of said policies are available at the Reference Desk or from the Library Director.
   c. At Special meetings, only those items appearing on the Board’s Agenda for that meeting may be discussed.

5. Conduct of Speakers
   a. The speaker should stand during the Public Participation period and be recognized by the presiding officer.
   b. The speaker should state their name and address, if a resident. If the speaker is a staff member or non-resident taxpayer, it must be stated.
   c. The subject, which the speaker wishes to address, should also be stated.
   d. No person may orally initiate charges against staff members or challenge Library materials at a public meeting of the Board. Such items should be addressed through the proper policy and procedures, as per item 4 a. above.
If after exhausting all administrative avenues as listed under the appropriate policy, the complainant is not satisfied, he/she should present a signed statement of the charges or complaint in writing to the Board.

6. Board members and the Library Director or his/her designee may question a speaker or make comments in response to a speaker’s remarks.

7. Written correspondence may be forwarded to the Board through the Library Director for consideration at a meeting. Such correspondence must be received on or before noon of the Thursday preceding the Board meeting date.

8. A district resident, who wishes to have an item placed on the agenda, will present the request in writing to the Library Director. The Director will forward the request to the Board at their next Regular meeting. The Board will determine whether or not to place the item on the agenda for discussion at a Regular or Special meeting.

9. Persons appearing before the Library Board are reminded, as a point of information, which Board members are without authority to act independently as individuals in official matters. Thus, questions may be directed to the Board, but answers may be deferred pending consideration by the Board as a whole.

10. The Privilege of speaking before the Board is not to be used as a means of making unsupported and unwarranted attacks upon Board Members or staff. The Board, therefore vests in its presiding officer the prerogative to determine whether or not a speaker is acting in good faith and within the provisions of this policy. The Board gives the presiding officer full authority to declare a speaker “out of order” and to terminate the remarks of any speaker when such remarks are not within the purview of this policy, e.g. if his/her intention is to make personal attacks against Board members or staff, or to make statements which pertain to Library personnel matters or are otherwise defined under law as Executive Session matters.

See also: Public Complaints Policy
   Complaints about Policies
   Materials Selection Policy
   Complaint about Library Personnel

Adopted: 10/14/97
Reviewed: 5/17/2011
Section 1 Purpose and Scope:

(1) To establish guidelines and procedures for public meetings authorizing photography, recording and broadcasting.

(2) To establish guidelines and procedures to ensure the availability of certain Library records and proposed Resolutions, Regulations and Policies prior to Board meetings.

Section 2(a) Recording and Broadcasting Public Portions of Meetings:

(a) The public portion of any meeting of a Board of Trustees may be photographed, recorded and broadcast in accordance with this Policy.

(b) The Board adopts the following rules governing the location of equipment and personnel used to photograph, record or broadcast the public portion of a meeting in order to ensure that the use of such equipment does not detract from or interfere with the deliberative process.

(c) There is no privacy interest in statements made during public portions of meetings of public bodies.

Section 2(b) Rules for Recording and Broadcasting Public Portions of Meetings:

(a) Operation of equipment to photograph, record or broadcast a meeting is permitted unless it is obtrusive, disruptive, or interferes with the deliberative process or the right of persons in attendance to observe or listen to the proceedings.

(b) Use of equipment necessary to photograph, record or broadcast is permitted without notice to or express permission from the public body or those in attendance at the meeting.

(c) Use of equipment necessary to photograph, record or broadcast is permitted in a supervised or unsupervised manner.

(d) Use of special lighting or large equipment necessary to photograph, record or broadcast a meeting is permitted unless it is obtrusive or disruptive.

(e) Persons who operate equipment necessary to photograph, record and/or broadcast a meeting shall remain in a designated location unless authorized by the Board to move about the room, and further provided that such movement does not disrupt or interfere with the deliberative process or those in attendance at the meeting.

(f) Use of equipment necessary to photograph, record and/or broadcast a meeting shall be limited to a location from which such equipment is reasonably capable of photographing, recording and/or broadcasting.
Section 3 Availability of Certain Library Records and Proposed Resolutions, Regulations and Policies prior to Board meetings

(a) The Library shall, upon request, make available prior to and at each Board meeting open session copies of Library records scheduled to be the subject of discussion at the open session, together with copies of proposed Resolutions, Policies and Regulations scheduled to be the subject of discussion at the open session.

(b) Copies of Library records scheduled to be the subject of discussion at the open session, together with copies of proposed Resolutions, Policies and Regulations scheduled to be the subject of discussion at the open session will be posted on the Library’s website at such time(s) as it is determined that it is practicable to do so.

(c) Copies of the Library’s records and proposed Resolutions, Regulations and Policies shall be available for a reasonable fee, determined in the same manner as provided under the Library’s Freedom of Information Law Policy and Article “6” of the Public Officers Law.

Section 4 Public Notice:

These rules governing the operation of equipment necessary to photograph, record or broadcast a meeting, and requiring the availability of certain Library records and proposed Resolutions, Regulations and Policies prior to Board meetings, may be posted in a designated location. Written copies of such rules shall be provided upon request to those in attendance at or who seek to attend a meeting.

Section 5 Severability:

If any provision of these guidelines or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

Note: Portions of the foregoing are adopted from the Model Rules of the Committee on Open Government

wmc 1-14-12

Approved: 1/17/12
CASH INVESTMENT POLICY

The objectives of the library’s investment policy are to:
- safeguard Library funds and to minimize risk
- ensure that investments mature when cash is required to finance operations
- ensure a competitive rate of return in order to supplement other Library revenues for the support of the program of the Library.

In accordance with this policy, the Treasurer or Director is authorized to invest and/or deposit all funds, including proceeds of obligations and reserve funds, in time-deposit accounts, certificates of deposit, short-term government securities, or other investment instruments permitted by law, subject to the investment regulations approved by the Board of Trustees. All investments of the Library funds shall comply with the requirements approved by the Board of Trustees. All investments of Library funds shall comply with the requirements of Section 10 of the General Municipal Law.

To the extent feasible, investments and deposits shall be made in and through local regional financial institutions. Concentration of investments in a single financial institution shall be avoided. Diversification of investments and deposits are encouraged.

The Library Board of Trustees shall at least annually designate one or more banks or trust companies for the deposit of public funds and establish the maximum amount which may be kept on deposit at any time in each bank or trust company.

1. Authorized Investments

A. The Treasurer or Library Director is authorized to invest all available Library funds, including proceeds of obligations and reserve funds, in the following types of investment instruments:
   1. Savings Accounts or Money Market Accounts of designated banks;
   2. Certificates of Deposit issued by a bank or trust company located in and authorized to do business in New York State;
   3. Demand Deposit Accounts in a bank or trust company located and authorized to do business in New York State;
   4. Obligations of New York State;
   5. Obligations of the United States Government (US Treasury Bills and notes);
   6. Repurchase Agreements involving the purchase and sale of direct obligations of the United States.

B. All funds except reserve funds may be invested in Revenue Anticipation Notes or tax Anticipation Notes of other school districts and municipalities, with the approval of the State Comptroller.

C. Moneys in reserve funds may be invested in a bank special time deposit account or in certificates of deposit issued by the bank or trust company located in New York State, provided such invested funds will be payable within such a period as the proceeds are needed to meet the expenditures for which such moneys are obtained, and further provided the time account or certificate of deposit is secured by a pledge of obligations of

CASH INVESTMENT POLICY (continued)
the government of the United States, the State of New York or any municipal corporation, school district or district corporation of the State of New York.

The Treasurer or Library Director is authorized to invest reserve fund moneys in obligations of the government of the United States, the State of New York or other municipal obligations provided such obligations are payable or redeemable at the option of the Library within such time as the proceeds will be needed to meet expenditures for which moneys so invested were obtained. Such obligations will either by registered in the name of the Library or purchased through, delivered to and held in the custody of a bank or trust company in this State and shall be sold or presented for payment only upon written instruction of the Board of Trustees or its duly appointed designee.

D. Funds on deposit in any one institution shall be limited to $1,000,000 (one million dollars).

2. **Conditions**

All investments made pursuant to this investment policy will comply with the following conditions:

A. **Collateral**
   1. Savings accounts, money market accounts, time deposit accounts and certificates of deposit will be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State, the United States, New York State school districts and federal agencies whose principal and interest are guaranteed by the United States. The market value of collateral will at all times exceed the principal amount of the certificate of deposit. Collateral will be monitored whenever the amount on deposit in any bank exceeds ($100,000.00 (one hundred thousand dollars).

   2. Collateral will not be required with respect to the direct purchase of obligations in New York State, the United States and federal agencies, the principal and interest of which are guaranteed by the United States Government. *See Appendix A.

B. **Delivery of Securities**
   1. Payment of funds may only be made upon receipt of collateral or other acceptable form of security, or upon the delivery of government obligations whether such obligations are purchased outright, or pursuant to a repurchase agreement. Written confirmation of delivery shall be obtained from the custodial bank.

C. **Written Contracts**
   1. Written contracts are required for certificates of deposit and custodial undertaking. With respect to the purchase of direct obligations of the United States, New York State or other governmental entities, etc. on which moneys may be invested, the interests of the Library will be adequately protected by conditioning payment on the physical delivery of purchased securities to the library or custodian, or in the case of book-entry transactions, on the crediting of purchased securities to the custodian’s

**CASH INVESTMENT POLICY** (continued)

Federal Reserve System account. All purchases will be confirmed promptly in writing to the library.
2. The following written contract will be required:
   a. Written agreements will be required for the purchase of certificates of deposit.
   b. A written contract will be required with the Custodial Bank(s).

D. Designation of Custodial Bank

1. The Board will designate a commercial bank or trust company authorized to do business in the State of New York to act as Custodial Bank of the Library’s investments.

2. When purchasing eligible securities, the seller will be required to transfer the securities to the Library’s Custodial Bank.

E. Selection of Financial Institutions

1. Investments in time deposits and certificates of deposit are to be made only with commercial banks or trust companies, as permitted by law.

F. Operations, Audits and Reporting

1. The Treasurer or Library Director will authorize the purchase and sale of all securities and execute contracts for investments and deposits on behalf of the Library. Oral directions concerning the purchase or sale of securities will be confirmed in writing. The Library will pay for purchased securities upon simultaneous delivery or book-entry thereof.

2. The Library will encourage the purchase and sale of securities through a competitive process involving telephone solicitation for at least three quotes.

3. The independent auditors will audit the investment proceed of the Library for compliance with the provisions of the district investment policy.

4. Monthly investment report will be furnished to the Board of Trustees.
APPENDIX A

Schedule of Eligible Securities

105%  (i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, and agency thereof or a United States Government sponsored corporation.

105%  (ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the inter-American Development Bank, the Asian Development Bank and the African Development Bank.

105%  (iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.

105%  (iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.

Adopted: 5/14/96
Reviewed: 5/17/2011
CELLULAR PHONE USE POLICY

Using cell phones can disrupt other library patrons. Library staff may request that patrons take their calls in the Rotunda.
UNATTENDED CHILDREN POLICY

In order to provide for the general welfare of all persons using the library and in order to provide for the general safety of children using the library:

1. All children in Grades 2 and under shall at all times be attended and adequately supervised by a responsible person (e.g. an adult or responsible person over the age of 16).

2. Children in Grades 3 through 6 may use the Children’s Library when unaccompanied, provided that a responsible person remains in the library building.

3. Parents, not library staff, are responsible for children’s behavior in the library. Children deemed out of control or disruptive to other patrons will be asked to leave.

It is not the library’s function to offer child care. The Library will contact the Nassau County Police if children are left unattended in the library.

Revised: 9/09/02
Adopted: 11/19/02
Reviewed: 5/17/2011
UNATTENDED CHILDREN STAFF PROCEDURE

When children in Grade 6 and under are left unattended in the library the following procedure shall be followed:

A. The Children’s librarian on duty or the Librarian-in-Charge should be notified by the staff member who first observes the child.

B. The librarian shall attempt to locate the parent/responsible person within the library first. If the person is located within the library building, the library’s policy regarding leaving children unattended should be explained. A copy of said policy can be given.

C. If the parent or responsible adult cannot be located in the building, the librarian shall attempt to reach the responsible person by phone. They shall be informed of the library’s policy and asked to either join the child in the library or to pick them up. If the parent/responsible adult is unable to come immediately, they shall be advised that the Police will be called to take responsibility for the child.

D. Under no circumstances will any staff member take the child from the building.

Children not picked up at closing:

A. The Children’s librarian shall advise children who are unattended in the Children’s Library that we will be closing ½ hour before the normally scheduled time. Children may use the library’s phone to call home if they do not have the resources to make a call.

B. The staff member in charge and another staff member as designated by the person in charge shall wait with the child if no one has come at closing time. In the event that no one has arrived within 10 minutes after closing, the Nassau County Police will be called.

Disruptive behavior:

A. When children are behaving inappropriately in the library they will be warned that their behavior, if it continues, will result in them being asked to leave.

B. A group leader or parent, if present, shall be asked by the staff to take charge of the situation.

C. If the parent is not present and the child is in Grade 6 or under, the librarian shall attempt to reach the parent or responsible person by phone.

D. The Nassau County Police will be called if disruptive individuals refuse to leave the building.

Reviewed: 5/17/2011
CIRCULATION POLICY

I. LIBRARY CARDS AND BORROWING PRIVILEGES

A. RESIDENTS

The Farmingdale Public Library issues library cards without charge to any resident of the Farmingdale Union Free School District #22, valid for three years. Cards are valid for Direct Access privileges at other libraries within the Nassau Library System in accordance with the Code of Procedures set forth by the Member Libraries of the Nassau Library System.

B. NON-RESIDENT TAXPAYERS

Library cards may also be issued to non-residents and their immediate family residing at the same address who own property and prove payment of library taxes. Such cards shall be valid for one year.

C. STUDENTS

Non-residents who attend schools and colleges within the confines of the Farmingdale UFSD #22, are eligible for a library card valid for one year and entitle the bearer to borrow books from the collection of the Farmingdale Library only. Student cards will not be valid for borrowing audio-visual material or Direct Access privileges.

D. FACULTY, STAFF AND STUDENTS

Students attending Farmingdale State College are eligible for library cards as outlined above. These cards will not be valid for borrowing audio-visual material or Direct Access privileges.

E. BUSINESS OPERATORS AND THEIR EMPLOYEES

Operators of businesses in UFSD #22, and their employees are eligible for a library card at the Farmingdale Public Library, valid for one year These cards entitle bearer to borrow books owned by the Farmingdale Public Library only. Such cards shall not be valid for audio-visual materials or Direct Access. Business Operators who own real estate within the district and by virtue of such ownership are therefore also taxpayers shall be treated as NON-RESIDENT TAXPAYERS as per Section B above.

F. TEACHERS

All full time teachers in public and private schools in USFD #22 are eligible for library cards valid for one year. Teachers must provide proof of employment within the District. These cards entitle bearer to borrow all materials in the collection of the Farmingdale Library.
**CIRCULATION POLICY** (continued)

**CHART BELOW OUTLINES BORROWING PRIVILEGES FOR EACH CATEGORY OF PATRON OUTLINED IN SECTIONS A THROUGH F ABOVE:**

<table>
<thead>
<tr>
<th>Borrowing Privilege</th>
<th>Resident Non-resident Taxpayers</th>
<th>District Teacher</th>
<th>District Non-resident Students Business Operator Employees</th>
<th>Direct Access Patrons</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOKS</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES*</td>
</tr>
<tr>
<td>AUDIO-VISUAL MATERIAL</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>YES**</td>
</tr>
<tr>
<td>eBooks</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES consortium collection</td>
</tr>
<tr>
<td>MAGAZINES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>INTERLIBRARY LOAN</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>DIRECT ACCESS</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>RESERVE BOOK</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>CD-ROM SOFTWARE</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>ONLINE DATABASES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>VIDEO GAMES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

* Except Express Non-Reservable Collection put in policy

**G. GENERAL PROCEDURES**

All applicants for library cards must provide 2 forms of identification with a valid district address.

1. Acceptable forms of proof include, but are not limited to: driver’s license, insurance cards, car registration, mortgage, lease/rental agreements, tax bill, utility or phone bill with a recent postmark. P.O. Boxes are not sufficient proof of residency. While the Library will mail to a P.O. Box an additional address is required to verify proof of residence.

2. Upon completion of a library card application(s), the patron will receive library card.

3. A parent who wishes their child to be issued a library card must sign the library card application and accept responsibility for all materials borrowed on the child’s card. The library will not issue cards to children without parental permission and verification of address.
4. Students entering 9th grade are eligible for an adult library card. Students may use parental proof of residence or a previously issued valid Farmingdale Library card as proof of residence. Parents must sign the application and accept responsibility for all materials borrowed.

5. Patrons must clear their accounts in full before being issued a new card. Library cards will not be issued or renewed for person with outstanding overdues or fines.

6. Patrons who do not have a library card with them must present their driver’s license to Library staff to access patron’s record to borrow materials.

7. Since it is the responsibility of the Farmingdale Public Library to reimburse other libraries for lost, damaged or unreturned materials that are obtained by interlibrary loan or that are borrowed on Direct Access, the Library can not extend this privilege to anyone other than residents, and non-resident taxpayers as defined in Sections A and B of this policy.

8. Parents/guardians may not use the library cards of their child unless the child is present.

9. Spouses may not use the library cards of their spouse unless the spouse is present.

H. CONFIDENTIALITY OF CIRCULATION RECORDS

1. All records relating to patron registration and the subsequent circulation of library materials are confidential in nature. These records will not be made available to any agency of state, federal, or local government, nor to private individuals except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law relating to civil, criminal or administrative discovery procedures or legislative investigative power. The issuance or enforcement of any such process, order or subpoena will be resisted until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

2. Requests thus authorized under local law shall indicate the name of the person being investigated. The person will be notified of such investigation so that they may be represented by counsel if they so desire. The investigators shall pay the real and actual cost of the survey of the library records, which shall be done by library personnel.

3. Patrons cannot request staff to open their records unless the patron is present and shows acceptable ID.
CIRCULATION POLICY (continued)

II. LOAN PERIODS FOR LIBRARY MATERIALS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>LOAN PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Museum Passes</td>
<td>2 days. Limit 1 per household.</td>
</tr>
<tr>
<td>DVD, VHS, Feature Film &amp; Children’s FICTION</td>
<td>4 days. Limit 25 by system on a patron record at any time.</td>
</tr>
<tr>
<td>DVD NEW</td>
<td>4 days. Limit 3 by system on patron record at any time.</td>
</tr>
<tr>
<td>DVD, VHS, Feature Film &amp; Children’s NON-FICTION</td>
<td>7 days. Limit 25 by system on a patron record at any time.</td>
</tr>
<tr>
<td>DVD TV Series</td>
<td>7 days. Limit 25 on a patron record at any time.</td>
</tr>
<tr>
<td>DVD Readalongs</td>
<td>7 days. Limit 25 on a patron record at any time.</td>
</tr>
<tr>
<td>Books, NEW EXPRESS NonReservable (less than 6 months in collection)</td>
<td>14 days. Limit 2 on patron record at any time. Farmingdale residents only.</td>
</tr>
<tr>
<td>Backpacks</td>
<td>7 days. Limit 2 per transaction.</td>
</tr>
<tr>
<td>Games</td>
<td>7 days. Limit 2 per household per transaction.</td>
</tr>
<tr>
<td>Books, NEW Reservable (less than 6 months in collection)</td>
<td>14 days. Limit 4 per author per transaction.</td>
</tr>
<tr>
<td>Books-on-tape/CD</td>
<td>28 days. No limit.</td>
</tr>
<tr>
<td>Playaway</td>
<td>14 days. Limit 4 per transaction.</td>
</tr>
<tr>
<td>eBooks</td>
<td>14 days. Limit by system 5 per transaction.</td>
</tr>
<tr>
<td>Compact Discs</td>
<td>28 days. Limit 25 by system on a patron record at any time.</td>
</tr>
<tr>
<td>CDROM software</td>
<td>14 days.</td>
</tr>
<tr>
<td>Kits</td>
<td>14 days. No limit.</td>
</tr>
<tr>
<td>Magazines (circulating only)</td>
<td>14 days. Limit 4 per transaction.</td>
</tr>
<tr>
<td>Holiday Books</td>
<td>14 days. Limit 4 per transaction.</td>
</tr>
<tr>
<td>Picture Books</td>
<td>28 days. Limit 4 per author per transaction.</td>
</tr>
<tr>
<td>Books, FICTION regular collection</td>
<td>28 days. Limit 4 per author per transaction.</td>
</tr>
<tr>
<td>Teacher’s Center</td>
<td>28 days. Limit 4 per call number per transaction.</td>
</tr>
<tr>
<td>Reference Books</td>
<td>Discretion of librarian.</td>
</tr>
</tbody>
</table>

III. FINES AND FEES

Fees for library services shall be established at the discretion of the Library Board.

CIRCULATION POLICY

A. The following fines shall be charges for materials returned after the date due:

- Adult and Young Adult Materials 10¢ per day/maximum overdue fine $2.00
- Adult Express New Collection 10¢ per day/maximum overdue fine $5.00
- Juvenile Materials 5¢ per day/maximum fine $1.00
- VHS tapes/ DVD/Video Games $2.00 per day/maximum fine $10.00
- Museum Passes $25.00 per day/maximum fine $100.00
CIRCULATION POLICY (continued)

B. List price will be charged for all materials lost or damaged beyond repair. Refunds will be made for all lost materials returned with a receipt within one month. The maximum fine shall be deducted from all refunds issued.

C. A limit of 5 reserves for Fiction print materials or Interlibrary Loan (ILL) requests will be processed per patron each day. There is no limit on reserves or ILL for Non-Fiction materials.

D. There is a limit of 7 reserves for eBooks through the Overdrive collection

E. There will be a charge of 10¢ per page for computer printing.

IV. POLICY FOR LOAN OF MOVIES & VIDEO GAMES

A. A separate application for the loan of movies and video games must be completed by each patron requesting and eligible for such borrowing privileges. Parent must sign a separate application for their children if they wish them to borrow movie and video games. Minors with Juvenile cards and whose parents have signed a responsibility statement may borrow Juvenile movies and video games. Minors with Adult cards (Grades 9+) whose parents have signed a statement of responsibility may borrow any movie or video game in the library’s collection. The library will not be responsible for determining whether or not a movie or game is appropriate viewing. This responsibility rests with parents or guardians only.

B. Due to the popular nature of these items, a limit of four movies (two being new) per card holder per transaction shall apply. A limit of two video games per family per transaction shall apply.

C. Because of high demand for movies and games, these items may not be reserved or renewed.

D. VACATION LOAN

Requests for extended loan periods may be made and granted with the approval of the Director, limited to Farmingdale residents.
VI. LOAN OF AUDIO-VISUAL EQUIPMENT

   The Farmingdale Library does not loan library-owned AV equipment.

VII. MAGAZINES AND PERIODICALS

   Back issues of magazines may circulate. Newspapers do not circulate.

Revised: 3/18/2004
Adopted: 6/15/2004
Revised: 5/17/2011
COMMUNITY INFORMATION/FREE INFORMATION

It is the Policy of the Farmingdale Public Library, as part of its information mission, to provide access to free materials/community information through the distribution of free handouts or the posting of flyers, notices and posters. Such materials are limited to those of a civic, cultural, educational and/or recreational nature. Materials from for-profit groups, companies, organizations or individuals will not be accepted. Distribution or posting of materials by the library does not indicate the library’s endorsement of the issues or events promoted by those materials.

The distribution of handouts or posting of flyers, notices and posters will be subject to the following conditions:

1. Preference will be given first to library sponsored activities and then to district organizations.

2. Material to be hung or distributed must be approved by the Library Director, Assistant Director or Librarian-in-Charge. Materials not approved will be removed.

3. Materials will be dated prior to being hung on the bulletin board(s) and will generally be removed after one week. If space permits, items may hang for a longer period of time.

4. Solicitations and advertisements from for-profit companies, groups and organizations and from private individuals will not be posted.

5. Material promoting political parties and candidates for public office will not be posted or distributed.

6. Materials may be placed only on the bulletin board(s) provided or in the literature display racks. Items may not be placed on table or counter tops or affixed to doors, windows or walls.

Adopted: 2/13/96
Reviewed: 5/17/2011
1. Review all material to ensure that it complies with the Board’s Policy. Notices regarding garage sales, lost animals, baby-sitting, private tutoring etc. may not be posted. In general information from local organizations that advertises upcoming social, cultural, recreational or fund raising events is acceptable. When in doubt ask the Director or Assistant Director for approval.

2. For Bulletin Board: preference is given to library programs first, Farmingdale organizations second and all others last. Initial and date each poster, flyer, etc. that is to be hung in the lower right hand corner. Bulletin Board needs to be checked several times a week. Items that are not the library’s or that have not been initialed and dated are to be removed, as they have not been approved.

3. As space allows, items may be displayed for more than one week. If space is tight, remove anything that has been hanging for more than that time.

4. Handouts are to be restricted to the literature rack. Do not allow items other than library materials or items approved by the director to be placed on tables, counters, walls, doors etc. The literature rack must be checked several times a week for neatness and to insure that items that do not comply with the Board’s Policy are removed.

Adopted: 2/13/96
Reviewed: 5/17/2011
The Board of Trustees of the Farmingdale Public Library recognizes the right of community citizens to register individual or group concerns regarding materials, programs, personnel, services, operations and the library facility itself. The main goal of the Board is to resolve such concerns fairly and quickly with the parties involved wherever possible. Public complaints about the Library will be directed to the Library Director. If the matter is not settled satisfactorily, the complainant should submit their complaint in writing to the Board.

1. Concerns registered directly to the Board as a whole or to individual Board members shall be referred, as soon as is reasonably possible, to the Director for investigation, report and/or resolution.

2. If a Board member receives a complaint and has reason to believe that the person or persons involved will not follow the above procedure, that trustee should inform the Library Director of the situation. The Board member should not go to the source of the problem personally unless so directed by a quorum of the Board in legal session.

3. Individual Board members who receive questions from a district resident should:

   a. answer the question if he/she definitely knows the answer;

   b. advise the Library Director of the conversation if the Board member believes the question has policy implications;

   c. advise the person or persons involved to take their question, complaint, suggestions etc., to the Library Director, if the answer is not definitely known; or

   d. ask the Library Director for the answer if the Board member believes the question or suggestion has merit, but the persons or persons involved are reluctant to go to the source.

The Board encourages district residents and non-resident taxpayers to express their concerns, to ask questions and to take an active interest in the Library.

Adopted: 10/14/97
Reviewed: 5/17/2011
The Board of Trustees of the Farmingdale Library recognizes that situations may arise in the operation of the Library which are of concern to the public. The intent of this policy is to maintain a dialogue among residents, the Board and library administration while safeguarding employees from unfair criticism.

The Board believes that complaints are best handled and resolved as close to their origin as possible and that the staff should be given every opportunity to resolve problems prior to Board involvement. Therefore complaints shall be handled as follows:

1. Problems and questions should be directed to the Library Director. The Director shall refer complaints to other staff members when appropriate.

2. If the matter can not be settled by the Director or his/her designee, then it should be submitted to the Board in writing.

3. Exceptions will be made only when complaints concern Board action or Board operations. The Board will not act on complaints that have not been explored by the Director or his/her designee.

When an individual Board member receives a complaint he/she will refrain from expressing any concern until such complaint is submitted to the entire Board. The Board member should not go to the source of the problem personally unless so directed by a quorum of the Board in legal session.

Ref: Civil Service Law Section 75

Adopted: 10/14/97
Reviewed: 5/17/2011
COMPLAINTS ABOUT POLICIES

Complaints about policies of the Board of Trustees of the Farmingdale Public Library should be directed to the Library Director. Complaints shall be in writing, stating the specific objections to the specific policy(ices).

The Director shall review any complaint and conduct whatever study or investigation she/he deems appropriate. The Director shall then submit the complaint and her/his recommendation to the Board. The Board shall then review the policy, and take whatever action they deem appropriate. The complainant shall be notified of the action taken.

Adopted: 10/14/97
Reviewed: 5/17/2011
COMPUTER/INTERNET POLICY

1. The Farmingdale Public Library provides personal computers for use by Farmingdale UFSD #22 residents.

2. Preference in the use of the equipment is given to district residents. As per regulation 90.3 of the Commissioner of Education, non-residents may use the equipment when available and not in use by district residents.

3. Children may use adult computers when accompanied by an adult or guardian.

4. Students in Grades 7 through age 17 can access the computers in the adult computer area or in the Teen Scene room.

5. Farmingdale patrons can enter their library card number at any available public computer to begin use.

6. Non-resident patrons can obtain a guest pass at the Reference Desk to use the computers.

7. No more than two people may use a computer together.

8. The Library uses the SAM print management system. Patrons must add money to their patron record or guest pass in order to print. Cost is 10 cents per page. No refunds.

9. Computer sessions are approximately 2 hours in length.

10. It is the responsibility of the user to be ready to leave the workstation when the session expires.

11. Librarians cannot provide extended instruction. It is the responsibility of the user to exit all programs used: display original screen: and leave a clean, uncluttered desktop for the next user.

12. Users may not:
   a. Install or load their personal software onto the library’s equipment.
   b. Store their files on the hard disk. Users may save their work on a flash drive, and/or jump drive.
   c. Connect their computers, printers or other devices to the library’s equipment.

13. Any data lost as a result of faulty media, programs, hardware, operator error etc., is not the responsibility of the library or its employees. Users will report any problems with the programs or computers to the library staff immediately.

14. The Farmingdale Library makes no guarantees, either expressed or implied, with respect to any equipment, programs or other library materials, or their quality, performance or fitness for any particular purpose. All materials and equipment are given for use “as is”. The entire
COMPUTER/INTERNET POLICY (continued)

risk as to the quality and performance of computer equipment, programs and documentation is with the user. In no event shall the library be liable for actual, incidental or consequential damages in connection with or arising from the use of any equipment, program or materials.

15. Users are prohibited from engaging in inappropriate network usage including hacking other unlawful activities and must comply with all State and Federal Laws including all U.S. Copyright regulations.

16. Failure to comply with library rules and regulations will result in termination of computer use privileges.

17. Users must behave in a quiet and orderly manner so as not to interfere with the rights of others to use the library.

18. Food and beverages are not permitted by any computer workstations.

19. Computers will be shut down 10 minutes before the library’s scheduled closing.

*Section 245.11 of the NYS Penal Law prohibits the displaying of obscene or pornographic materials on Library video monitors or in printed/graphic form. Violation of this law will result in loss of the privilege to use the Public Access Computers and may result in prosecution under the Penal Law.

Adopted: 11/08/94
Revised: 12/14/99
Reviewed: 5/17/2011
Reviewed: 6/19/2018
Adopted: 6/19/2018
The Farmingdale Public Library provides educational computer programs for use by the residents of the Farmingdale UFSD #22.

1. Preference in the use of the equipment is given to district residents. As per regulation 90.3 of the Commissioner of Education, non-residents may use the equipment when not in use by residents of the district.

2. Internet access available through the Children’s library computers has filtering software to block or filter, to the extent possible, minors’ access to inappropriate material.

3. Computers in the Children’s library are available to children age 17 and below.

4. Children in Grades 1 and under must be accompanied by an adult at all times.

5. Children in Grade 2 and up may use the computer on their own.

6. Adults may use the computers in the Children’s library if accompanied by a child.

7. Students in Grades 7 through age 17 can access the computers in the adult computer area or in the Teen Scene room.

8. Users must sign in at the Librarian’s desk before using the computer and must advise the librarian when they are finished.

9. Sessions are 1 hour long.

10. Users may print materials on the library’s printer or save information onto their storage devices. Users may not download or save information to the library’s computer hard disk.

11. Print copies are 10 cents per page.

12. Users may not:
   a. install or load their personal software onto the library’s equipment
   b. store their files on the hard disk. Users may save their work on a flash drive, and/or jump drive.
   c. connect their computers, printers or other devices to the library’s equipment.

13. Library staff can not provide extended instruction. It is the responsibility of the user to exit all programs used, display original screen and leave a clean, uncluttered desktop for the next user.

14. Any data lost as a result of faulty media, programs, hardware, operator error etc., is not the responsibility of the library or its employees. Users will report any problems with the programs or computers to the library staff immediately.
15. The Farmingdale Library makes no guarantees, either expressed or implied, with respect to any equipment, programs or other library materials, or their quality, performance or fitness for any particular purpose.

16. All materials and equipment are given for use “as is”. The entire risk as to the quality and performance of computer equipment, programs and documentation is with the user. In no event shall the library be liable for actual, incidental or consequential damages in connection with or arising from the use of any equipment, program or materials.

17. Users are prohibited from engaging in inappropriate network usage including hacking other unlawful activities and must comply with all State and Federal Laws including all U.S. Copyright regulations.

18. Failure to comply with library rules and regulations will result in termination of computer use privileges.

19. Users must behave in a quiet and orderly manner so as not to interfere with the rights of others who use the library.

20. Food and beverages are not permitted by any computer workstations.

21. The computers will be shut down 10 minutes before the library’s scheduled closing.

*Section 245.11 of the NYS Penal Law prohibits the displaying of obscene or pornographic materials on Library video monitors or in printed/graphic form. Violation of this law will result in loss of the privilege to use the Public Access Computers and may result in prosecution under the Penal Law.
Resolved, that the Farmingdale Public Library, recognizing the cultural and religious diversity of the residents of the District, will not show preference for any religion in its public seasonal decorations. The Library, an institution long standing for the freedom to learn, will adhere to the following:

1. Display library books and other materials of seasonal interest as a service to residents. Such displays will include materials that represent as wide a range of views as possible.

2. Religious symbols will not be displayed, nor shall commercially prepared posters concerning cultural events which may include religious symbols.

3. Workshops and programs sponsored by the Library, which are attended by choice, may include activities with a holiday theme.

Adopted: 6/95
Revised: 12/12/95
Reviewed: 5/17/2011
EMERGENCY LIBRARY CLOSING

In case of emergency, the Director shall decide whether or not to open or close the Library, and shall notify the members of the Board as soon as practical.

Adopted: 6/95
Reviewed: 5/17/2011
EXHIBITS POLICY

As part of the Library’s function to provide access to intellectual and cultural resources in the community, the Board of Trustees of the Farmingdale Public Library provides space for exhibits throughout the library, under the following conditions:

1. The Library shall not solicit exhibits.

2. The Library exhibit space will be available only to those engaged in educational, cultural or charitable activities. For-profit organizations and political entities will not be allowed exhibit space.

3. Library related activities shall take precedence over all other requests. Second preference shall be given to residents of UFSD #22 and then to others as availability allows.

4. The Board reserves unto itself, complete discretion in what is displayed in its facility, the times at which exhibits will be available for viewing, and the size and number of items to be displayed.

5. The Board of Trustees does not endorse the beliefs or viewpoints of topics that may be the subject of exhibits, and may post a sign in the Library indicating such, as it so desires.

6. All requests for exhibit space will be made to the library on the form proscribed. Confirmation of the exhibit will be mailed to the applicant.

7. All exhibits are booked on a first come, first served basis.

8. Publicity material relating to the exhibit shall be approved by the Library.

9. No sales of exhibit materials are allowed on Library premises. Transactions for the purchase of exhibit items shall be made directly between the purchaser and the artist/exhibitor. The artist’s/exhibitor’s telephone number and a short biographical sketch may be posted.

10. No exhibit material which is sold during its display in the Library may be removed from the exhibit before the end of the exhibition, unless such removal and rearrangement of the display is approved by the Library.

11. Artists/exhibitors must furnish the Library with a list of the value of each item for insurance purposes.

12. Artists/exhibitor is responsible for mounting and removing exhibit items.

13. Artists/exhibitors assume responsibility for the transportation of all works to and from the Library.

14. Labels for exhibited items must be furnished by the artist/exhibitor. Labels may not be taped, tacked or otherwise affixed to the walls.
15. One reception per exhibit will be considered, provided space and time are available. The artist/exhibitor must fill out a meeting room application and submit it for approval. The expense of all such receptions must be borne by the artist/exhibitor.

16. For wall-mounted displays, the Library shall furnish hooks and a step ladder, if necessary.

17. Sculptors shall provide exhibition furniture. Such furniture must be sturdy enough to support the work.

18. Exhibits which are not confined to the walls must not be placed in such a manner as to block exits, stairways or ramps as required by Fire Safety Codes.

19. If Library staff is forced to dismantle a display because the artist/exhibitor has not removed it as scheduled, the Library will not be responsible for any loss or damage. The artist/exhibitor will be charged for labor and storage.
FARMINGDALE PUBLIC LIBRARY
APPLICATION FOR EXHIBIT SPACE

PLEASE PRINT

DATE: ____________________________

Artist/Exhibitor: ____________________________ Phone: ____________________________

Address: __________________________________________________________________________

Organization: _________________________________________________________________________

Title of Exhibit: _________________________________________________________________________

Number of items you wish to display: ______
*Number of items if subject to limitations of space

Dollar value of exhibit: $ __________

It is the responsibility of the Artist/Exhibitor to set up and remove the exhibit. Exhibits will normally be scheduled for a period of one calendar month. Exceptions must be approved by the Library Director.

I, the undersigned, am the true and lawful owner of the above works of art or other material. I agree to hold the Farmingdale Public Library, its Trustees and employees, harmless from any liability for any loss or damage to the above said item(s), whether or not such loss is caused by the negligence of such persons, except for the amount of any recovery, in whole or in part, for such loss or damage which the Farmingdale Public Library may receive under any insurance policies issued to it.

I further acknowledge receipt of the Library’s policy regarding exhibits, and have read and understand the rules and privileges governing same.

______________________________________________________________________________

Signature of applicant

______________________________________________________________________________

Date

FOR LIBRARY USE ONLY

Your exhibit has been booked for: ________________ Number of items allowed: ______
You may install your exhibit on ________________ between the hours of _____________
Your exhibit must be removed before 3 PM on_______________________.

______________________________________________________________________________

Staff member’s signature
The Library Director is authorized to fly the National flag on library property at half-staff when a current member of the staff or library board dies. On such occasions, the flag will fly at half-staff for 5 days.

The Director is authorized to fly the flag at half-staff during periods of National or Statewide mourning as declared by the President of the United States or the Governor of New York State.

The flag will also be flown at half-staff as directed by the Library Board of Trustees on those occasions that it deems appropriate.

Adopted: 5/11/99
Reviewed: 5/17/2011
I. GIFT MATERIALS:
The Farmingdale Public Library gratefully accepts donations of books, periodicals, pamphlets, and audiovisual materials, but with the explicit understanding that such items will be added to the Library’s collection only when they are needed and only when they meet the same standards of selection which are applied to regular Library purchases. The Library will not establish a value for said donation. An acknowledgement of the donation will be provided upon request.

The donor of any materials must understand that the Library in all instances reserves the right to assign or to dispose of donations as it sees fit, if they are not acceptable library materials or are not needed in the Library’s collection. The staff of the Library will make such determinations.

When the Library receives a cash donation for the purchase of materials, whether as a memorial for any purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. Selection of specific titles, however, will be made by Library staff in accordance with the needs and selection policies of the Library. All donated materials will eventually be subject to the discard policy of the Library.

Special collections and memorial collections will not be shelved as separate physical items. Such collections will be accepted only with the understanding that they will be integrated into the general collection. The only form of identification will be a book plate.

The Library reserves the right to remove or otherwise cover any commercial advertising in donated materials so that they may be added to the Library’s collection.

II. FURNITURE AND EQUIPMENT:
Donations of furniture and equipment, whether outright or by cash donation, are subject to the approval of the Library Board of Trustees. Plaques noting the name of the donor(s) may be affixed so long as they comply with the following criteria, established by the Board: plaques may not exceed 2”x 4”.

Revised: 9/23/02
Adopted: 12/17/02
Reviewed: 5/17/2011
These printed materials are presented to the Board of Trustees of the Farmingdale Public Library to be used at their discretion.

DONOR’S SIGNATURE: ________________________________

Name: ________________________________

Address: ________________________________

Phone: ________________________________

The Library can not establish a monetary value for your donation.
A letter of acknowledgment for your donation will be mailed.
Thank you.

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

For Library Use

Gift accepted by: ________________________________

Date: ________________________________

Acknowledgment sent: ________________________________

Revised: 9/23/02
Adopted: 12/17/02
Reviewed: 5/17/2011
HAZARD COMMUNICATION PROGRAM

I. GENERAL

The purpose of this instruction is to insure that the Farmingdale Public Library is in Compliance with OSHA Hazard Communication Standards (HCS) 29 CFR 1910.1200.

The Director is the overall coordinator of the facility program. In general, each employee in the facility will be apprised of the substance of the Hazard Communication Standard, the hazardous properties of chemicals they work with, and measures to take to protect themselves from these chemicals.

II. LIST OF HAZARDOUS CHEMICALS

The Director will maintain a list of all hazardous chemicals used in the facility and update the list as necessary. The hazardous chemical list will be updated upon receipt of hazardous chemicals at the facility. The list of hazardous chemicals is maintained in the Business and Custodial offices.

III. MATERIAL SAFETY DATA SHEETS

The Director will maintain an MSDS (Material Safety Data Sheet) on every substance on the list of hazardous chemicals in the Farmingdale Public Library.

The MSDS will consist of a fully completed OSHA Form 174 or equivalent. The Director will ensure that each work area maintains the MSDS for hazardous materials used in that area. MSDS will be readily available to all employees.

The Director is responsible for acquiring and updating MSDS’s. These sheets will be reviewed for accuracy and completeness. All new procurements for the library must be cleared by the Director. Whenever possible, the least hazardous substance will be procured.

MSD Sheets that meet the requirements of the Hazard Communication Standard must be fully completed and received at the library either prior to or at the time of the receipt of the first shipment of any potentially hazardous chemical purchased. It may be necessary to discontinue procurements for vendors failing to provide approved MSDS’s in a timely manner.

IV. LABELS AND OTHER FORMS OF WARNING

The Custodian is designated to ensure that all hazardous chemicals in the facility are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible person. The Custodian will refer to the corresponding MSDS to verify label information. Copies of all MSDS will be made and given to the Director for the file. Immediate use containers, small containers into which the materials are drained for use on that shift by the employee drawing the materials, do not require labeling. To meet the labeling requirements of Hazard Communication Standard for other in-house containers, refer to the label supplied
by the manufacturer. All labels for in-house containers must be approved by the Director prior to use.

The Custodian will check on a monthly basis to ensure that all containers in the facility are labeled and that labels are up to date.

V. TRAINING

Each employee who works with or is potentially exposed to hazardous chemicals will receive an initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work area. The training will emphasis these elements:

2. Hazardous chemical properties, including visual appearance and odor and methods used to detect the presence or release of hazardous chemicals.
3. Physical and health hazards associated with potential exposure.
4. Procedure to protect against hazards, e.g. personal protective equipment, work practices and emergency procedures.
5. Hazardous chemical spills and leak procedure.
6. Where MSDS are located, how to understand their content, and how employees may obtain and use appropriate hazard information.

The Director will monitor and maintain records of employee training and determine training needs.

VI. CONTRACTOR EMPLOYEES

The Director will advise any outside contractors of any chemical hazards which may be encountered in the normal course of their work on the premises.

VII. NON-Routine TASKS

Custodians contemplating a non-routine task will consult with the Director and will ensure that employees are informed of chemical hazards associated with the performance of these tasks and appropriate protective measures. This will be accomplished by a meeting of affected employees before such work is begun.

VIII. ADDITIONAL INFORMATION

Further information on this written program, the Hazard Communication Standard, and applicable MSDS is available in the Library’s Business Office.

Adopted: 2/13/96
Reviewed: 5/17/2011
HEALTH INSURANCE FOR RETIREES

The Library shall provide for contributions towards retired employees’ health plan premiums. Eligibility for continuation of health insurance during retirement at Library expense requires the following:

- Employee must retire from fulltime active employment with the Library into the New York State Employees Retirement System (resignation from employment with the Library with subsequent retirement into the NYSERS disqualifies the retiree from library payment of the retiree’s health insurance premiums);
- Fulltime service consisting of 35 hours weekly service by librarians, clerical and cleaner/custodian employees.
- Completion of the following minimum number of years of continuous fulltime service to the Library:

  (a) Fulltime (35 hours) employees hired prior to July 1, 2009 must provide a minimum of ten (10) years of continuous full-time service to the Library, and upon retiring from active employment with the Library shall receive in retirement 75% of the Individual’s Health Insurance premium and 50% of the Dependents Health Insurance premiums paid by the Library during retirement.

  (b) Fulltime (35 hours) employees hired subsequent to July 1, 2009 must provide a minimum of twelve (12) years of continuous full-time service to the Library, and upon retiring from active employment with the Library shall receive in retirement 50% of the Individual’s Health Insurance premium and 35% of the Dependents Health Insurance premiums paid by the Library during retirement.

  (c) Fulltime (35 hours) employees hired subsequent to July 1, 2009 must provide a minimum of twenty (20) years of continuous full-time service to the Library, and upon retiring from active employment with the Library shall receive in retirement 75% of the Individual’s Health Insurance premium and 50% of the Dependents Health Insurance premiums paid by the Library during retirement.

Retired employees may not convert Individual Health Plan coverage to combined Individual & Dependents Health Plan coverage during retirement.

A retired employee who has not participated in health coverage into retirement by reason of health plan coverage being provided the retired employee through a spouse or domestic partner may resume coverage under the Library’s health plan if such health plan coverage previously provided the retired employee through a spouse or domestic partner is discontinued by reason of the retired employee spouse’s death or a divorce.

Adopted: 7-21-09
Reviewed: 5/17/2011
HOLIDAY HOURS

1. The Board of Trustees shall determine the hours of operation on an annual basis at the recommendation of the Director, for the following:

   Saturdays in July and August
   Sundays
   Thanksgiving Eve
   Memorial Day Weekend
   Labor Day Weekend

2. The Library will remain closed on the following contractual holidays:

   New Year’s Day
   Martin Luther King
   President’s Day
   Memorial Day
   Independence Day
   Labor Day
   Veteran’s Day
   Thanksgiving Day
   Christmas Day

3. The Board will determine annually whether they will be open on the following contractual holidays:

   Election Day

Adopted: 3/12/96
Modified: 7-21-09
Reviewed: 5/17/2011
INCIDENT REPORT

DATE: __________________________

TIME OF DAY: __________________________

Name of person reporting incident: ________________________________________________________________

Name, address and telephone (if available). If students please indicate ages:

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

Description of incident:

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

Were police called? ________________________________________________________________

Describe library response: ________________________________________________________________

______________________________________________________________________________________________

Witness Information:
Name: _______________________________________________________________________________________

Address: ____________________________________________________________________________________

Phone: ______________________________________________________________________________________

Comments: __________________________________________________________________________________

______________________________________________________________________________________________

Reviewed: 5/17/2011
JURY DUTY FOR HOURLY EMPLOYEES

As per Section 519 and 521 of the New York State Judiciary Law, part-time employees will be paid for their regularly scheduled hours that occur during the first three days of jury service. Part-time employees so required to serve on Jury Duty must submit proof of jury duty service to the Business Office.
The following regulation is hereby enacted by this Board of Trustees in accordance with Public Officers Law, Article 6, Sections 84 through 90, commonly known as the Freedom of Information Act, and hereinafter referred to as the “act”.

ARTICLE I: The Library Director is hereby designated as the Records Access Officer. The Records Access Officer is the person from whom those library records, memoranda, documents, or other written information required to be made available to the public by the Act may be obtained. In the absence of the Director, the Assistant Director is so designated as the Public Access Officer.

ARTICLE II: Requests for inspection or copies of such records as are required to be made available by the Act, as well as other applicable law, may be made to the Library Director at the Director’s Office, Monday through Friday from 9 AM to 4 PM, excluding holidays.

ARTICLE III: Requests to inspect records or to secure copies thereof shall be submitted to the Library Director by completion of a requisition form, copies of which are available at the Reference Desk or from the Director’s Office.

(a) The requisition form shall contain the name and address of the requester, identification of the record, document or other data required, with as great a degree of clarity and specificity as may be practical.

(b) Requesters may peruse records, documents or other data at a convenient place in the Library building. Under no circumstances may such documents be removed from the building.

(c) In the event a copy of a particular document, record or other data is desired, requesters may make copies at their own expense on the public copy machines. The fee for copies is .10¢ per page.

ARTICLE IV: The Library Director shall maintain a register which shall include the date of requisitions, the name and address of the requester and a description of the documents or records examined, as well as the action taken by the Library Director in response to such requisition.

ARTICLE V: The Library Director, as expeditiously as possible, and within five days of a request for records shall:

a) If the records are in the possession of the Library Director, make same available to the requestor for inspections.

b) If the records are not in the possession of the Library Director;
   i) advise requestor that such records are not maintained in the library’s files;
   ii) requisition the document or records from the appropriate department within the library where the document is located so that such document or records will be available for inspection; or
   iii) provide the requester an appropriate written order directed to the head of the particular library department where the record is maintained, authorizing the examination of the document. In such event, the Library Director shall also
Communicate with such library department head advising of the issuance by the Director of such authorization.

(c) In the event that in the material, records or documents requested, a portion of such record or document is deemed by the Library Director to be excludable materials as outlined in Article VI hereof, the Library Director is authorized and directed to delete information from any copies made available to the requester, or not make available for inspection the original of such document but only a copy thereof having first deleted the unauthorized information.

**ARTICLE VI:** No records shall be made available for inspection or copying where, in the judgment of the Library Director, the disclosure or such records:

(a) is specifically excepted for disclosure by state or federal statute;
(b) is an unwarranted invasion of personal privacy;
(c) would impair present or imminent contract awards or collective bargaining negotiations;
(d) have been reported in confidence to the library;
(e) are not relevant or essential to the ordinary work of the library.
(f) relate to employment, medical or credit histories or personal references of employment applications, except when the applicant has provided written release permitting such disclosure;
(g) are inter-agency or intra-agency materials which are not:
   i) statistical or factual tabulations or data;
   ii) instructions to staff affect the public;
   or
   iii) final agency policy or determinations;
(h) medical reports;
(i) as a list of names and addresses to be used for private, commercial or fund-raising purposes;
(j) are records relating to the circulation of library materials which contain names or other personally identifying details regarding users of the library;
(k) are items of a personal nature, disclosure of which would result in an economic or personal hardship to the subject party and such records are not relevant or essential to the ordinary work of the library.

The Library Director shall deny such requests, in writing, or furnish a written acknowledgment of the receipt of such requests, and advise the requester of the right to appeal.

**ARTICLE VII:** In the event of the refusal of the Library Director to furnish library records or other data to which a requester declares entitlement, an appeal shall be directed to the Board of Trustees within thirty days after the denial from which such appeal was taken. The Board of Trustees is hereby authorized to investigate all facts surrounding the particular requisition, including an interview with the requester for the purpose of ascertaining the exact record of document sought, the purpose for which such document is sought in the event the Library Director has declined to deliver the document by virtue of a determination by the Director such
document is an excluded document under this Act or other law, and all other facts relevant to the particular requisition. A decision on such appeal shall be rendered thereon within 7 days. In the event of a denial of such appeal, the requester shall have the right to commence and Article 78 proceeding in the Supreme Court, Nassau County, to compel the production of the particular document or record.

**ARTICLE VIII:** The following documents and records, whether produced, filed or maintained by the library, shall be available for public inspection and examination:

(a) Library Board Minutes;
(b) Bid Specifications;
(c) Bids;
(d) Purchase orders and contracts;
(e) records of library receipts and expenditures, including checks;
(f) lists of employees and their remuneration;
(g) employee organization contracts;
(h) Library policies of any kind or nature;
(i) Library regulations;
(j) staff minutes;
(k) insurance policies;
(l) audits, either internal or external;
(m) to bona fide members of the news media, upon written notice, the Library Director shall make available an itemized record setting forth name, address, title and salary of every officer or employee which shall be compiled by each fiscal officer charged with the duty of preparing payrolls for such officers and such records shall be made available for inspection by the officer charged the duty certifying such payrolls.

**ARTICLE IX:** Nothing in this policy shall be construed to require the Library to prepare any record(s) not possessed or maintained by the Library.

**ARTICLE X:** This regulation shall be deemed effective as of July 1, 1995.

**ARTICLE XI:** If any provision of these regulations or the application thereof to any person of circumstances is adjudged invalid by a court or competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application to other persons and circumstances.

Adopted: 11/14/95
Reviewed: 5/17/2011
APPLICATION FOR PUBLIC ACCESS TO LIBRARY RECORDS

TO: RECORDS MANAGEMENT OFFICER
FARMINGDALE PUBLIC LIBRARY
116 MERRITTS ROAD
FARMINGDALE, NY 11735
(516) 249-9010

I hereby apply to inspect the following record and hereby certify that this record will not be used for private, commercial or fund-raising purposes:

________________________________________

SIGNATURE: ___________________________ NAME: ___________________________

REPRESENTING: __________________________

MAILING ADDRESS: __________________________

________________________________________ DATE: __________________________

APPROVED: __________ RECORD WILL BE AVAILABLE ON: _________

Please notify us when you would like to inspect the aforementioned document(s).

DENIED for the reason(s) checked below:

_____ CONFIDENTIAL DISCLOSURE _____ PART OF INVESTIGATOR FILE
_____ WOULD IMPAIR PRESENT OR IMMINENT CONTRACT AWARDS OR COLLECTIVE BARGAINING NEGOTIATIONS
_____ UNWARRANTED INVASION OF PERSONAL PRIVACY
_____ RELATES TO EMPLOYMENT, MEDICAL OR CREDIT HISTORIES OR PERSONAL REFERENCES OR EMPLOYMENT APPLICANTS
_____ RECORD CANNOT BE FOUND
_____ RECORD IS NOT MAINTAINED BY THIS AGENCY
_____ EXEMPTED BY FEDERAL OR STATE STATUTE
_____ OTHER

______________________________ _______________________________ ________________
Signature Title Date

NOTICE: You have the right to appeal a denial of this application to the Library Board of Trustees within 30 days of the date of this denial.

Adopted: 9/28/2004
Reviewed: 5/17/2011
Adopted: 6/13/00
Reviewed: 5/17/2011
MATERIALS SELECTION POLICY

The Board of Trustees of the Farmingdale Public reaffirms its belief in the following basic principles as embodied in the American Library Association’s Library Bill of Rights:

1. Library materials selected should be chosen for interest, information and enlightenment of all the people of the community. 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 views 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.

General Principles:

1. The mission of the library is to provide materials and services to help community residents obtain information meeting their personal, educational and professional needs.

2. The authority and responsibility for the selection of library materials are delegated to the Library Director and, under his/her direction, to the professional staff who are qualified for this activity. Suggestions from patrons are welcome and are given consideration within the framework of policies determined by the Board of Trustees.

3. Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, booklists by recognized authorities, and the advice of areas will also be used.

4. The Responsibility for the reading/viewing/listening of children rests with their parents or legal guardian. The library does not stand in loco parentis. Therefore, selection should not be inhibited by the possibility that books may inadvertently come into the possession of children.

5. Library materials will not be sequestered except for the express purpose of protecting them from damage or theft.

6. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standards can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community. The following principles will condition selection:
   - Contemporary significance or permanent value
   - Accuracy
   - Authority of author
   - The need for balance in the collection
• Price, format, and ease of use
• Scarcity of information in subject areas
• Availability of material elsewhere in the community
• Popular demand

7. Highly specialized materials can not be supplied, unless there is substantial interest. To fill these occasional requests, it may be necessary to utilize inter-library loan.

8. The Library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance or no longer in demand.

9. Purchase of nonprint materials shall be governed by the same principles and criteria as outlined in this policy.

10. a) The nonprint collection shall be composed of materials intended for all audiences. The collection will include items that have an instructional, cultural or historical value.
    b) The Library does not promulgate particular beliefs or views, nor it the selection of any given book equivalent to endorsement of the viewpoint of the author expressed therein.

Adopted: 4/09/96
Revised: 3/18/08
Reviewed: 5/17/2011
MATERIALS SELECTION
REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS

The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.

Citizen requests for reconsideration shall be made in writing and submitted to the Library Director for response. Citizens may use the form provided by the Library or may express their concerns in writing themselves. Anonymous requests shall not be considered.

The Library Director shall review the request and evaluate the material in question based upon the following factors:
1. the established selection policy of the library
2. requests for the material in question
3. quality
4. intellectual freedom
5. the library’s mission
6. need to offer balance in the collection

The Director shall respond in writing within a responsible amount of time of the receipt, in the library, of the request. The Director shall advise the Board of both the request and his/her response at the next regularly scheduled Board meeting.

Patrons who are unhappy with the decision of the Library Director may submit a request, in writing, to the Library Board for reconsideration. The Library Board shall reconsider the request based on the factors listed above and advise the patron in writing of their decision.

Adopted: 12/12/95
Reviewed: 5/17/2011
MATERIALS SELECTION
PATRON REQUEST FOR RECONSIDERATION
OF LIBRARY BOOK OR MATERIAL

PLEASE PRINT

Type of material: ______________________________________________________

Author: __________________________ Title: ________________________________

Publisher (if known): __________________________________________

Request initiated by:______________________________________________

Telephone: ________________ Address: ______________________________

City: __________________________ Zip: _____________________________

Complainant represents:

____________________ Self

____________________ Organization – Please name:_________________________

1. What do you object to? (Please be specific) ______________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

2. For what age group would you recommend this material?____________________

3. What action would you like the library to take? ______________________________

____________________________________________________________________

Date __________________________ Signature __________________________
FARMINGDALE PUBLIC LIBRARY
MEETING ROOM POLICY

As per Section 414(1) of the NY State Education Law, when not in use for Library purposes, the Library’s meeting rooms, may be used by Farmingdale-based groups, clubs, organizations or societies, the majority of whose membership and attendees are from the Farmingdale U.F.S.D. #22 for any of the following purposes:

(a) for instruction in any branch of education, learning or the arts;
(b) for holding social, civic, and recreational meetings and entertainment and for other uses pertaining to the welfare of the community; but such meetings, entertainment and uses shall be non-exclusive and shall be open to the general public;
(c) for polling places; and
(d) for civic forums.

Rooms are NOT available for:
(a) personal use;
(b) any form of worship services – religious, secular or otherwise.
(c) the benefit of private individuals or for commercial purposes or support. Article 8 Section 1 of the Constitution of the State of New York specifies: “No county, city, town, village or school district shall give or loan any money or property to or in aid of any individual, or private corporation or association, or private undertaking…”
(d) Meeting rooms will not be made available to elected officials, candidates, their offices, or their staff for any purpose after September and through Election Day.

Should a question regarding the composition of a group arise, the Library reserves the right to request a current membership list with the names and addresses of all members,. Duly constituted political groups may use the rooms as per the above membership rule, but temporary committees for the advancement of an individual’s success in a political campaign shall not use. Library-sponsored programs will always be given preference for use of the rooms. Upon adequate notice, the Library reserves the right to revoke permission to use any meeting room for the purpose of meeting room use for Library programs or purposes.

A. RESERVATIONS

1. Applications for the use of the meeting room shall be made to the Library on the form prescribed.

2. The application form must be completed and signed by an organization representative who is 21 years of age or older, who will assume responsibility for the group’s use of the facility, and for seeing that the use conforms to this policy.

3. Completed applications must be submitted to the Business Office. Reservations will not be taken by phone.

4. No meeting room may be used without the express permission of the Library Director or his/her designee. Notice of approval or denial will be mailed to the applicant.

5. In order to provide fair and equitable access to the meeting rooms, the Board reserves the right to refuse permission to use the rooms more than once a month or on a regular basis.
6. All bookings will be on a first-come, first-served basis, subject to the Library’s right to limit usage to permit more equitable use of the meeting rooms.

7. All bookings may be done annually for a period not to exceed 12 months.

8. Organizations given permission to use the Library building do so under the conditions specified by the Library Board. Such permits are not transferable. Violation of the policy may result in the permission being revoked at any time prior to the date of the event specified at the Director’s discretion.

9. All applicable fees must be paid in advance.

10. If the Director or the Library Board has any questions about the organization, a representative of the organization may be required to attend a regular meeting of the Library Board to answer any questions. A group or organization applying for the use of meeting room space may be required to have a representative attend a regular meeting of the Library Board.

B. RULES AND REGULATIONS

As per Section 414(2) of the NY State Education Law, the Board of Trustees does hereby establish the following terms and conditions for use of the Library’s meeting rooms:

I. **Hours Available and Fees**

The rooms will be available as follows:

- Monday, Tuesday, Thursday 9:00 am – 9:00 pm
- Wednesday 10:00 am – 9:00 pm
- Friday 9:00 am – 6:00 pm
- Saturday 9:00 am – 5:00 pm (September – June)
- Saturday 9:00 am – 1:00 pm (July and August)
- Sunday 1:00 pm – 5:00 pm (on the Sundays Library is open)

a) Meetings may extend beyond 9 PM Monday through Thursday only. A fee of **$30.00** will be charged to cover costs for personnel and utilities. No meeting may extend beyond 10:00 pm.

b) Meetings cannot be held on holidays the Library is closed. Meetings must end one half-hour before the scheduled closing time on Friday, Saturday, Sunday and holidays the Library is open.

c) A Set-up fee of **$30.00** will be charged if an organization wishes to alter the standard set-up of a room. The standard set-ups are: Tables and chairs for meeting rooms C and D, chairs only for meeting rooms A and B.

II. **Conduct**

To ensure uniform conduct by the various groups, the Library Board hereby adopts the following rules and regulations:
1. The organization may not charge an admission fee, nor may a collection be taken, nor donations solicited. The only exceptions are in the case of paid registration at programs held in cooperation with the Library or sponsored by the Library, or payment of fees for education courses sponsored by nonprofit organizations.

2. The organization may not sell any products or services, except in the case of payment for materials required for educational or group discussion use.

3. Deliveries of food and equipment are the responsibility of the group using the room. Library personnel will not accept or sign for such deliveries.

4. Library personnel will not assist organizations with registration, distribution of materials or give information regarding meetings, classes or entertainment offered by outside groups, unless such program is sponsored by the Library.

5. No printed material may be distributed on Library property without written permission of the Library Director.

6. Light refreshments, excluding alcoholic beverages, may be served, but the organization must provide all necessary serving equipment including plates and utensils.

7. The organization is responsible for cleanup after the program.

8. Organizations may use their own audio-visual equipment or may use the Library’s A.V equipment if a prior arrangement has been made on the application. The following equipment is available for use: TV, DVD player, VCR, CD player and pull down screen. A qualified operator of the organization must become familiar with the equipment prior to the meeting at which it is to be use by appointment during regular library hours. A trained library staff member shall assist in familiarization and operation of equipment, but will not be available for assistance during the scheduled meeting time. The library reserves the right to deny a group the use of any audio/visual equipment if, in the opinion of the library representative, the user’s representative is not qualified to operate such equipment.

9. Music will be permitted if it does not interfere with other persons using the Library.

10. All publicity (e.g. posters, brochures, throwaways, and radio or TV announcements) must carry the name of the organization sponsoring the meeting. The Library may not be identified as a sponsor.

11. Neither the name nor address of the Farmingdale Library may be used as the organizations’ headquarters.

12. Youth organizations using the room must have at least one adult (21 or over) present for every 10 minors (under age 21).
13. If a meeting is canceled, the Library should be notified as far in advance as possible. Failure to notify the Library in a timely manner may result in loss of meeting room privileges.

14. The Library is not responsible for lost or stolen articles.

15. No program in the Library may be broadcast or televised without the Director’s written permission.

16. Smoking is not permitted throughout the Library in accordance with state law.

17. As per the Americans With Disabilities Act, if a hearing impaired person so requests at least one week before a meeting, the group or organization using the meeting room must provide a sign-language interpreter or arrange for the use of the Library’s assistive listening devices. Assistive listening devices are available from the Library at no charge.

If a member of a group is handicapped or uses a wheelchair, the person booking the room must notify the Library in order that arrangements can be made.

18. No group or organization using the meeting room will discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status.

19. The organization using the meeting room is responsible for any damages to the premises or its contents when such damage occurs as a result of the organization’s use. The person reserving a meeting room must inspect the facility prior to the date or time of the meeting and report any damage to the Library staff immediately.

20. The Library assumes no responsibility whatever for personal injury to any member, affiliated person, guests, invitee or licensee of the using organization, its members, affiliated persons, guests, invitees or licensees. Each group or organization using the meeting rooms holds harmless and indemnifies the Library for any and all liability which arises out of the use of meeting rooms. Groups or organizations using the meeting rooms shall carry their own comprehensive general liability insurance policy naming the Farmingdale Public Library as an additional insured and providing protection at a minimum level of $500,000 property damage and $1,000,000 personal liability damage. A Certificate of Insurance must be submitted with the application for use of the Meeting Rooms.

21. No tacks, nails, Fun Tac, or tape are to be placed on doors, walls or furniture.

22. The fact that an organization or group is permitted to meet at the Library does not, in any way, constitute an endorsement of the group’s beliefs or policies.
23. The Library reserves the right to subdivide each meeting room for use by another organization if necessary.

24. No tipping of library employees is allowed.

25. Maximum occupancies of rooms as established by law will be strictly enforced.

26. Violation of any of the Library Board’s regulations may be result in the loss of meeting room privileges.

27. Organizations may request storage space from the Library Director. Space will be allotted as possible. The following rules concerning storage apply:

   a) Organizations must provide their own cabinets which cannot exceed 8 feet in height or 5 feet in width. Cabinets must be clearly marked with the name of the organization;
   
   b) Cabinets can be locked. The Library will not be responsible for holding keys, nor for damage to or theft from cabinets;
   
   c) Perishable food cannot be stored in cabinets. Coffee, tea and sugar may be stored, but must be in sealable containers; and
   
   d) The Library reserves the right to inspect the contents of cabinets.

III. Safety

In the event of a fire or emergency evacuation of the Library building, the following must be observed:

   a) Organizations using the meeting rooms must notify the person in charge if someone in their group is handicapped or using a wheelchair.
   
   b) Organizations using the meeting rooms must have attendance lists to ensure that all attendees are accounted for.
   
   c) Organizations using the meeting rooms are responsible for announcing to the group the location of fire exits and the fire exit paths.
FARMINGDALE PUBLIC LIBRARY
APPLICATION FOR USE OF MEETING ROOM

Date of Meeting: ________________  Time From: _____________ To: ______________

INSTRUCTIONS:
1. Complete one application form for each date being requested. Application must bear original
signature and will be rejected if not complete. The library will not be responsible for loss of date
because of failure to complete form.
2. Please review the MEETING ROOM LAYOUT SHEET, on the reverse side of this application,
illustrating the standard set up for the meeting rooms. Please select the type of set up required. If
you require a different room set up than is indicated, it is necessary to submit a completed
MEETING ROOM LAYOUT Sheet.

Name of Organization

Business Address

Name and Address of Chair/President

Telephone

Purpose of Meeting: ________________________  Estimated Number of Attendance: ______

Literature to be distributed:  No ___________ Yes ___________ (attach copy)

Set Up Required:  No ___________ Yes_____________  If Yes, please select type of
set up and/or complete Meeting Room Layout Sheet on reverse side and submit with this application.

The _________________________covenants and holds harmless the Farmingdale Public
Library and its employees against any and all claims or suits which might arise out of the use of the
premises of the Library. A current Certificate of Insurance is attached _________ or has previously been
submitted_______________ to the Library.

It is further understood that the _________________________ has read and agrees
to abide by the rules and regulations as stipulated in the Farmingdale Public Library’s Meeting Room
policy.

In addition, as a safety measure, organization leaders will announce at all programs the location of the
Fire/Emergency Paths and Exits, will provide the Library with complete attendance lists with
handicapped attendees noted, and submit such lists at the time of the program to Library staff.

Agreed By: __________________________  Date __________________

On Behalf of:

Name of organization

For Library Use Only

Approved: ___  Denied: _____  Library Director: ________________________  Date ____________

Revised:  9/09/02
Adopted:  11/19/02
Revised:  5/17/2011
Meeting Room ____________________  Date of Meeting ____________________

Organization: __________________________________________________________

Anticipated Attendance: ______________________________________________

Please Note: The standard meeting room set-ups are as follows: chairs only in lecture style in meeting rooms A and B; and tables and chairs in meeting rooms C and D. If your organization requires a set-up, there will be a fee of $30. The fee also includes the use of the library's coffee urns. However, you must provide the coffee/tea/milk/sugar for your group.

☐ Meeting Room A/B Capacity 300
Meeting Room A or B Capacity 150

☐ Meeting Room C/D Capacity 125
Meeting Room C or D Capacity 50

Chairs Only/Lecture Style

Tables required: _______________________  Chairs required: _______________________

The _______________________________________ wishes the Library to set up the meeting room and agrees to pay $__30______ as a set up fee. The required set up is illustrated on reverse of this form.

Signed: ________________________________  Date: ______________________________

Revised: 9/09/02
Adopted: 11/19/02
Reviewed: 5/17/2011
MEETING ROOM REQUEST FOR AUDIO-VISUAL EQUIPMENT
(IN HOUSE)

DATE REQUESTED: __________________ TIME REQUESTED:__________

ORGANIZATION:_________________________________________________________________

NAME:___________________________________________________________________________

ADDRESS:_______________________________________________________________________

TELEPHONE: ___________________________ CELL PHONE:_______________________

SIGNATURE:_____________________________________________________________________

MEETING ROOM:_________________________________________________________________

EQUIPMENT REQUESTED:
_____________________________________________________________________________
_____________________________________________________________________________

The Library is not responsible for damage to personal audio visual materials.
Equipment may be used by persons 18 years of age or over who are either:
1) Resident of Farmingdale School District #22
2) Farmingdale based organization.

SPECIAL SET UP REQUIREMENT

Reviewed: 5/17/2011
MUSEUM PASS POLICY

General Rules

1. Free passes to various museums are available to Farmingdale Public Library cardholders who are 18 years old and older and in good standing.
2. Only ONE pass may be reserved per day.
3. Each museum’s pass may be reserved ONCE in a 30-day period.
4. It is the responsibility of the patron to check the museum website for hours of operation before reserving a pass. The library is not responsible for reservations made when the museum is closed.

Print-on-Demand Passes

1. Print-on-Demand Passes may be reserved up to two weeks in advance and can be printed from home or at the library.
2. Print-on-Demand passes are valid for the Date of Visit printed on the confirmation page.

Pick Up/Return Passes

1. Pick Up/Return Passes may be reserved online up to two weeks in advance and can be picked up at the Youth Services Desk. These passes MUST be returned one day after check out to avoid a fine. In order to not incur a fine, passes are to be returned on the due date by 9 PM.

2. Pick Up/Return Passes CAN be returned in the AV Drop Box outside of the library on the due date by 9 PM. Patrons must check that the pass is in the case before dropping it in the AV Drop Box. Empty cases will be charged the late fee.

3. Fines for Pick Up/Return Passes: There is a $25 per day fine for passes returned late with a maximum fine of $100. Failure to pay the late fine will result in delinquency and the inability to borrow materials, including museum passes, from the library.

4. Pick Up/Return Passes are only available for pick up at the library when the library is OPEN. The library is not responsible for reservations made for Pick Up/Return passes when the library is CLOSED.

Adopted: 10/24/2018
LIBRARY OFFICE EQUIPMENT

No organization or individual shall be allowed the use of library office equipment except authorized personnel.

Adopted: 1/14/97
Reviewed: 5/17/2011
PERSONAL BOOK ORDERS

1. Staff and trustees will be allowed to order books through the library’s jobbers in order to take advantage of discounts.

2. Requests for print materials shall be submitted to the head of Reference. Requests for AV materials shall be submitted to the AV librarian.

3. Only the “Staff Account” will be used for such purchases. Personal orders may not be combined with or ordered through any of the Library’s other accounts.

4. When the order is received, the person requesting it shall be notified. Payment for the order plus sales tax and any shipping/handling fees that may be assessed by the jobber must be made by check payable to the Farmingdale Public Library, cash, or credit/debit card before items are released to them.

5. Payments will be made through the cash register.

6. Persons who fail to pick up and pay for material will not be allowed to place any new orders until all previous balances are paid in full.
PROCUREMENT GUIDELINES

1. All purchase of goods and contracts for public service shall be made in accordance with the provisions of New York State General Municipal Law.

2. Except as otherwise provided by law (e.g. emergency situations), all public works contracts in excess of $35,000 for construction and service contracts and all purchase contracts in excess of $20,000 shall be subject to competitive bidding.

3. For public works and purchase contracts which fall below the competitive bidding thresholds stated in the aforesaid paragraph “2”, the following conditions shall apply:
   
   (a) Whenever practicable, price quotations for proposals for goods and services shall be obtained from at least 3 vendors or contractors. Such price quotes may be either written or verbal.

   (b) Goods or services procured from New York State or Nassau County contracts shall be exempt from the comparative price quotation requirement stated in the aforesaid paragraph “a”.

   (c) Under normal circumstances, contracts shall be awarded to the vendor or contractor with the lowest price quotation deemed responsible. Circumstances under which the contract may not be awarded to the lowest responsible vendor or contract include, but are not limited to:
   
   (1) Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the Library.
   
   (2) Vendor’s or contractor’s terms for payment are disadvantageous to the Library, e.g. full payment before commencement of work or delivery of goods.
       
   (3) Vendor cannot fully comply with the specifications for goods or services as set forth by the Library.
   
   (4) Vendor’s warranty for goods or services is deemed inadequate by the Library.

   (5) Vendor’s post-purchase support services are deemed inadequate by the Library.

4. No purchase of goods or services shall be made from any vendor in which any member of the Board of Trustees, or the Library Administration, i.e. the Library Director, and/or library staff hold any interest.

5. This Procurement Guidelines Policy shall be reviewed annually.

Adopted: 2/12/93
As per Regulation 90.3 of the Commissioner of Education, preference in attendance at library programs will be given to resident and non-resident taxpayers (property owners). Exceptions may be made at the discretion of the Director.

As per New York State Law, the residence of minors is the legal residence of the parent or guardian.

A current Farmingdale Library Card will be required as proof of residence for program registration. Cards issued by the Library to non-resident teachers, students and employees of the district, do not entitle the bearer to register for programs.

For programs that require pre-registration, non-residents may leave their names on a waiting list and will be called if openings occur.

For programs filled on a “first-come, first-served” basis, Farmingdale Cardholders will be seated first, and any space available will be given to non-residents.

Maximum occupancy laws are enforced at all times for safety.

See also “TRIP REGISTRATION POLICY”
Resolved, that the Farmingdale Public Library, will not schedule programs or workshops on days/nights when the schools in the Farmingdale School District #22 are closed for the observance of religious holidays.
MAINTENANCE OF PUBLIC ORDER AT LIBRARY FACILITIES

I. Purpose

The following rules, regulations and procedures are enacted by the Board of Trustees for the purpose of maintaining public order in the library facilities and surrounding sites by all library patrons, visitors and employees, as well as other licensees and invitees, in accordance with Section 262 of the Education Law of the State of New York.

II. Conditional Permission for Use of Library Facilities

As a condition for the use of Library premises, Library patrons, employees, visitors and other licensees and invitees who enter upon or remain at the Library facilities, agree that they shall be subject to these rules and regulations. Failure to comply with the same shall constitute grounds for the immediate ejection as a trespasser, suspension of library borrowing privileges and revocation of rights to enter upon library premises.

III. Use of Library Facilities

The use of Library facilities and entry onto Library premises shall be limited to employees of the Library in the performance of their duties and patrons and visitors to the Library facilities and offices for the following purposes:

1. reading, selecting, returning and borrowing Library books and materials
2. using Library public access computers
3. using patron laptop and portable computers and video devices for online/internet access
4. conducting business with the Library
5. attending educational conferences, meetings, programs, art exhibits, and concerts authorized or conducted by the Board of Trustees or other Library personnel.

All persons entering or remaining upon Library premises for any other purpose shall be deemed trespassers not authorized to remain upon Library premises if engaged in conduct in violation of Library rules and regulations or in violation of law, including, but not limited to, the following:

Causing Damage and Injury
Causing or attempting to cause physical injury to the person or property of another, willfully causing or attempting to cause physical damage to Library building and equipment, willfully damaging library materials

Conducting Business or Campaigning
- Engaging in any business or proprietary activities on Library premises for which a person receives monetary compensation or in the solicitation of business or the sale of goods, products or services to others
Conveying onto Library premises any poster, placards or similar display for purposes of advertising or soliciting business or the advertising a business or product

Distributing leaflets or literature of any nature for candidates to public office, or circulating petitions for such candidates within the Library or upon Library premises.

**Harassing Others**

- Annoying others through noisy or boisterous activities, abusive or threatening language, staring, using audio equipment without headphones or at a volume level that is audible to others, singing, or following that person.
- Disrupting library functions or programs
- Using the Library’s toilet rooms for inappropriate purposes such as bathing, laundering of clothing, shampooing of hair, and shaving
- Entering into the Library with personal property, clothing, or deficient personal hygiene resulting in an offensive odor disruptive to Library patrons and staff

**Trespassing**

- Entering into unauthorized (non-public access) areas of the Library

**Violating Decorum**

- Entering the building shirtless or shoeless
- Having food and beverages at the Library’s computer workstations.
- Entering the Library while intoxicated by alcohol or drugs
- Placing feet on furniture, sitting on tables, or rearranging furniture
- Bringing animals other than registered service animals into the library

**Violating the Law**

Engaging in any unlawful conduct in violation of the Penal Law of the State of New York, including, but not limited to:

- Displaying of obscene or pornographic materials on library public access computer video monitors, on patron video devices such as laptop computers, iPads, smart phones, etc., or in printed/graphic form; causing the retention of such obscene or pornographic material on library computers and computer hardware and media
- Transporting illegal drugs, alcoholic beverages, fireworks, firearms, switchblade or gravity knives or other weapons or contraband onto library premises
- Smoking tobacco or other substances on Library premises

**Refusing to comply with the directives of the Library Director and authorized personnel.**

Reviewed: 1/17/2017
Adopted: 1/17/2017
IV. PROCEDURES

1. While the Farmingdale Public Library facilities are open, the Library Director or his/her designee, in the first instance, shall be responsible for the enforcement of these rules and regulations. Any violation thereof shall be immediately reported to the Library Director or his/her designee who shall thereupon immediately make inquiry of the facts and circumstances surrounding the complaint, and who may thereupon either direct the trespasser to cease and desist the violation or vacate the premises. Upon refusal of such person to obey the directive of the Library Director or his/her designee, such Library Director or designee is hereby authorized and directed to make a complaint to the Nassau County Police Department and to sign any information necessary to charge said trespasser with the appropriate violation of the Penal Law. The Library Director shall forthwith make a report to the Board of Trustees.

2. When the Library is not open to the public, or when the Library Director or his/her designees are not present, any Library employee is authorized and directed upon observing and being informed of any violation of these rules and regulations, to make inquiry of the facts and circumstances surrounding the violation and any such employee may either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the employee, such employee is hereby authorized and directed to make a complaint to the Nassau County Police Department and sign any information as necessary charging said violator with the appropriate violation of the Penal Law. Subsequently, such Library employee shall make a written report of the facts and circumstances surrounding the enforcement of these rules and regulations to the Library Director or his/her designee within 24 hours.

3. The Library shall indemnify and save harmless the Library Director his/her designee or any Library personnel or Trustees, from any action, claim or proceeding instituted against such person arising out of the enforcement of these rules and regulations by such Library personnel.

4. In addition to all of the foregoing summary remedies against the trespasser and/or may thereafter, in his/her sole discretion, take the following action with respect to the following categories of persons:

   a. Library patrons: residents of the school district registered or qualified for registration as a borrower of library books and materials may have their borrowing privileges suspended for a period not to exceed one year.

   b. Library Personnel: employees are subject to the applicable provisions of the Civil Service Law and education Law and may be disciplined, censored, suspended without pay, or discharged accordingly.

   c. Visitors, licensees and invitees: such persons may be subject to the revocation of their licensees to enter upon Library property for a period not to exceed one year.
V. APPEAL PROCEDURE

1. Appeals by Library patrons and registered borrowers of Library materials relating to suspension of borrowing privileges and revocation of their privileges to enter upon Library premises shall be made to the Board of Trustees. Appeals by Library personnel subject to the provisions of the Civil Service Law and Education Law may be made to the Board of Trustees. Appeals by visitors, licensees and invitees may be made to the Board of Trustees.

2. Each person, not an employee of the Library, shall have the right to submit a written notice of appeal to the Board of Trustees within Thirty (30) days of any action of the Library Director suspending borrowing privileges or revoking their license to enter upon Library premises. The Board of Trustees, or their designee, shall convene a hearing within twenty (20) days of submission of such notice of appeal, at which time and place the aggrieved shall be afforded the opportunity to present evidence, testify and cross examine witnesses. Within thirty (30) days of such hearing, the Board of Trustees shall render a decision in writing either restoring the aggrieved person’s library privileges or confirming the Library Director’s actions explaining the reason for the continuance of the Director’s action.

3. Appeals by Library patrons and registered borrowers of Library materials relating to suspension of borrowing privileges and revocation of their privileges to enter upon Library premises shall be made to the Board of Trustees. Appeals by Library personnel subject to the provisions of the Civil Service Law and Education Law may be made to the Board of Trustees. Appeals by visitors, licensees and invitees may be made to the Board of Trustees.

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Adopted: 11/14/95
Reviewed: 5/17/2011
Resolved, that the Board of Trustees of the Farmingdale Public Library that Records Retention and Disposition Schedule No. 20 – Lib-1, issued pursuant to part 185, title B of the Official Compilation of Codes, Rules and Regulations of the State of New York and containing minimum legal retention periods for records, is hereby adopted for use by the Director of the Library.

Further resolved, that this Board hereby authorizes the disposition of records in accordance with the legal minimum retention periods set forth in Records Retention and Disposition Schedule No. 20 – Lib-1;

And further resolved that the President of the Board of Trustees be, and hereby is directed to furnish a certified copy of this Resolution to the Commissioner of Education.
Pursuant to Chapter 302 of the New York State Laws of 1988: Be it resolved that the Board of Trustees of the Farmingdale Public Library became an independent participant in the New York State Local Retirement Systems, separate and distinct from the Farmingdale UFSD #22, effective May 1, 1990.

Pursuant to Chapter 302 of the New York State Laws of 1988, be it further resolved that the Board of Trustees of the Farmingdale Public Library shall provide Tier I and Tier II members of the NYS Retirement plan described in Section 75-I (New Career Plan), effective May 1, 1990.
A. Safety Plan

In the event of an emergency, please see the Safety Plan in this binder.

B. Safety – Medications

Library employees are NOT authorized to administer and/or provide ANY medications including but not limited to epi-pens, aspirin, Narcan, and Benadryl to the public. This policy has been approved by the Library Board of Trustees (2/19/19).

In the event of an emergency and/or concern that an individual on Library grounds is in need of medical attention, employees should call 911.

Safety Plan adopted: 5/21/2013
Medications adopted: 2/19/2019
SAVINGS BONDS AND TAX SHELTER ANNUITIES

The Board approves employee participation in the United States Savings Bond Program through payroll deduction.

The Board approves employee participation in a tax sheltered annuity program through payroll deduction.

The Board approves Admin Partners as the Library’s 403(b) third party administrator.

Adopted: 4/14/70
Reviewed: 12/96
Adopted: 6/22/2010
Reviewed: 5/17/2011
The Board of Trustees of the Farmingdale Public Library recognizes its responsibility for the health and safety of the children entering upon Library premises and participating in the Library’s programs or events. In light of that responsibility, that Board desires that appropriate precautionary measures be taken, in the event that the Library receives information from local law enforcement agencies regarding sex offenders who have been paroled by the New York State Division of Parole or are otherwise identified by law enforcement authorities as “level two” or “level three” (sexually violent predator) sex offenders as defined under Article 6-C of the Correction Law and reside within the confines of the Farmingdale Union Free School District.

1. It is the policy of this Board that whenever such information is received from local Law enforcement agencies, the information shall be disseminated to the following personnel:
   a. Director and Library Administration
   b. staff members responsible for children and young adults departments and programs
   c. security personnel
   d. custodian and cleaners

2. The Director shall be authorized to utilize all available resources (e.g. the statewide toll free registry or local precinct directory) to verify unconfirmed reports. Library personnel are hereby instructed not to further disclose such information, except to other staff members of the Library who have demonstrated a need to know. In the event such personnel have concerns with regard to another staff members “need to know”, they shall request guidance from their immediate supervisor.

3. Library personnel are hereby further instructed to notify their immediate supervisor in the event they observe any suspicious person in an area where children congregate, or if a paroled sex offender is so observed. Supervisors are to immediately notify the Director or Librarian-in-Charge. The Director or Librarian-in-charge shall immediately contact local parole and law enforcement authorities. In the event that the Director or Librarian-in-charge cannot be reached, local parole and law enforcement authorities shall be notified immediately and a written report of the incident shall be submitted to the Director.

4. Upon receipt of information from local law enforcement agencies, the Library Director shall confirm that it has been received.

5. Records and information regarding sex offenders received from local law enforcement agencies do not constitute public records of the Library, and such records shall not be subject to disclosure pursuant to the Freedom of Information Law (Public Officers Law Article 6).
6. State law provides immunity from civil or criminal liability to any official, employee or agency for any discretionary decision to release or to not release information pursuant to the law, unless it is shown that the official, employee or agency acted with gross negligence or in bad faith.

7. Library Administration shall notify local law enforcement agencies having local jurisdiction within the District, by registered mail, return receipt requested, of the names and address of all non-Library groups and organizations which conduct programs for children at Library facilities and request that the local law enforcement agencies provide such groups with the information that has been provided to the Library.

8. The Director shall confer with the Library’s attorney with respect to any questions concerning application of this policy.
SEXUAL HARASSMENT PREVENTION POLICY

Introduction

The Farmingdale Public Library (hereinafter the “Library”) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. The Library has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Library’s commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with the Library, or with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. The Library’s Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with the Library, regardless of immigration status. The term “employee” in this policy refers to this collective group.

2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action including, but not limited to, counseling, suspension, or termination.

3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Library has a zero-tolerance policy for such retaliation against anyone who, in good faith reports or provides information about suspected sexual harassment. Any employee of the Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee, working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, or the Library Director. Any employee, paid or unpaid intern, or non-employee who believes they have been a victim of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, may be penalized for such misconduct.

5. The Library will conduct a prompt, thorough and, to the extent feasible, confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All
employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Library will provide all employees a complaint form for employees to report harassment and file complaints.

7. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of to the Library Director, Debbie Podolski, or, in the event the complaint involves the Library Director, to the Library Board President.

8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to employees upon hiring and shall be posted prominently in all work locations.

What Is “Sexual Harassment”? 

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment including, but not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.
Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, deliberate brushing against another employee’s body or poking another employees’ body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.

- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target’s job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.

- Sexually oriented gestures, noises, remarks, jokes or comments about a person’s sexuality or sexual experience, which create a hostile work environment.

- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

- Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
  - Sabotaging an individual’s work;
  - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. State and federal law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.
**SEXUAL HARASSMENT PREVENTION POLICY continued**

**Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at Library-sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

**What is “Retaliation”?**

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

**Reporting Sexual Harassment**

Preventing sexual harassment is everyone’s responsibility. The Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Library Director. Library Director, Debbie Podolski. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Library Director.

In the event a complaint of sexual harassment involves the Library Director, the complaint shall be reported to the Board President, who shall, with the Board of Trustees, refer the complaint to a trained investigator not employed by the Library for investigation in accordance with this policy.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this
complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.

Employees, paid or unpaid interns, or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

**Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Library Director, Debbie Podolski. In the event a complaint of sexual harassment involves the Library Director, the complaint shall be reported to the Board President, who shall, with the Board of Trustees, refer the complaint to a trained investigator not employed by the Library for investigation in accordance with this policy.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

**Complaint and Investigation of Sexual Harassment**

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed within 30 days when possible. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Library will not tolerate retaliation against employees who report and/or participate in any investigation.

Investigations will be done in accordance with the following steps to the extent feasible:

- Upon receipt of complaint, Library Director, Debbie Podolski or an investigator assigned by the Board of Trustees will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
SEXUAL HARASSMENT PREVENTION POLICY continued

- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective actions action(s).
- Keep the written documentation and associated documents in the Library’s records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of their right to file a complaint or charge externally as outlined below.

Training of Staff

The Director/designee(s) shall affirmatively discuss the topic of sexual harassment with all employees in order to express the Library's condemnation of such conduct and explain the sanctions for harassment. All employees of the Library shall receive training on an annual basis which is interactive, and which includes:

- an explanation of sexual harassment;
- examples of conduct that would constitute unlawful sexual harassment;
- information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment; and
- information concerning employees' rights of redress and all available forums for adjudicating complaints.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Library, employees may also choose to pursue legal remedies with the following governmental entities at any time.

New York State Division of Human Rights (DHR)
The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or
unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Library does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR. DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney’s fees and civil fines.

DHR’s main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, www.dhr.ny.gov

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR’s regional offices across New York State.

**United States Equal Employment Opportunity Commission (EEOC)**

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov
SEXUAL HARASSMENT PREVENTION POLICY continued

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.
If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to Library Director, Debbie Podolski or in the event a complaint of sexual harassment involves the Library Director, the complaint shall be reported to the Board President. Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, the Library will still follow its sexual harassment prevention policy by investigating the claims. It is strongly encouraged that you complete this form, however, in order to provide the Library with sufficient information in order to conduct a thorough investigation.

COMPLAINT INFORMATION

Name:

Home Address: Work Address:

Home Phone: Work Phone:

Job Title: Email:

Specify Preferred Communication Method:

SUPERVISORY INFORMATION

Immediate Supervisor’s Name:

Title:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

   Name: Title:

   Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. (Please use additional sheets of paper if necessary and attach any relevant documents or evidence.)

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________
3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing: ☐ Yes ☐ No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint.

____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

I request that the Farmingdale Public Library investigate this complaint of sexual harassment in a timely and, to the extent feasible, confidential manner and advise me of the results of the investigation.

Signature: __________________________ Date: __________________

Adopted: 10/24/2018
SMOKING POLICY

As per Article 13-E of the Public Health Law and the Laws of Nassau County, smoking or carrying a lighted cigar, cigarette, pipe or other forms of smoking objects or devices including electronic cigarettes in the Library building is prohibited.

Adopted: 5/09/95
Reviewed: 5/17/2011
TRIP REGISTRATION

The following rules and regulations for Library sponsored trips shall be in effect:

1. All reservations must be accompanied by payment. Reservations will be made on a first come, first served basis, with District #22 residents served exclusively for a designated period. After that period, bus trips will be open to non-residents.

2. Reservations are the responsibility of the purchaser. If the purchaser must cancel, it will be their responsibility to sell the ticket. The library will make no refunds.
TUTORIZING POLICY

Tutoring will be allowed in the Farmingdale Public Library. This includes one-on-one, group, non-profit, and paid instruction. In order to balance tutoring activities with the needs of other patrons for access to quiet spaces and seating, the following policy will be enforced:

**Code of Conduct**

- Tutoring must not disturb staff or library patrons. Unacceptable behavior includes, but is not limited to, engaging in loud or disruptive conversation or conduct, use of cell phones, and monopolizing work areas.

- Paid tutors may not publish, distribute, or post advertisements in newspapers, bulletin board, social media, and so on indicating the library as their place of doing business or imply library sponsorship of their activities.

- The library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors or students on library property. All arrangements must be made between the tutor and student/parent/guardian.

- Children under 18 who are tutored in the library are the responsibility of the tutor or parent/guardian while on library property. If the tutoring session ends when the library closes, the tutor is responsible for waiting outside the building for a parent/guardian to arrive to pick up the student.

- Tutors and students must bring their own supplies. The library will not provide supplies.

**Where Tutoring Can and Can Not be Conducted in the Library**

- Worktables are available on a first-come first-serve basis and cannot under any circumstances be reserved in advance.

- The library is not obligated to accommodate any tutor on a regularly scheduled basis.

- Tutors may be asked to share a worktable with another tutor/student.

- Library staff reserves the right to ask tutoring to cease if the space being used is needed for other library purposes.

- **Tutoring is prohibited in the Quiet Study Room, Small Meeting Room, Teen Scene, and at any table/chair/area designated as “quiet space for individual work or reading.”**

Noncompliance with the above guidelines will result in tutors and students being told to leave the library.

Approved: July 24, 2018
UNEMPLOYMENT INSURANCE

As of January 1, 1978, all employers are required to contribute to unemployment insurance. The Board voted to reimburse the unemployment insurance fund for benefits paid to its former workers instead of paying contribution earnings for every person on the payroll.

Adopted: 12/13/77
Reviewed: 12/96
Reviewed: 5/17/2011
WORKPLACE VIOLENCE PREVENTION POLICY

PREAMBLE
Section “27-b” of the Labor Law, enacted on June 7, 2006, requires public employers to perform workplace evaluations or risk evaluations at each worksite, and thereafter develop and implement programs to prevent and minimize workplace violence caused by assaults and homicides. The Law is designed to ensure that the risk of workplace assaults and homicides are regularly evaluated by public employers and that workplace violence protection programs are implemented to prevent and minimize the hazard to public employees. The new law is effective March 4, 2007.

The Farmingdale Public Library implementation of the provisions of the Workplace Violence Prevention Law will be in accordance with Rules and Regulations to be enacted by the New York State Labor Department.

DEFINITION
The Farmingdale Library adopts the definition of “Workplace Violence” of the National Institute for Occupational Safety and Health (NIOSH):

"Violent acts (including physical assaults and threats of assaults) directed toward persons at work or on duty.” Workplace violence is any physical assault, threatening behavior or verbal abuse occurring in the work setting.

COMPLIANCE WITH STATUTORY REQUIREMENTS
The Farmingdale Library shall:

(1) Perform a risk evaluation of the workplace to determine the presence of factors that might place employees at risk from occupational assaults and homicides.

(2) Prepare a pro-active workplace violence prevention program that will assess potential threats before they occur and help employees immediately respond to workplace violence.

(3) Inform and train employees on the requirements of the Law and identified workplace risk factors.

Additionally, because the Farmingdale Library employees a minimum of twenty (20) or more full-time permanent employees, the Farmingdale Library will develop and implement a written workplace violence prevention program and provide employee training on workplace violence prevention measures and other information contained within the Library’s written program.

Employee workplace violence training must be provided at the time of job assignment and annually thereafter. The Farmingdale Library’s Administration will give each employee a copy of the written workplace violence prevention document.

WORKPLACE VIOLENCE PREVENTION "RISK EVALUATION"
The Farmingdale Library’s Administration will perform a risk evaluation inspection of the workplace, focusing on identifying and assessing potential hazards and conditions that might place employees at risk of occupational assaults or homicides. Risk evaluation techniques will include the following:
• An examination of past incidents to identify patterns of violence that occurred in the Library
• A review of employees’ illness and incident reports to identify if injuries have resulted from workplace violence incidents
• Inquiries of employees to obtain details associated with the occurrence of workplace violence incidents
• Physical workplace security building surveys
• Annual security analyses including inspecting the Library’s building, with possible evaluators being the Library’s Administrators, consultants, or law enforcement authorities

EMPLOYEE AWARENESS
The Library will emphasize training and education programs and reinforce the Library’s zero tolerance workplace violence policy to reduce the possibility of workplace violence.

Moreover, the Library will emphasize the importance of immediately reporting any workplace violence incident to Library Administrators and the local law enforcement authorities to ensure prompt action.

WORKPLACE VIOLENCE PREVENTION TRAINING PROGRAM
Employee workplace violence prevention training will be specific to the duties the Farmingdale Library’s facility and staff perform, and shall address essential topics, including:

• Description of workplace violence
• Dissemination of information regarding early detection of violent conduct
• Expeditious communication of suspicious behavior, threats, or violence to the Library’s security staff and/or Administration
• Protocols for reporting threatened or actual workplace violence
  1. The first person aware of threats of suspicious behavior or workplace violence will immediately report this information to the Library’s security staff and/or Administration.
  2. The Library’s security staff and/or Administrators will approach the person exhibiting threatening or potentially threatening behavior and question the such person.
  3. If determined necessary, the Library’s security staff and/or Administrators will confirm the person’s identity and intentions, and determine whether to escort the person from the Library or to summon law enforcement authorities.

• The Library’s commitment to zero tolerance of workplace violence
• Strategies for avoiding incidents of workplace violence
• Workplace violence reporting procedures
WORKPLACE VIOLENCE POLICY (continued)

- Mandatory reporting of all incidents
- Circumstances warranting the Library’s investigation of individuals
- Staff communications with the Library’s Administrators relating to workplace violence

RECORD KEEPING and REPORTING REQUIREMENTS

The Library shall comply with all statutory requirements for recording and reporting incidents of workplace violence (New York State Labor Law, Section “27-a” & NYCRR Part 801, Recording and Reporting Public Employees' Occupational Injuries and Illnesses)

The Library shall record an employee’s workplace violence injury if it results in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid and loss of consciousness. Additionally, employers should use accident and illness record-keeping information to ensure the effectiveness of the Library’s written workplace violence prevention plan.

The Library shall report employee workplace violence related fatalities and multiple hospitalizations to the Department's Public Employee Safety and Health (PESH) Bureau within 8 hours of the incident. (NYCRR Part 801)

ADMINISTRATIVE REGULATIONS

The Library Director shall be authorized to enact administrative regulations and procedures to fulfill the requirements of this policy and the statute.