

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY
LIBRARY CHARGES AND FEES

Revised: 2003

Reviewed 12/18/2004

Revised 2006

Reviewed 8/21/2008

Revised and Approved 4/13/2013

Revised and Approved 5/16/2015

Revised and Approved 11/23/2019

Revised 12/18/2021

Need for this Policy:

This policy is to encourage patrons to return items by the due date so items may be available for other patrons to borrow.

Policy:

- I. The Library shall extend a one day grace period for overdue items.
Items not returned on the grace day:
 - A. A fine of \$.15 per day will accumulate for Audiobooks and Magazines until items are returned.
 - B. A fine of \$1.00 per day will accumulate for Movies, Music, Games and Hotspots until item is returned.
 - C. Library items that are lost and/or damaged by a patron will be resolved by:
 - a. Replacement cost of the item; or
 - b. Replacement of exact replica of item
 - c. Patrons will receive credit on their account when lost items previously paid for are returned minus any and all expenses accrued by library.
 - D. Computer and Borrowing Privileges will be suspended for any Patron owing a fine in excess of \$2.00 until said fines have been satisfactorily resolved.
- II. Overdue Items
 - A. Overdue notices for items out are sent via email and/or U.S. Mail one week after items are due,
 - B. After four weeks overdue cost of item is placed on the patron's card plus the overdue fines accumulated,
 - C. Bill for overdue items will be sent to patron via U.S. Mail
 - D. *After six weeks a letter will be sent informing patron they will be sent to collections,
 - E. **After eight weeks Patron's information will be sent to collection agency; and,
 - F. A \$10.00 collection fee will be placed on patron's card
- III. Library privileges will be suspended until:
 - A. Items are returned and fine paid; or
 - B. Replacement cost of item is paid; and
 - C. Collection fee is paid

*The Mechanicville District Public Library realizes unforeseen circumstances may arise (hospitalization, accidents, death, weather, etc.), if Director deems circumstance valid by patron some or all fines may be waived except for the \$10.00 collection fee.

**As of January 2004 the Mechanicville Library has retained the services of Unique Management, a collection agency to retrieve materials and fines outstanding for more than 60 days.

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY
LIBRARY CHARGES AND FEES

MECHANICVILLE DISTRICT PUBLIC LIBRARY
CD-ROM USE FOR THE CHILDREN'S ROOM

Adopted and Approved by the Board of Trustees May 1997
Reviewed and Approved by the Board of Trustees December 1998
Revised and Approved by Board August 21, 2008

The following policies pertain to the CD-ROM computers in the Children's area of the library. We expect patrons to be courteous to each other:

- * Children under age 7 must be accompanied by an adult.
- * Children may reserve computer time by signing up on the sign in sheet.
- * Children may use a computer for 1 hour per day. If no one is waiting at the end of the reserved time the user may go on using the computer.
- * Being 5 minutes late for reserved time will result in forfeiture of the time if others are waiting.
- * The computer is available for use at all times that the library is open until 5 minutes before closing time. Two people at a time may use a computer.
- * Only library software may be used. Patrons may supply their own paper for the printer or may buy paper from the library at \$.15 per sheet.

The Children's Computer Center provides children and their parents with access to information and learning games in an exciting way. Please help us provide the service by being courteous and following the rules.

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY
CIRCULATION POLICY

Revised: 2003

Reviewed: 12/18/ 2004

Revised: 2006

Reviewed: 8/21/ 2008

Revised: 2013

Need for this Policy:

The Library needs this policy to establish loan periods and amounts of library materials which may circulate.

Policy:

I. Reference Items do not circulate.

II. Loan Periods

A. A loan period of 21 days applies to:

1. Books, Audio Books, Music and Magazines.

B. A loan period of 7 days applies to:

1. A/V Materials (Movies, Games) and Juvenile Holiday Books.

C. Patrons with valid library cards may have hold on their account at one time:

1. Books – 50
2. DVD's – 3
3. Music CD's – 5
4. Magazines – 4
5. Audio Books – 10
6. Games – 1

D. Restrictions:

1. Juvenile

- a. The staff reserves the right to question anyone appearing to be under the age 15, un-chaperoned by an adult, about Adult Titles.
- b. Anyone under the age of 18 may not take R-rated Media (which includes DVD's, Parental Advisory Music, Rated-A Games) unless;
 - i. Parental consent is initialed on Juveniles' application.

E. Requests for exceptions to limits will be taken and reviewed individually.

F. Items already on loan, on order or at another library may be requested on the computers or at the desk.

G. Titles not found may be requested for purchase or for interlibrary loan from another library system

H. There is a limit of one renewal per item

1. Renewals may be made via online, by phone or in person

Collection Development and Materials Selection Policy Statement of the Mechanicville District Public Library

Materials Selection Policy:

The purpose of this statement on materials selection is to establish policies to guide staff and to inform the public about the principles upon which selections are made to develop the collection of the Library.

A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist them in choosing from a vast array of materials available.

The Library sets as its major goal in collection development and materials selection: to secure for all residents of the Library's service area the informational, educational, cultural, and recreational materials in all media, both published and unpublished, that fit their needs.

Definitions:

The word "materials" used for the specific forms of media, has the widest possible meaning; it may include books (hardbound and paperbound), government documents, pamphlets, maps, magazines and journals, comic books, newspapers, broadsides, manuscripts, films, filmstrips, sound discs, sound tapes, slides, posters, videotapes, games, and art reproductions or original art work.

"Selection" refers to the decision that must be made either to add a given item to the collection or to retain one already in the collection. It does not refer to guidance in assisting a library user.

Responsibility for Materials Selection and Collection Development:

Final responsibility for selection and development of the collection lies with the Board of Library Trustees. However, the Board delegates to the Director authority to interpret and guide the application of the policy in making day-to-day selections. The Director may authorize other staff to apply this policy in building the collection. In exceptional cases the Director will present comprehensive information to the Board.

Objectives:

The primary objective of selection shall be to collect materials of contemporary significance and of permanent value. The Library will always be guided by a sense of responsibility to both present and future in adding materials which will enrich the collections and maintain an overall balance. The Library also recognizes an immediate duty to make available materials for enlightenment and recreation, even

Duties of Librarians:

All staff members selecting library materials will be expected to keep the objectives in mind and apply their knowledge and experience in making decisions.

Criteria of Selection:

No item in a library collection can be indisputably accepted or rejected by any established given guide or standard. However, certain basic principles can be applied as guidelines. Every item must meet such of the following criteria as are applicable to its inclusion in the collection.

1. The degree and accomplishment of purpose
2. Authority and competency of the author, composer, filmmaker, etc.
3. Comprehensiveness in breadth and scope
4. Sincerity and fundamental objectivity
5. Clarity and accuracy of presentation
6. Appropriateness to the interests and skills of the intended users
7. Relation to existing collections
8. Relative importance in comparison with other materials on the subject
9. Importance as a record of the times for present and future use.

Use of Library Materials:

The Library recognizes that many materials are controversial and that any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of residents of the Library's service area.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft.

The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm, but no further.

Responsibility for the reading, listening, and viewing of library materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

Guidelines for Selection and Collection Development:

1. The Library takes cognizance of the purposes and resources of other libraries in the region and shall not needlessly duplicate functions and materials. Through membership in the Southern Adirondack Library System and its cooperation with the Capital District Library Council, the resources of other libraries in the region will be made available through inter-library loan and other means to the Library's patrons to the extent possible.

2. The Library acknowledges the purposes of educational programs for students of all ages provided by the educational institutions in the area. Text books and curriculum related materials for these programs are provided where the materials also serve the general public or where they provide information not otherwise available.

3. Legal and medical works will be acquired only to the extent that they are useful to the layman.

4. The Library acknowledges a particular interest in local and state history; therefore, it will seek to acquire appropriate state, county and local public documents, and it will take a broad view of works by and about New York authors as well as general works relating to the State of New York. However, the Library is not under any obligation to add to its collections everything about New York or produced by authors, printers or publishers with New York connections. The Library will attempt to collect comprehensively works about the local community, and to the extent possible, about surrounding communities.

5. Because the Library serves a public embracing a wide range of ages, educational backgrounds and reading abilities, it will always seek to select materials of varying complexity.

6. In selecting materials for the collection the Library will pay due regard to the special, commercial, industrial, cultural and civic enterprises of the community.

Gifts:

The Library accepts gifts of materials and is grateful for such gifts, but it reserves the right to evaluate and to dispose of them in accordance with the criteria applied to purchased materials. Gifts which do not accord with the Library's objectives and policies will be refused, sold at the Library's book sales, or otherwise disposed of according to law. No conditions may be imposed relating to any gift either before or after its acceptance by the Library. The Library cannot appraise gifts for their value for tax purposes or other purposes.

Maintaining the Collections:

Librarians are expected to use good judgment to remove from the collections whatever no longer serves a need, and to refurbish, by rebinding or other means, materials which might suffer deterioration if not so cared for.

Revision of Policy: This policy will be revised as times and circumstances require.

Challenges to Materials in the Collection: The Library rejects any censorship of materials in the collection which meet the criteria of this statement. The Library will abide by the policies contained in its Censorship Statement (Enclosure 1).

Intellectual Freedom: The Board of Library Trustees of the Mechanicville District Public Library includes as a part of its statement on materials selection and collection development the American Library Association's "Library Bill of Rights," and these other statements regarding intellectual freedom:

Library Bill of Rights	Enclosure 2
Freedom to Read Statement	Enclosure 3
Freedom to View Statement	Enclosure 4
Free Access to Libraries for Minors	Enclosure 5

Adopted by the Board of Trustees on this date: January 11, 1991

Thomas F. Golden

Thomas F. Golden, President
Board of Trustees, Mechanicville District Public Library

Enclosure 1: Censorship Policy

1. Any individual may reject materials for himself but may not restrict the freedom of others to read.
2. Whenever library material is challenged, it will be reexamined by the Library Director and, when necessary, referred by the Director to the Board of Trustees; if the material meets the criteria of the materials selection and collection development policy, it shall not be removed from the collection except by court order.
3. When materials are challenged library staff will:
 - (a) Treat complaints with dignity and courtesy.
 - (b) Provide a form "Request for Reconsideration of Library Materials" (attached) to obtain a formal complaint.
 - (c) The full facts shall be presented to the Library Board of Trustees.
 - (d) Defend the principles of freedom to read and the professional responsibility of the library rather than the book.
 - (e) Complaints and/or objections to library materials will be considered in terms of the Library's materials selection policy, the principles of the Library Bill of Rights and the Freedom to Read Statement, and the opinions of the reviewing source(s) used in selection.
 - (f) If necessary seek the support of local press and the New York Library Association's Intellectual Freedom Committee.
4. The complaints, and/or objections, and response will be forwarded to the Library Director for review and relevant comments if received by a substitute in the Director's absence.
5. In the event that the person or group registering the objection is not satisfied, a direct meeting with the Library Director will be arranged.
6. If the complainant still feels that the problem has been dealt with inadequately, a final appeal to the Board of Trustees will be made. The Library Director will notify and inform the Board of the details of the case before a full hearing is scheduled.

The Mechanicville District Public Library Request for Reconsideration of Material Form

The Library Board of Trustees of the Mechanicville District Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director at Mechanicville District Public Library, 190 North Main Street, Mechanicville NY 12118 mec-director@sals.edu 518-664-4646

Date _____

Name _____

Address _____

City State/Zip _____

Phone _____ Email _____

Do you represent self? ____ Or an organization? ____ Name of Organization _____

1. Resource on which you are commenting: ____ Book (e-book) ____ Movie ____ Magazine ____

Audio Recording ____ Digital Resource ____ Game ____ Newspaper ____ Other Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

Request For Reconsideration of Library's Materials

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone # _____

Complainant represents:

_____ Self

_____ Organization: _____

_____ Identify other group: _____

1. Resource on which you are commenting:

_____ Book

_____ Magazine

_____ Newspaper

_____ Other

_____ Videotape

_____ Other Audiovisual Resource

_____ Content of Library Program

Title _____

Author/Producer _____

2. What brought this title to your attention? _____

3. To what do you object? (Please be specific, cite pages) _____

4. What do you feel might be the result of using this material? _____

5. For what age group would you recommend it? _____

6. Is there anything good about it? _____

7. Did you read the entire book? (Or did you view the entire film or program?) _____

8. Are you aware of the judgement of this material by literary critics?
9. What do you believe is the theme?
10. What would you like your library to do?
11. Please comment on the resource as a whole as well as being specific on those matters which concern you. (Use other side if needed.)

Comment:

12. (Optional) What resource(s) do you suggest to provide additional information on this topic?

Signature of Complainant

Date

For Library Use Only

Enclosure 2: Library Bill Of Rights

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

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

Adopted June 18, 1948, Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and prevailing fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom.

They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but is ours.

This statement was originally issued in May 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953. Revised January 28, 1972, by the ALA Council.

Enclosure 4: Freedom To View

The Freedom To View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Educational Film Library Association's Freedom to View Committee, and was adopted by the EFLA Board of Directors in February, 1979.

**Enclosure B: Free Access to Libraries for Minors:
An Interpretation of the Library Bill of Rights**

Some library procedures and practices effectively deny minors access to certain certain services and materials available to adults. Such procedures and practices are not in accord with the Library Bill of Rights and are opposed by the American Library Association.

Restrictions take a variety of forms, including, among others, restricted reading rooms for adult use only, library cards limiting circulation of some materials to adults only, closed collections for adult use only, collections limited to teacher use, or restricted according to a student's grade level, and interlibrary loan service for adult use only.

Article 5 of the Library Bill of Rights states that, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." All limitations on minors' access to library materials and services violate that article. The "right to use a library" includes use of, and access to, all library materials and services. Thus, practices which allow adults to use some services and materials which are denied to minors abridge the use of libraries based on age.

Material selection decisions are often made and restrictions are often initiated under the assumption that certain materials may be "harmful" to minors, or in an effort to avoid controversy with parents. Libraries or library boards which would restrict access of minors to materials and services because of actual or suspected parental objections should bear in mind that they do not serve in loco parents. Varied levels of intellectual development among young people and differing family background and child-rearing philosophies are significant factors not accommodated by a uniform policy based upon age.

In today's world, children are exposed to adult life much earlier than in the past. They read materials and view a variety of media on the adult level at home and elsewhere. Current emphasis upon early childhood education has also increased opportunities for young people to learn and to have access to materials, and has decreased the validity of using chronological age as an index to the use of libraries. The period of time during which children are interested in reading materials specifically designed for them grows steadily shorter, and librarians must recognize and adjust to this change if they wish to serve young people effectively. Librarians have a responsibility to ensure that young people have access to a wide range of informational and recreational materials and services that reflects sufficient diversity to meet the young person's needs.

The American Library Association opposes libraries restricting access to library materials and services for minors and holds that it is the parents — and only parents —

who may restrict their children — and only their children — from access to library materials and services. Parents who would rather their children did not have access to certain materials should so advise their children. The library and its staff are responsible for providing equal access to library materials and services for all library users.

The word "age" was incorporated into article 5 of the Library Bill of Rights because young people are entitled to the same access to libraries and to the materials in libraries as are adults. Materials selection should not be diluted on that account.

Adopted June 30, 1972; amended July 1, 1981, by the ALA Council.



Mechanicville District Public Library

90 North Main Street
Mechanicville, NY 12118
Phone: (518)664-4646
Fax: (518) 664-8641
<http://meclib.sals.edu>

DEED OF GIFT

Donor(s): _____

Accession Date: _____

I/We, the undersigned, do hereby irrevocably and unconditionally give, transfer, and assign to the Mechanicville District Public Library by way of gift, all right, title, and interests in, to, and associated with the objects(s) described below:

I/We hereby notify the Mechanicville District Public Library that I/We am/are the lawful owner(s) of the above described item(s) of personal property, or am/are acting as the authorized agent(s) of the same; and the I/We have absolute authority to, and hereby do, effect transfer of ownership of all right, title, and interest thereof to the Mechanicville District Public Library

Donor Signature(s): _____ Date: _____

Date: _____

Printed Name(s): _____

The Mechanicville District Public Library has received the above described object(s) of personal property.

Authorized Representative for the Mechanicville District Public Library:

_____ Date: _____

Printed Name: _____

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY

ELECTRONIC RESOURCES/INTERNET ACCESS POLICY

Approved 10/31/2001
Revised 1/10/2006
Reviewed 8/21/2008
Revised 2013

Need for this Policy:

A policy is needed to set the rules for the Internet use in the Library

General Statement

As a part of the Mechanicville District Public Library's mission to provide multi-media access to educational, cultural and recreational materials to all patrons regardless of age, education level, financial status, or physical ability. Access to the Internet is compatible with the library's endorsement of the Library Bill of Rights, the Freedom to Read statement and other such statements of policy endorsed by the Mechanicville District Public Library, as well as the policies, goals and networks of resources outside of the Library, and it is intended that such access is being made available for research and reference purposes. The Mechanicville District Public Library has no control over these resources, nor does it have complete knowledge of what is on the Internet. The Mechanicville District Public Library does not warrant the information available through its Internet connection to be accurate, authoritative, factually timely or useful, and does not endorse the content of the networked information available. The Library does not monitor, nor have control over the information accessed through the Internet, and cannot be held responsible for the content of the networked information available through its Internet connection. Library users access the Internet at their own discretion. In the best interest of all users, the library request that the use of chat rooms be limited and that all users refrain from accessing inappropriate and pornographic sites.

Policy:

I. Restrictions

A. As with other library materials, the restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. With regard to children and teenagers, we recommend that parents or legal guardians take an active interest in and responsibility for their children's online use.

B. Computer Access

1. All Patrons are required to sign into the computers with an up-to-date, fine free Library Card. Please refer to the Circulation Policy for specific card restrictions. Individual use of an Internet Computer will be limited to a period of 60 uninterrupted minutes per session. If no other person is waiting to use the computer, patron may ask for more time. Failure to follow the Library Rules of Conduct allows Library Staff to impose stricter limitations.
2. First time visitors may ask for a guest pass for the use of an Internet Computer

C. Security and Downloading

1. Use of the hard drive for storage of data or downloading of files is absolutely prohibited without the express permission of the Library Director in advance.
2. The Library reserves the right to scan any Disc/Flash Drive a patron wishes to use in the computer. This policy will be strictly enforced and is intended to prevent the introduction of computer viruses into our system.

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY
ELECTRONIC RESOURCES/INTERNET ACCESS POLICY

3. When downloading, the user is solely responsible for ensuring his/her compliance with any federal patent or copyright laws. It is recommended that patrons continually save their work on their Disc, Flash Drive or any other storage device.
4. A Flash Drive may be purchased from the Library.

- D. Prohibited Activities
 1. A user is prohibited from using the internet resources access for the following purposes:
 2. Distribution of commercial advertising;
 3. Propagation of computer viruses; Computer hacking, or interfering with other users, services and equipment;
 4. Any use that would violate Federal, State or Local Laws

- E. Sanctions
 1. A violation of Section C or D, 2 through 4 will subject the user to a suspension from electronic resources access and may subject the user to criminal prosecution.

- F. Liability for Use of Electronic Services
 1. The Mechanicville District Public Library assumes no responsibility for any claims, liabilities, actions or damages to personal property arising from use of any library owned or leased electronic services, or resulting from the use of data made available through electronic information services.

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY
EMERGENCY PROCEDURES

Adopted 1995

Revised and Approved: 1997

Revised: 2013

Need for this Policy:

The Library needs this policy to set the rules to ensure the safety of all employees and patrons.

Emergency Closure:

If the director closed the library because of emergency conditions, employees will be paid. If the library is open during an emergency condition and an employee elects not to come to work, the employee will not be paid. If the library closed early for an emergency condition the employees that are working will be paid as though they worked the whole day. (See Also Inclement Weather Policy)

Emergency Evacuation:

The purpose of these procedures is to provide a safe, orderly and swift evacuation of the library in the event of an emergency. All fire alarms should be treated as real emergencies and evacuation should begin immediately unless an announcement to the contrary has been made.

ALL PUBLIC SERVICE STAFF IS EMPOWERED TO AGGRESSIVELY DIRECT PEOPLE TO THE NEAREST, APPROPRIATE EXIT.

SAME STAFF SHOULD SCRUPULOUSLY SEARCH EACH AREA FOR PERSONS LEFT BEHIND. PLEASE REMEMBER THAT A PANICKED CHILD OR ADULT MAY HIDE.

MAKE SURE RESTROOMS ARE CHECKED.

ONCE OUTSIDE, STAFF SHOULD DIRECT PEOPLE AWAY FROM THE BUILDING.

WHEN THE BUILDING IS SAFE TO RE-ENTER, AN "ALL CLEAR" SIGNAL WILL BE GIVEN TO THOSE OUTSIDE. OUTSIDE STAFF SHOULD PROCEED TO LEAD THE PUBLIC BACK INTO THE BUILDING.

Area Guidelines:

There are four (4) emergency exits. The Main Front Doors, the Children's Area Exit, The Secondary Front Doors, and the Back Exit near the Staff Restroom. All patrons and staff should use the closest and safest exit accessible. Anyone in the Children's area, the Children's area exit and follow side walk to the front parking lot.

Anyone in the Video area, Circulation Desk, Computer Lab, or Ellsworth Room should exit the Main Front Doors and proceed to the parking lot.

Anyone in or near the Adult stacks, or Reading Room should use or be directed to the Secondary Front Doors or the Back Exit (located near Staff Restroom) and proceed into the parking lot.

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY
EMERGENCY PROCEDURES

NO ONE SHOULD RE-ENTER THE BUILDING UNTIL AN ALL CLEAR HAS BEEN GIVEN. ALL
ATTEMPTS WILL BE MADE TO REUNITE ANY SEPARATED PARTIES.

Policy:

In the event of an emergency, such as fire, personal injury or where immediate assistance is required by the fire or police departments or medical personnel, the individual in charge and on duty will seek immediate assistance of the proper agency.

Following the call, the individual is to notify the Board President who will decide if all Board Members are to be notified depending on the seriousness of the situation.

In the event where immediate notification for assistance is not required, but where warnings have been broadcast for Tornadoes or severe thunderstorms with damaging winds or situations of a similar nature, the following steps are to be followed:

The Library Director or someone in authority is to call the Board President, discuss the matter and a decision will be made on what course of action to be taken. In the event the President is not available, the Vice President is to be notified.

When closing the Library, after normal business hours, an employee of the Library will be required to inspect all areas to insure that no one remains on the premises.

Part of the inspection will include observing that no packages or other objects that are not associated with the Library have been left.

In the event an object is found, caution should be taken in handling these items. If they seem suspicious, notify the authorities.

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY
PUBLIC ACCESS TO RECORDS POLICY WITH REGARD TO THE FREEDOM OF
INFORMATION LAW

Approved: 4/13/2013

Need for this Policy:

The public should have a method of accessing information

Policy:

- Section 1: Purpose and scope
- Section 2: Designation of records access officer
- Section 3: Location
- Section 4: Hours for public inspection
- Section 5: Requests for public access to records
- Section 6: Subject matter list
- Section 7: Denial of access to records
- Section 8: Fees
- Section 9: Public notice
- Section 10: Severability

Section 1: Purpose and scope:

- A. The people's right to know the process of government decision-making and the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted by shrouding it with the cloak of secrecy of confidentiality.
- B. These regulations provide information concerning the procedures by which records may be obtained.
- C. Personnel shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.
- D. Any conflicts among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

Section 2: Designation of records access officer:

- A. *The Library* is responsible for insuring compliance with the regulations herein, and designates the following person(s) as records access officer(s):

*Library Director
Mechanicville District Public Library
190 North Main Street
Mechanicville, NY 12118*

- B. The records access officer is responsible for insuring appropriate agency response to public requests for access to records. The designation of a records access officer shall not be construed to prohibit officials who have in the past been authorized to make records or information available to the public from continuing to do so.

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY
PUBLIC ACCESS TO RECORDS POLICY WITH REGARD TO THE FREEDOM OF
INFORMATION LAW

The records access officer shall insure that agency personnel:

1. Maintain an up-to-date subject matter list.
2. Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
3. Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.
- a. Upon locating the records, take one of the following actions:
 - b. Make records available for inspection; or,
 - c. Deny access to the records in whole or in part and explain in writing the reasons therefor.
4. Upon request for copies of records:
 - a. Make a copy available upon payment or offer to pay established fees, if any, in accordance with Section 8; or,
 - b. Permit the requester to copy those records.
5. Upon request, certify that a record is a true copy; and
6. Upon failure to locate records, certify that:
 - a. *The Library* is not the custodian for such records, or
 - b. The records of which *the Library* is a custodian cannot be found after diligent search.

Section 3: Location:

Records shall be available for public inspection and copying at:

The Mechanicville District Public Library
190 North Main Street
Mechanicville, NY 12118

Section 4: Hours for public inspection:

Requests for public access to records shall be accepted and records produced during all hours regularly open for business. These hours are:

Monday 11:00AM - 8:00PM
Tuesday 11:00AM - 6:00PM
Wednesday 11:00AM - 8:00PM
Thursday 11:00AM - 6:00PM
Friday 11:00AM - 6:00PM
Saturday 11:00AM - 3:00PM (September-June)

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY
PUBLIC ACCESS TO RECORDS POLICY WITH REGARD TO THE FREEDOM OF
INFORMATION LAW

Section 5: Requests for public access to records:

- A. A written request may be required, but oral requests may be accepted when records are readily available.
- B. If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet and in printed form either on paper or other information storage medium.
- C. A response shall be given within five business days of receipt of a request by:
 - 1. informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;
 - 2. granting or denying access to records in whole or in part;
 - 3. acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or
 - 4. if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.
- D. In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.
- E. A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed. Such failure shall include situations in which an officer or employee:
 - 1. fails to grant access to the records sought, deny access in writing or acknowledge the receipt of a request within five business days of the receipt of a request;
 - 2. acknowledges the receipt of a request within five business days but fails to furnish an approximate date when the request will be granted or denied in whole or in part;

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY PUBLIC ACCESS TO RECORDS POLICY WITH REGARD TO THE FREEDOM OF INFORMATION LAW

3. furnishes an acknowledgment of the receipt of a request within five business days with an approximate date for granting or denying access in whole or in part that is unreasonable under the circumstances of the request;
4. fails to respond to a request within a reasonable time after the approximate date given or within twenty business days after the date of the acknowledgment of the receipt of a request;
5. determines to grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request, but fails to do so, unless the agency provides the reason for its inability to do so in writing and a date certain within which the request will be granted in whole or in part;
6. does not grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request and fails to provide the reason in writing explaining the inability to do so and a date certain by which the request will be granted in whole or in part;
7. responds to a request, stating that more than twenty business days is needed to grant or deny the request in whole or in part and provides a date certain within which that will be accomplished, but such date is unreasonable under the circumstances of the request.

Section 6: Subject matter list:

- A. The records access officer shall maintain a reasonably detailed current list by subject subdivision two of Section eighty-seven of the Public Officers Law.
- B. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.
- C. The subject matter list shall be updated annually. The most recent update shall appear on the first page of the subject matter list.

Section 7: Denial of access to records:

- A. Denial of access to records shall be in writing stating the reason therefor and advising the requester of the right to appeal to the individual or body established to determine appeals, [who or which] shall be identified by name, title, business address and business phone number.
- B. If requested records are not provided promptly, as required in Section 5 of these regulations, such failure shall be deemed a denial of access.
- C. The following person or persons or body shall determine appeals regarding denial of access to records under the Freedom of Information Law:

The Board of Trustees of the Mechanicville District Public Library
 190 North Main Street
 Mechanicville, NY 12118

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PUBLIC ACCESS TO RECORDS POLICY WITH REGARD TO THE FREEDOM OF
INFORMATION LAW

- D. Any person denied access to records may appeal within thirty days of a denial.
- E. The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:
1. the date and location of requests for records;
 2. a description, to the extent possible, of the records that were denied; and
 3. the name and return address of the person denied access.
- F. A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.
- G. The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government
Department of State
One Commerce Plaza
99 Washington Avenue, Suite 650
Albany, NY 12231

- H. The person or body designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth subdivision (f) of this section.

Section 8 Fees:

- A. There shall be no fee charged for:
1. inspection of records;
 2. search for records; or
 3. any certification pursuant to this part.
- B. Copies may be provided without charging a fee.
- C. Fees for copies may be charged, provided that:
1. the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches. This section shall not be construed to mandate the raising of fees where agencies or municipalities in the past have charged less than 25 cents for such copies;
 2. the fee for photocopies of records in excess of 9 x 14 inches shall not exceed the actual cost of reproduction; or
 3. an agency has the authority to redact portions of a paper record and does so prior to disclosure of the record by making a photocopy from which the proper redactions are made.

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY PUBLIC ACCESS TO RECORDS POLICY WITH REGARD TO THE FREEDOM OF INFORMATION LAW

- D. The fee an agency may charge for a copy of any other record is based on the actual cost of reproduction and may include only the following:
 1. an amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record, but only when more than two hours of the employee's time is necessary to do so; and
 2. the actual cost of the storage devices or media provided to the person making the request in complying with such request; or
 3. the actual cost to the agency of engaging an outside professional service to prepare a copy of a record, but only when an agency's information technology equipment is inadequate to prepare a copy, and if such service is used to prepare the copy.
- E. When an agency has the ability to retrieve or extract a record or data maintained in a computer storage system with reasonable effort, or when doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, the agency shall be required to retrieve or extract such record or data electronically. In such case, the agency may charge a fee in accordance with paragraph (d)(1) and (2) above.
- F. An agency shall inform a person requesting a record of the estimated cost of preparing a copy of the record if more than two hours of an agency employee's time is needed, or if it is necessary to retain an outside professional service to prepare a copy of the record.
- G. An agency may require that the fee for copying or reproducing a record be paid in advance of the preparation of such copy.
- H. An agency may waive a fee in whole or in part when making copies of records available.

Section 9: Public notice:

A notice containing the title or name and business address of the records access officers and appeals person or body and the location where records can be seen or copies shall be posted in a conspicuous location wherever records are kept and/or published in a local newspaper of general circulation. (Sample attached as Appendix A)

Section 10: Severability:

If any provision of these regulations 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.

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY
PUBLIC ACCESS TO RECORDS POLICY WITH REGARD TO THE FREEDOM OF
INFORMATION LAW

YOU HAVE A RIGHT TO SEE PUBLIC RECORDS

APPENDIX A

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records.

The Library has adopted regulations governing when, where, and how you can see public records.

The regulations can be seen at all places where records are kept. According to these regulations, records can be seen and copied at:

*Mechanicville District Public Library
190 North Main Street
Mechanicville, NY 12118*

The following officials will help you to exercise your right to access:

1. Agency officials who have in the past been authorized to make records available
2. Records Access Officer(s)

*Library Director
Mechanicville District Public Library
190 North Main Street
Mechanicville, NY 12118*

If you are denied access to a record, you may appeal to the following person(s) or body:

*The Board of Trustees
Mechanicville District Public Library
190 North Main Street
Mechanicville, NY 12118*

MECHANICVILLE DISTRICT PUBLIC LIBRARY

FREEDOM OF INFORMATION ACT REQUEST LETTER

Board President
Mechanicville District Public Library
190 North Main Street
Mechanicville, NY 12118

Re: Freedom of Information Act Request

Dear _____:

This is a request under the Freedom of Information Act.

I request that a copy of the following document(s) be provided to me: [identify the document(s) or information as specifically as possible].

_____.

In order to help to determine my status to assess fees, you should know that I am (insert a suitable description of the requester and the purpose of the request).

_____ a representative of the news media affiliated with the _____ newspaper (magazine, television station, etc.), and this request is made as part of news gathering and not for a commercial use.

_____ affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for a commercial use.

_____ an individual seeking information for personal use and not for a commercial use.

_____ affiliated with a private corporation and am seeking information for use in the company's business.

I understand there will be a fee for the requested information of \$.25 per page.

Thank you for your consideration of this request.

Sincerely,

Name:
Address:
City, State, Zip Code:
Telephone number and/or email:

SS#:
DOB:

Coronavirus/Pandemic Planning for Mechanicville District Public Library

Level 1: Do Nothing. Normal Operations

(Threat Level: Low)

1. Make no changes to current operations and procedures.

Level 2: Enhance Sanitation

(Threat Level: Elevated)

1. Provide additional hand sanitizer, soap and towels throughout library buildings
2. Wipe down all horizontal surfaces and high contact items (doorknobs, phones, keyboards, coffee makers) at midday and at the end of the day
3. Spray soft furnishings with disinfectant spray at the end of each day
4. Remove toys from children's areas
5. Stop serving food at programs unless individually packaged

Level 3: Rigorous Sanitation

(Threat Level: High)

1. In addition to Level 2 actions, add:
2. Hourly hand sanitizing or handwashing for all staff
3. Wipe/disinfect all returned materials before reshelving
4. Hold all returned materials for 24 hours after disinfecting before recirculating
5. Stop serving food and drink at programs.

Level 4: Restrict Activities

(Threat Level: Emergency)

1. In addition to Levels 2 and 3, add:
2. Cancel passive programs to reduce spread of contact infection (shared pencils, etc.)
3. Cancel all library programs to reduce person-to-person infection

Level 5: Building Closures

(Threat Level: Critical)

1. Reduce hours or close if staffing falls to unacceptable levels.
2. Close library if required by State Health Department or other health authority

Staff Illnesses

(Threat Level: High +)

1. Staff should absolutely stay home at earliest signs of possible infection or if family member is infected
2. Staff should remain home until infectious period is past, following CDC or Health Department guidelines

Continuation of Operations Plan

In compliance with Chapter 168 of New York State Labor Law amendment 27-c the Mechanicville District Public Library herein describes our plan for operations in the event of a declared public health emergency involving a communicable disease.

(27-c.3.a) Essential Employees and Job Description

As defined in the law, "Essential" is a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job. For Mechanicville District Public Library, the staff positions that fit this definition during a state-ordered reduction of in-person work force include:

Michelle Duell, Director

Melissa Wallace, Senior Library Clerk

Kate Federiconi, Librarian

Heather Clements, Social Media Clerk

Carrie Sphunt-Motta, Clerk

Stephanie Liotta, Clerk

Josephine Piscuilli, Clerk

(27-c.3.b) Telecommuting Policy

In the event that a system, local, state, or national emergency prevents all staff from entering the Mechanicville District Public Library building, the Director and/or Board of Trustees will grant permission for non-essential staff (as defined by the law to be an employee who is not required to be physically present at a work site to perform his or her job) to telecommute. The library's telecommuting policy is as follows:

{telecommutingPolicy}

(27-c.3.c through 27-c3.f) Re-Opening Safety Plan including Cleaning, Disinfection, and Contact Tracing Plan

In all circumstances, {libraryName} will observe directions from local health officials for best practice for staff and public health safety if a staff member reports developing symptoms or tests positive for the communicable disease. The library's reopening safety plan states:

{reopeningPolicy}

(27-c.3.g) Sites for Emergency Housing

The law requires "a protocol for how the public employer will work with the locality to identify sites for emergency housing for essential employees to the extent applicable to the needs of the workplace." Mechanicville District Public Library has found that this is not applicable to the Mechanicville District Public Library. Emergency housing will not be granted to any employee.

ADOPTED by the Mechanicville District Public Library Board of Trustees ~~Dec~~ /2020

Mechanicville District Public Library Health Emergency Response Plan

I. Purpose

To establish the protocol that will be used in the event of a pandemic, epidemic or other public health emergency. If there is a serious infectious disease outbreak, the library must plan for the safety of staff and visitors, and for staff being unable to report to work. In addition, during a public health emergency, businesses, social organizations or schools may be required to take unique measures to help slow the spread of the illness including:

1. Closing down by order of local public health officials
2. Limiting or canceling social and public gatherings
3. Requiring quarantines and/or other social distancing measures

Recovery from a disease outbreak may be slow, as compared to a natural disaster or some other physical crises. It is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours due to a public health emergency.

II. Definitions

"Public Health Emergency Response Plan" A public health emergency plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building, or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

"Pandemic" A disease epidemic occurs when there are more cases of that disease than normal. A pandemic is a worldwide epidemic of a disease and may occur when a new virus appears against which the human population has no immunity. If a pandemic were to occur today, we could expect the virus to spread rapidly due to the interconnected nature of the world and the high level of global travel. During a pandemic, up to 35% of employees may be absent at one time due to their own illness. Additional numbers may be absent for other reasons, as covered in the Mechanicville District Public Library Employee Handbook. (Sources: World Health Organization: <https://www.who.int> and Centers for Disease Control and Prevention <https://www.cdc.gov>)

III. Library Operations

- **Continuity of Services:** The Library seeks a balanced, responsible approach to operations informed by the best and latest science and public health guidance available. There are obvious risks in failing to prepare for and respond adequately to the threat presented by a community health emergency. However, significant changes to library operations and services have the potential to disrupt normal operations more than the effects of a pandemic, epidemic or other health emergency alone. The Library will consider costs and benefits to residents and staff of all proposed changes to procedure. The Library will maintain services to the greatest extent possible while simultaneously working to provide safe facilities and cooperating with public health authorities.
- **Public Health Measures:** The Library is committed to providing safe and sanitary facilities for the public and for library staff. Based on recommendations from the Saratoga County Department of Public Health, the CDC, or other public health authorities, the Library may decide to:
 - Temporarily increase the frequency of cleaning and sanitizing in its facilities, especially areas and surfaces that experience the highest use, with the understanding that no amount of reasonable effort can ever guarantee that public places are free of infectious agents
 - Post signs in restrooms and throughout the building encouraging hand washing and routine practices that help minimize the spread of germs from person to person
 - Provide public and staff with convenient access to hand sanitizer, hand washing facilities, disinfecting wipes, and facial tissues
 - Institute social distancing measures, such as arranging furniture so that there is at least three-feet of distance between people
 - Provide staff with vinyl gloves, and training in their use when handling materials
 - Require staff who are sick to leave the library
 - Emphasize good hygiene habits and personal responsibility in preventing the spread of disease. We encourage staff and visitors to follow the CDC guidelines which aim to slow the spread of germs in these ways:
 - Stay home if you are sick
 - Keep your children home from school or daycare, and away from the library, if they are sick
 - Cover your coughs and sneezes
 - Cough into your shoulder or the bend of your arm
 - If you use a tissue, throw it away in the trash right away and then wash your hands
 - Wash your hands frequently throughout the day for 30 seconds with soap and water
 - Use an alcohol hand sanitizer if you can't find soap and water
 - Be prepared for taking care of yourself or your family members at home if you or they get sick

- Get a flu shot for the seasonal flu as well as the vaccine for the pandemic, epidemic or other health emergency when it becomes available
- **Temporary Reduction or Suspension of Services:** During the course of a pandemic, epidemic, or other public health emergency, public health authorities may advise that libraries and other gathering places minimize or entirely suspend situations where numerous individuals congregate in relatively confined spaces.
 1. In such cases the Director may decide to temporarily discontinue library programs and use of library meeting rooms by the public
 2. In the event that the Mechanicville City School District school is closed due to pandemic or epidemic, Mechanicville District Public Library will remain open unless one of the requirements for closing listed below is also met. However, all library programs, outreach, and special events will be canceled on any day in which any or all of the Mechanicville City Schools are closed due to pandemic or epidemic
 3. Toys will be removed from the Children's Area. Disinfecting and/or cleaning procedures issued by public health officials will be followed as possible
- **Temporary Library Closure:** Mechanicville District Public Library will close due to pandemic, epidemic, public health concern, and/or public infection concern in the event that a mandate, order, or recommendation for closure is issued by public health or government officials on the local, county, or state level.

At the discretion of the Library Director or the Library Board President, the Mechanicville District Public Library may close, reduce its operating hours, or limit services temporarily in the event that:

1. There is not sufficient staff to maintain basic library service levels
2. Public visitation is too low to warrant keeping the library open
3. Any other condition exists which prevents the Library from operating safely and effectively

IV. Minimizing Negative Impacts on Operations and Services

The Library provides crucial resources and services to residents. The Library will strive to minimize negative impacts on access to resources and services resulting from procedures adopted in response to public health emergency.

- **Online Access to Information:** The Library will work to preserve access to its online resources both in the library and remotely. Residents with home Internet access can use the Library's online resources remotely and when libraries are closed. The Library will strive to maintain access to its Internet site, subscription databases, digital content, and online catalog even in the event that the Library is closed temporarily.
- **Access to Computers in the Library:** The Library recognizes that many residents lack home computers or online access and rely on the public library to provide free Internet access. While the Library remains open, we will strive to

V. Minimum Staffing Level

Two staff members are required for the library to be open.

If the Library is staffed at this minimum level because of a pandemic or epidemic, all programs and public meetings will be cancelled or postponed, and certain areas of the library, including all meeting and program rooms will be closed.

An inability to maintain this temporary minimal level, or a necessity to maintain this temporary minimal level for more than five consecutive days, will result in reduced hours or closing the library.

The level of absence of library staff will determine the ability to carry out services and maintain open hours. Phases may include:

- Cancellation of all programs, outreach, events, and meeting room reservations
- Staff Library at minimum staffing level for a temporary period of time; employees may be reallocated and have shifts reassigned and lengthened to provide coverage during open hours
- Reduce open hours if number of employees falls below temporary minimum level
- Close the library for one or more days if number of employees further declines or only minimum level can be met for five or more days
- **Prioritization of Services:** If a reduction in staffing, open hours, or services is required, employees shall perform priority responsibilities that most directly impact patrons prior to any other work tasks.

Priority responsibilities shall follow this order:

1. Direct patron assistance: check out; issuing library cards; computer and reference assistance; facility and collection supervision/safety
2. Patron related-tasks: check in; incoming delivery; shelving, holds list
3. Essential services: payroll; processing bills for payment; Library Board meetings

Individual tasks beyond those listed above may be completed, if time permits, with projects with significant deadlines or greatest impact given first priority. Employees should consult with the Director or designated administrative authority to determine staffing area assignment and which individual tasks should take priority, or in the event that they feel a responsibility not listed here requires urgent attention.

VI. Communication

In the event of closure necessitated by a public health emergency, effective communication about any reduction in services or open hours is of the utmost importance. Library staff should immediately follow the Mechanicville District Public Library Emergency Closing Procedures.

VII. Employee Attendance and Non-Essential Activities

General work rules and attendance policies are outlined in the Mechanicville District Public Library Employee Handbook. The items below are additions to and variations of those policies that may be exercised during a public health emergency period.

- If the Library is open, healthy employees are expected to report to work on time as scheduled, according to the Mechanicville District Public Library Employee Handbook's general policies for staff absences, with the understanding that they may be temporarily reassigned during the emergency period
- Employees who come to work sick, or who become sick while at work will be sent home immediately
- In the event of a closure occurring after healthy library employees have reported to work as scheduled, they may complete tasks that are not direct public-service tasks, as appropriate, during their scheduled hours
- Large work events, such as staff development days, will be cancelled or postponed during the emergency period
- Non-essential work-related travel will be cancelled or postponed during the emergency period

VIII. Responsibility for Library Operations

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall follow the Person in Charge protocol.

Mechanicville District Public Library

Guidance on Employees Returning to Work Following COVID-19 Infection/Exposure

Purpose

This guidance provides protocols and policy for employees seeking to return to work after a suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19, quarantined due to exposure of COVID-19, has called out sick from work with COVID-19 symptoms, or has called out sick from work in general.

Return to Work

Employers and employees should take the following actions related to COVID-19 symptoms or exposure:

- Staff must stay home if sick.
- Staff that have been out sick (not COVID related) should not return to work until the following are true:
 - They did not have a fever or have not had to use a fever reducing drug for 3 days prior to their return.
 - Their illness has improved.
 - Their illness/symptoms are not COVID-19 related
- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 14 days of isolation from the onset of symptoms and is no longer having any symptoms or receives a negative result of COVID-19 test or with release from the Dept. of Health.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of quarantine or a negative COVID-19 test result or with release from the Dept. of Health.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 10 days of quarantine or a negative COVID-19 test result or with release from the Dept. of Health.
- If an employee has had close or proximate contact with a person who is under a 14 day quarantine, the employee may return to work upon completing 10 days of quarantine or a negative COVID-19 test result or with release from the Dept. of Health.
- If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee will be sent home immediately and may return to work upon completing at least 14 days of quarantine from the onset of symptoms or upon receipt of a negative COVID-19 test result.

POLICIES OF THE THE MECHANICVILLE DISTRICT PUBLIC LIBRARY

HISTORICAL COLLECTIONS POLICY

Adopted 3/28/ 2009
Revised: 2013

Need for this Policy:

The Library needs this policy to establish guidelines for accepting historical documents and artifacts.

Policy:

- I. Philosophy
 - A. Philosophy of collecting Historical Documents and Artifacts for the City of Mechanicville. As an Historical Depository, the Mechanicville District Public Library (MDPL) should not be considered a community attic...
 - B. As an IRS 501-c3 non-profit educational entity, the MDPL has a "fiduciary responsibility" (legal responsibility) for its documents and artifacts. This means (among other things) that we must adequately document (with policies, forms, and records) and care for our collections under penalty of law.
 - C. Acceptance of a document and/or an artifact means that the MDPL will accrue both the cost and responsibility of cataloging, storing, exhibiting, conserving, and preserving that object.
 - D. The Depository or MDPL must have a mission statement. This helps spell out what the MDPL wants and does not want and helps to set some limits for its collection by area, time, type, etc. Setting these limits saves the MDPL time, space, money, and other resources.
 - E. There are times when we simply must decline the offer of a document and/or an object and our mission statement and collections policy helps us to determine those times.

Five most common situations to decline a donation

Object is out of the MDPL's scope (wrong subject, geographic area, etc.). We may provide the prospective donor with a list of alternative depositories which might be interested.

Duplicate(s) is/are already in the collections. We may provide the prospective donor with a list of depositories which might be interested.

Poor condition. We must be very wary of accepting items that may tax space and conservation resources. In some cases, we may seek funding for conservation before accepting the gift.

Large size. We must be wary of accepting items that may tax our limited storage and display space.

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY
HISTORICAL COLLECTIONS POLICY

"Conditional gift" and "Permanent loans". The MDPL shall avoid objects donated with "conditions" (although exceptions can be made on a case-by-case basis). We cannot accept an artifact with the condition, "This item must always be on display." Long-term loans may be accepted after careful consideration and a unanimous vote of the Board of Trustees.

Mechanicville District Public Library's Collections Policy

Table of contents

1.	Mission Statement
2.	Collections Scope
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8.	Public Access to Collections

1. Mission (Purpose) Statement
The Mechanicville District Public Library, the learning center of the community, shall provide multi-media access to educational, cultural and recreational materials, programs and services for its chartered population. The Library shall provide a common space for the community where individuals, organizations and groups can connect and interact. The Library shall collect and preserve the community's historical materials.
It will operate exclusively for charitable and educational purposes (not including the operation of a full secondary educational institution or a vocational school), within the meaning of section 501(c)(3) of the Internal Revenue Code of 1954, as amended.

2. Collections Scope
The scope of the MDPL's collections is ultimately dictated by our above mission statement.

A. Specific Areas of Collections
1. The City of Mechanicville's history and artifacts.
a. Representative objects, which illustrate the history of both subject areas.

POLICIES OF THE THE MECHANICVILLE DISTRICT PUBLIC LIBRARY
HISTORICAL COLLECTIONS POLICY

3. Additional Criteria for Acceptance or Rejection

- A. Size of Collection- the MDPL's permanent collections should not exceed a reasonable and practical number of similarly designed, constructed, or used objects, originating from a specific group or user.
- B. Size of Object- Any object requiring a storage or display area larger than 3 cubic feet must be reviewed and accepted by a majority vote of the Board of Trustees.
- C. Condition of Object- All objects entering the MDPL must be in a condition that will not cause injury or damage to other objects in the collections, storage or display facilities, or individuals working at or visiting the library.
- D. Donor's restrictions, conditions or encumbrances- generally all objects entering the library's historical collections shall be without any restrictions, conditions, or encumbrances. The MDPL reserves the right to use all gifts in the manner which best serves the library and the library's mission statement. Restrictions, conditions, or encumbrances may be accepted by a majority vote of the Board of Trustees.

4. Accession Procedures

- A. New objects- accession procedure- The MDPL's Director or any Board Member may temporarily accept objects for "accession consideration", provided they fill out and have signed by a prospective donor a temporary receipt form notifying them of the "Collections Procedure".
- B. Objects temporarily accepted for "accession consideration", shall not be considered part of the "permanent" collections of the library until they meet the requirements set forth in the "Collections Policy" and/or they gain the majority approval of the MDPL Director and/or the Board of Trustee. The owners of the objects which fail to gain acceptance will be notified, and they have the option of removing the item(s) within 30 days of that notification. Failure of the owner to do so provides' the MDPL the right to dispose of those objects in any manner it sees fit.

5. Cataloging Procedure

- A. The Director and/or any other designated, trained, member shall catalog all newly accessed objects in accordance with specific catalog procedures listed in the "Cataloging Procedure" addendum to this policy.

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY
HISTORICAL COLLECTIONS POLICY

6. Conservation Care and Handling

A. Preservation of the "collections" (artifacts, photographs, archive materials, ephemera, and/or general history), is part of the MDPL's mission statement, and, as such, we will strive to meet professional standards regarding handling, storage, and displaying. Any cleaning, repair, or artifact conservation must be done under the direction and/or with the approval of the Board of Trustees and in keeping with professionally accepted standards.

7. Public Access to the Collections

A. The MDPL must maintain a secure environment to protect the collections, however, every attempt will be made to allow the public "special access" to the collections not currently on display. The MDPL's staff must approve and supervise all requests for special access. When requested, the library will allow access to the collections. All other requests will be granted on a case-by-case basis and for bona fide research purposes.

If you wish to potentially donate artifacts according to these guidelines, please contact the

Mechanicville District Public Library

190 North Main Street

Mechanicville, NY 12110

518-664-4646

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY
INCLEMENT WEATHER/EMERGENCY CLOSURE POLICY

Adopted 1/4/ 2006
Reviewed 1/2013

Need for this Policy:

The Library needs this policy to ensure the safety of the staff and the public.

General Procedure: Staff will communicate with Director and/or Library Manager. Director and/or Library Manager will communicate with Board President prior to ultimate decision being made and time allowance. If Board President is not available, Vice President, Secretary, Treasurer. Trustee will be called consecutively until contact is made.

Policy:

To maintain the safety of both patron and staff the following policies are put into place.

- I. In the event of inclement weather prior to regular Library hours, the Library will:
 - A. Upon the decision of the School District to close, the Library will delay its opening to 1pm.
 - B. At 12 noon there will be an evaluation of both weather forecast and road conditions.
 - C. If the inclement weather is to continue past 3pm the Library will close.
- II. In the event of inclement weather begun after the Library has opened, the Library will:
 - A. Evaluate road conditions and weather forecasts on the ½ hour. On days the Library is open until 8pm if inclement conditions are forecast to continue past 3pm the library will close at 4pm. On days the library is open until 5pm and 3pm respectively the library will stay open as long as road conditions remain passable.
 - B. If circumstances arise that risk lives if sent home, the library will provide a comfortable atmosphere for stranded patrons until storm subsides and/or emergency help has arrived.
- III. In the event of a power outage, the Library will:
 - A. If ambient light remains, will remain open for one hour. If power is not restored the Library will close.
 - B. If no ambient light is available, the Library will remain open for a ½ hour. If power is not restored the Library will close.

INTERNET USAGE

Need for this Policy:

A policy is needed to set the rules for Internet use in the Library.

Policy:

The mission of the Library is to provide educational, informational and recreational resources to patrons of all ages, cultural, and economic backgrounds. The Library is committed to protecting intellectual freedom, promoting lifelong learning and providing materials and resources that accomplish these objectives.

In order to do this, the Library develops collections, resources and services to meet these needs. In this context the Library's computers provide the opportunity to integrate electronic resources from information networks around the world with the Library's other resources.

The Internet enables the Library to provide access to a great many information resources. But there are several limits to the Internet. First, as it now exists, the Internet is often difficult to navigate. Second, though there is a wealth of useful material for people of all ages, the Internet is unregulated and material may not be accurate. Moreover, the Internet enables access to material that may be offensive or disturbing to some individuals, and some parents might not want their children to have access to sites that contain such materials.

To help patrons navigate the Internet, our Library website: <http://meclib.sals.edu> contains an Internet Research Page which can be the starting point for searches on the Internet.

The Library upholds and affirms the right of each individual to have access to constitutionally protected materials. Thus adult patrons are responsible for proper use of the Internet for themselves and their children. Persons under the age of eighteen may have full access if they obtain written permission from a parent or legal guardian.

The Library staff will continue to teach free computer and Internet classes for as long as they are needed. Patrons are encouraged to take them.

Conditions & Terms of Use in the Library:

In an effort to ensure that the use of this medium is consistent with the mission of the Library, the following procedure will apply:

- Designated Internet stations will be located where they can be monitored by staff and volunteers for assistance and security.
- All prospective users must read the policy and procedures for Library computer and Internet usage.
- While the Library will make every effort to ensure that the use of the Internet is consistent with the mission statement, parents are encouraged to work closely with their children. Persons under the age of 18 must have their parent or guardian give permission.

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

- **Failure to use the Internet stations appropriately and responsibly may result in revocation of Internet privileges.** Examples of inappropriate use include, but are not limited to, the following:
 - Violation of computer system integrity
 - Unauthorized tampering with computer hardware or software
 - Storage of data to anything other than a personal diskette, zip disk, or other removable media authorized by the Library Automation Department
 - Violation of software license agreements and copyright laws
 - Violation of another user's privacy
 - Attempting to modify or gain unauthorized access to files, passwords or data belonging to others.
 - Any use that would violate Federal, State or Local Laws. Which includes but not limited to pornographic and/or obscene material.

- If you need assistance please ask the staff they will assist you as best they can.
- The Library's Rules of Conduct apply to use of the Internet.

General Computer Access Guidelines

- The computers are available on a "first come, first serve" basis.
- You are limited to two (2) hours per day on the Public Internet Computers.
- Each computer has virus scanning software installed.
- You may not install software on any of the computers in the Library.
- All documents are cleared off the hard disk every evening.
- Flash Drives are available for sale at the Circulation Desk.
- Printing is payable at the Circulation Desk. You may not provide your own paper.
- Do not change any software settings.

Internet Disclaimer

The links to the Internet sites listed on the Library's website are maintained by others around the world. The Library is not responsible for their content or accuracy. Users of the Internet need to be good information consumers, questioning the validity of the information.

POLICY 7.6 INVESTMENTS

Need for this policy:

This policy is needed to maximize the security of the Library's funds.

General:

1. The members of the Mechanicville District Public Library Board of Trustees are the fiscal body of the Library. The members serve without compensation.

2. This document will govern the investment activities of the MDPL. It is the policy of the Library to invest funds in a manner that will maximize the security of the principal while satisfying cash flow demands using approved methods that will provide the highest possible return. All investments will conform to applicable laws and regulations of New York State.

Policy:

1. The Primary Objectives of the Library's financial investments are, in priority order:

a. Preservation of Capital - The preservation of capital is the foremost objective of the investment program. At no time should the safety of the portfolio's principal investments be impaired or jeopardized. All investments shall be undertaken in a manner that first seeks to preserve capital and secondly attempts to fulfill other investment objectives

b. Liquidity - The Library's investment portfolio is to remain sufficiently liquid to enable the Library to meet those operating requirements that might be reasonably anticipated

c. Return on Investments (Yield) - The Library's investments should generate the highest available return without sacrificing the first two objectives

d. Judgment and Care - Investments shall be made, under circumstances then prevailing, in such a manner as persons of prudence, discretion, and intelligence might exercise in the management of their own affairs.

2. Delegation of Authority

a. Management responsibility for the Library's investment program is hereby delegated to the Treasurer, who is the Library's chief fiscal officer. The Treasurer shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this policy

b. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Treasurer.

3. Prohibited Investments - The fiscal officer may not purchase securities on margin or open a securities margin account for the investment of Library funds.

CFO.

4. Internal control - The ~~Treasurer~~ is responsible for establishing and maintaining internal control to insure that the assets of the Library are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met.

The internal controls shall address the following points:

- a. Separation of transaction records from the accounting data
- b. Custodial safekeeping
- c. Written confirmation of telephone transactions for investments and wire transfers

5. Maturity of Investments - No investment shall have a maturity date of more than two years from its date of purchase by the Library unless an investment is matched to a specific obligation of the Library.

6. Diversification of Investments

a. The Library shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds. Diversification can be achieved by the type of investment, number of institutions, and length of maturity

b. The Treasurer will use the following guidelines in administering the Library's investment policy:

(1) The Library's total (100%) portfolio may be invested in securities guaranteed by the United States, or those securities for which the full faith of the United States is pledged for the payment of principal and interest

(2) The Library's total (100%) portfolio may be invested in certificates of deposit, savings, or deposit accounts that have been fully collateralized

7. Deposit Requirements - The Library's Board of Trustees shall designate its public depositories. Any eligible financial institution that has offices within the State of New York may become a public depository of the funds of the Library.

8. Delegation of Authority

a. Management responsibility for the Library's investment program is delegated to the Treasurer who is considered the Library's chief financial officer. In the absence of the Treasurer, the Board President is authorized by the Board of Trustees to act in his/her stead

b. The Treasurer shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this Policy. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Treasurer.

9. Electronic Transfer of Library Funds

a. The following type of transactions may be conducted by electronic transfer between financial institutions in order to expedite the transfer of funds as well as maximize interest earnings:

(1) Grants awarded to the MDPL from NYS.

(2) Payroll for Library employees

(3) To satisfy long-term bond or debt obligations when required by a depository trust company

(4) NYSLR deduction for Retirement

b. The fiscal officer will maintain appropriate documentation of the transactions so these may be audited as required by statute. The Treasurer's signature will be on the letter of authorization for transfers which will be forwarded to the bank.

10. Library Funds – The MDPL Board may establish funds for money and securities of the Library. All monies from whatever source derived will be receipted into funds established by the Library Board under authority of law. The authorized funds are as follows:

a. Library Operating Fund – All money collected from tax levies, interest on investments of Library Operating Fund monies, fees, fines, rentals, and other revenues shall be deposited into the "Library Operating Fund", and must be budgeted and expended in the manner required by law

b. Petty Cash Fund – This fund has been established for the purpose of paying small or emergency items of operating expense as designated by resolution of the Library Board

c. Gift Funds Money or Securities accepted and secured by the Library Board as a grant, gift, donation, endowment, bequest, or trust may be set aside in a separate fund or funds. Expenditures from such funds shall be in compliance with the Purchasing Policy.

11. Gifts of Stock

a. The fiscal officer may not purchase securities for the investment of Library Funds

b. When the Library receives gifts of stock certificates:

(1) When gift stock is transferred from the donor's broker to the Library's broker, the Library will automatically at transfer become the owner of record

(2) The fiscal officer will determine when the stock will be sold for cash.

12. Ethics and Conflicts of Interest – Those involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the Library investment program, or that could impair their ability to make impartial decisions.

13. Liability - When investments are made in accordance with this Policy, no Library Trustee with investment authority shall be held liable for a loss resulting from default or insolvency of a depository of Library funds.

14. Investment Advisors, Qualified Brokers and Dealers, and Financial Institutions – All brokers, dealers, and other financial institutions that transact investment business with the MDPL or give advice regarding its investments, must receive, read, and comprehend the Policy and agree to comply with it before providing any services or transacting any business with the Library. This is to be evidenced by a signed statement of receipt of the policy by those identified above.

15. Reporting – The Treasurer shall provide the Board of Trustees with monthly reports which clearly provide the following information regarding the investment portfolio:

- a. Types of investments
- b. Depository institutions
- c. Principal balances
- d. Rates of return
- e. Maturities

This report is in addition to other reports which are to include a reconciliation of bank balances to fund balances, a cash position report, and a report that compares estimated and actual receipts with expenditures for each fund.

16. Investment Policy Adoption

- a. The Library's investment Policy shall be adopted by resolution of the Library's Board of Trustees
- b. The Policy shall be reviewed no less than annually by the Finance Committee of the Board of Trustees and any modification made to it must be approved by the Board of Trustees of the MDPL.

Adopted: 1/19/19

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY

ISSUANCE OF LIBRARY CARDS

Revised: 2003
Reviewed 12/18/2004
Revised 2006
Reviewed 8/21/2008
Revised: 2013
Revised 2021

Need For this policy:

This policy is to ensure Library Cards are issued to persons entitled to them.

Statement:

Residents of the Mechanicville School District support library service through the payment of property taxes, the Library will issue borrower's cards free of charge.

Policy:

- I. Issuance of Library Cards
 - A. A library card represents a legally binding contract with the Mechanicville District Public Library.
 - B. To check out library materials requires a valid library card issued from one of the libraries in the Southern Adirondack Library System.
 - C. Cardholders agree to be responsible for all materials borrowed, report changes of mailing address or loss of the card promptly.
 - D. Cardholder must be present with a valid library card to borrow items.
 1. Items will only be checked out on issued cardholders cards; unless,
 2. Cardholder gives permission for others to use their card which will be noted on cardholders account;
 3. Cardholder is responsible for all items checked out on card
 - E. To register for a library card:
 1. An Adult (18 years +) must complete and sign an application
 2. Have a valid photo Identification
 - a. License
 - b. Benefit Card
 - c. Passport
 3. Proof of Address
 - a. Envelope addressed to applicant
 - b. Check
 - c. License
 4. To register for a card for a minor child (3 to 17 years of age) requires
 - a. A completed application with the signature and valid library card number of the parent or legal guardian who signs for the card.

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY ISSUANCE OF LIBRARY CARDS

- b. Parent or legal guardian must be present at the time the card is issued. Parent or legal guardian assumes ultimate responsibility for the activity on the child's card.
- c. Only the parent or legal guardian may sign for and authorize a minor card if his/her own card is in a barred status.
- d. Legal guardians may be required to verify guardianship of the minor child. All family cards are linked. This being the case:
 - i. Parents whose children have fines will have their privileges restricted.
 - ii. Children whose parents have fines will have their privileges restricted.
 - iii. No juvenile cards will be issued if parents have fines.

F. Replacement Cards

1. If library cards are lost and/or stolen replacements cards are as follows:
 - a. The first card replaced will cost \$1.00
 - b. The second card \$2.00
 - c. The third \$3.00
 - d. This will follow suit \$4, \$5, \$6 respectively to \$10 when no more cards will be issued until the next year.

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY

MEETING ROOM POLICY

Adopted and Approved 10/1996
Revised and Approved 3/2003
Revised:12/15/2012

Need for this Policy:

The Library needs this policy to define the use of the Community/Meeting Room.

Statement:

In keeping with the Mechanicville District Public Library's mission to be a positive institution within the community by providing the people of its community of all ages with a variety of programs that will serve their educational, cultural and recreational needs and to provide a common space where community individuals, organizations and groups can connect and interact.

The meeting room policy reflects Article 6 of the Library Bill of Rights, which states, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." The use of meeting rooms does not imply the library's endorsement of any ideas expressed in the meeting nor of the goals, objectives, or ideals of the person or organization using library facilities.

Policy:

- I. The Library and the Friends of the Library will have first priority of meeting rooms to conduct library business and programs.
- II. There is no charge to use meeting rooms.
- III. The room is available to individuals or organized groups during the hours the Library is open to the public.
- IV. The individual reserving and assuming responsibility for the room must be:
 - A. At least 21 years of age,
 - B. A resident of the Mechanicville City School District, and
 - C. A Mechanicville District Public Library card holder in good standing.
- V. The room may be reserved no more than ninety days in advance.
- VI. It is understood that library programming will have first priority in room use.
- VII. There will be *no charge* for use of the meeting room.
- VIII. Refreshments may be served and shall be provided by the group. No smoking is allowed.
- IX. The individual/group using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room;

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY
MEETING ROOM POLICY

- A. Verbal notice will be given by Director for first offense
- B. Second Offense: Two months denied access
- C. Third Offense: Six months denied access
- X. The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.
- XI. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY

PATRON PRIVACY POLICY

Revised: 2013

Need for this Policy:

The Library needs this policy to ensure the privacy and confidentiality of its patrons

Policy:

- I. The Mechanicville District Public Library being part of the SALS consortium will follow the **Joint Automation Council of Mohawk Valley Library System and Southern Adirondack Library System** procedures set forth herein:

Joint Automation Council of Mohawk Valley Library System and Southern Adirondack Library System

POLICIES AND PROCEDURES REGARDING DISCLOSURE OF LIBRARY RECORDS

The Joint Automation Council of Mohawk Valley Library System and Southern Adirondack Library System supports our nation's efforts to preserve and protect the many hard-fought freedoms we enjoy as Americans. We have the responsibility of protecting the privacy of our patrons in accordance with New York State Law*.

Therefore, we will do our utmost to uphold the privacy and confidentiality of patrons' free access to information while responding to legitimate security concerns.

Library records, as defined by NYS law 4509, should not be released or made available in any format to a federal agent, law enforcement officer or other person unless a court of competent jurisdiction has entered a court order in proper form.

The Joint Automation Project does not record patron usage of database searches, individual member library computer use or interlibrary loan requests for materials outside of the systems. Library records that are not necessary for the proper operation of member libraries and our systems are purged after 30 days.

It is the responsibility of library and system staff to purge their individual email and/or user files.

During a visit by a law enforcement officer to the Joint Automation Center at SALS:

- If anyone approaches a staff member alleging to be a law enforcement official requesting information, **DO NOT DISCLOSE TO THAT INDIVIDUAL ANY INFORMATION.** Immediately contact your supervisor who will contact the SALS Director. If the SALS Director is not available, contact the MVLS Director.
- The Director will ask to see official identification and photocopy the ID.
- If law enforcement does not have a court order compelling the production of records, the Director should cite the state's confidentiality law (see below), and inform law enforcement that users' records are not available except when a proper court order in good form has been presented to the library system. Without a court order law enforcement has no authority to compel cooperation with an investigation or require answers to questions, other than the name and address of the person speaking to law enforcement.
- If law enforcement presents a subpoena, the Director will contact legal counsel.

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY PATRON PRIVACY POLICY

- If law enforcement presents a warrant, to either staff or the Director, do not interfere with their search and seizure. The Director and legal counsel should be contacted as soon as possible.
- Keep a record of all legal requests.
- Keep a record of all costs incurred by any search and/or seizures.
- A search warrant issued by a FISA (Foreign Intelligence Surveillance Act) court contains a "Gag" order. That means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant. The library and its staff must comply with this order. No information can be disclosed to any other party, including the patron whose record is the subject of the search warrant.

*NEW YORK STATE CIVIL PRACTICE LAWS AND RULES

4509. Library records

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the consent of the users or pursuant to subpoena, court order or where otherwise required by statute. "It is the court's determination that disclosure of the information sought [i.e., employees who used the Southern Adirondack Library System's "Library Without Walls" electronic information service to explore the Internet] should not be permitted. ... Were this application to be granted, the door would be open to other similar requests made, for example, by a parent who wishes to learn what a child is reading or viewing on the 'Internet' via 'LWW' or by a spouse to learn what type of information his or her mate is reviewing at the public library." (*Quad/Graphics, Inc. v. Southern Adirondack Library System*, 174 Misc. 2d 291, 664 NYS 2d 225, September 30, 1997).

"Based upon [Section 87 (2) (a) through (l) of the Freedom of Information Law and Section 4509 of the CPLR], I believe that registration cards or other library records containing 'names or other personally identifying details' concerning library users are confidential." (Committee on Open Government Advisory Opinion FOIL-AO-6721, July 10, 1991).

Approved by the Joint Automation Council on July 29, 2003

MECHANICVILLE DISTRICT PUBLIC LIBRARY

PROGRAMMING POLICY

Adopted June 26, 2023

The Mechanicville District Public Library supports its mission of cultivating a forward thinking community that pursues knowledge, embraces inclusion, inspires creativity and values civic responsibility. Connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment.

Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

Library programs are defined as programs initiated, planned, conducted, or co-sponsored by Library staff, taking place in the Library, off site, or virtually. Events held by third-party groups or individuals reserving Library meeting room space (in accordance with the Library's Meeting Room Policy), are not considered Library programs and Library staff and marketing resources are not used in their support.

Responsibility for programming at the Library rests with the Library Director, under the authority of the Board of Trustees. The Library Director delegates program management to staff members whose job responsibilities involve program development and delivery. Library staff involved in creating programs for the Library meet regularly and proposed programs are evaluated for approval based on several criteria, including but not limited to:

- Community needs and interests
- Availability of program space
- Duplication of programs at other locations in the region
- Staff time involved in program planning and/or presentation
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget and/or availability of supplies and other resources
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions, or events
- Public performance or copyright issues
- Relation to Library collections, resources, exhibits, and programs

Literary-based programs, such as book discussions and programs relating to the Library's holdings and collections, will be led by professional staff whenever possible. If appropriate, and with the requisite level of expertise, staff may lead other programs, as well. These staff members present programs as part of their job and are not hired as outside contractors. At times, outside performers and presenters, who reflect specialized or unique expertise, may also be hired for Library programs.

MECHANICVILLE DISTRICT PUBLIC LIBRARY PROGRAMMING POLICY

In addition, the library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational, and cultural institutions or individuals to develop and present co-sponsored public programs All library programs are open to the public. Registration may be required for planning purposes or when space is limited. A fee may be charged for certain types of library programs, to cover material costs. Programs are not used for commercial, religious, or partisan purposes, or for the solicitation of business.

The library's philosophy of open access to information and ideas extends to library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants.

The library welcomes patron input regarding programming. Patrons requesting a review of a specific library program may submit a Request for Programming Reconsideration form (available at the Information Desk). Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library's Collection Development Policy.

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY

RULES OF CONDUCT FOR LIBRARY USERS

Adopted 11/15/2005
Reviewed 8/21/2008
Revised 2013

Need for this Policy:

The Library needs this policy to promote and maintain a library atmosphere in which patron behavior is nonintrusive to others and materials are protected.

Statement:

The Board of Trustees believes that the patrons of the Mechanicville District Public Library have the right to use Library materials and services without being disturbed or impeded by others; that patrons and staff have the right to a safe environment, and to materials and facilities that are in good condition.

On the premises of Mechanicville District Public Library, federal, state and local laws and ordinances are applicable, especially those related to "Public Order" and "Criminal Mischief" (NYS Penal Law, Arts. 145 & 240), and to "Injuries to Property" (NYS Education Law, Art. 264).

Policy:

- I. No person shall engage in violent behavior; make unreasonable noise; use abusive or obscene language; physically or sexually harass others; obstruct pedestrian traffic; loiter; steal or damage library property; gamble; litter; or create a hazardous or physically offensive condition by any act.
- II. All patrons are expected to observe and respect the rights of other library users and staff. The library requires that patrons and staff maintain an environment conducive to study. All people on library premises are expected to be engaged in suitable educational, informational, or cultural activity. Conversation should be conducted as quietly as possible and be generally limited to library-oriented activities.
- III. Seating at library tables, carrels, and chairs is limited to the number of persons for whom the furniture or furniture arrangement was designed.
- IV. No eating, drinking or smoking is allowed in the public areas of the library. Only with the approval of the library administration, is the serving of light refreshments permitted in the library's meeting room. The use of alcohol and illegal drugs is not permitted. People under the influence of alcohol or illegal drugs will be asked to leave the premises.
- V. No animals are allowed in the library, except those which are part of a library sponsored program or those that assist disabled people.
- VI. Taking surveys, asking people to sign petitions, distributing leaflets, and other similar activities are permitted only when authorized by the library. Soliciting donations is not permitted. Selling products or services is not permitted.
- VII. Patrons are asked not to sleep in the library.
- VIII. Patrons are required to wear shoes and shirts.

Staff Development Program

Rev. by Board 9/06

The Library encourages staff and will support, to the extent possible, additional education or training needed to broaden professional knowledge, improve job performance, or prepare for possible promotions.

At this time, the Library is able to support the following:

Conferences, seminars and job related trainings: All staff is eligible. Subject matter must be directly relating to Library matters. Employees are responsible for submitting a program description. Requests must be turned in, in a timely matter, so funds can be approved by the Board and pre-payment can occur. If the employee is required to lay out the expense, the Library can only reimburse with the proper documentation, (a receipt, canceled check) and in as timely a manner as possible. A report on the program is expected back to the Director in a timely manner.

The Library will reimburse for mileage, the IRS stated amount, for any conference, etc., attended that is not covered by SALS.

Training and the expense involved must be pre-approved by the Director and the Board. Approval is dependent on available funds. Approval for leave time to attend training or professional conferences should be obtained as far in advance as possible and will not be granted if coverage is not possible.

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- Duplication of programs at other locations in the region
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- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
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Appendix A

Library Program Feedback Form

The Trustees of the Mechanicville District Public Library have established a programming policy and a procedure for gathering input about particular programs. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a program, please return the completed form to:

Library Director
Mechanicville District Public
Library 190 North Main Street
Mechanicville, NY 12118
Attn: Library Director

Date: _____

Name: _____

Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

Do you represent yourself? ____ Or an organization? ____

Name of organization (if appropriate): _____

Resource on which you are commenting: ____ On-Site Program ____ Off-Site Program
____ Virtual Program ____ Passive Program

Program Title: _____

Presenter(s)/Entertainer(s): _____

What brought this program to your attention?

Have you previously attended or participated in the entirety of the program? If not, what parts did you attend or participate in?

What concerns you about the resource?

Can you suggest or provide additional information and/or other viewpoints on this program?

What action are you requesting the Library Director consider?

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October Storytimes

10/3: Books/Bookworms (National Book Month)

- Craft: Bookworm bookmarks

10/10: Firefighters (Fire Prevention Week)

- Craft: Fireman Fire Helmets

10/17: Popcorn/Baseball "Take Me Out to the Ballgame!"

- Craft: Cottonball popcorn buckets

10/24: Pumpkins

- Craft: STEM Parts of a Pumpkin Craft

10/31: Halloween

- Craft: Egg Carton Bat Ornaments

November Storytimes

11/7: Veterans Day

- Craft: Veteran's Day Flag Hearts

11/14: Planes (Aviation History Month)

- Craft: Clothespin Airplanes

11/21: Turkeys (Thanksgiving)

- Craft: Pinecone Turkeys

11/28: Candles (National Candle Month)

- "Stained Glass" tissue paper glass jar candle holder

December Storytimes

12/5: Winter

- Craft: M-Y-O Winter Hat and Gloves

12/12: Christmas Trees

- Craft: Christmas Tree Ornaments

12/19: Reindeer

- Craft: Reindeer Food

- 12/26: Candy Canes (National Candy Cane Day) - Craft: Candy Canes

January Storytimes

- 1/2: New Year's Wishes
- Craft: New Year's Wishing Stars
1/9: Snowflakes
- Craft: Paper and Q-tips

- 1/16: Dragons (National Appreciate-A-Dragon Day)
- Craft: Bubble-wrap Dragon Heads
1/23: Emotions
- Craft: Emotions Plate Wheel

- 1/30: Dinosaurs (National Draw-A-Dinosaur Day)
- Craft: B-Y-O Paper Dinosaur

February Storytimes

- 2/6: Teeth (National Dental Health Month)
- Craft: "Tooth Brushing" Activity
2/13: Valentine's Day
- Craft: Valentine Mailboxes

- 2/20: Pets (National Love Your Pet Day)
- Craft: Pet Rocks
2/27: Fairytale (2/26 is Fairytale Day)
- Craft: B-Y-O Castles