

**Midland Park Memorial Library
Policies and Procedures Manual**

**250 Godwin Avenue
Midland Park, NJ 07432**

Approved January 19, 2017

Table of Contents

Mission Statement and Vision	1
Library Bill of Rights	4
Freedom to Read	5
Freedom to View	8
Adherence to Copyright Law	9
Collection Development	10
Request for Reconsideration of Library Materials	17
Patron Feedback Procedure	18
Patron Feedback Form Concerning Library/Librarian	19
Emergency and Collections Disaster Plan	20
Library Closing	24
Library Card Registration	25
Code of Conduct	27
Services of the Library	28
Circulation Rules	28
Internet Use	30
Wi-Fi	33
Posters and Flyers	34
Displays and Exhibits	35
The Midland Park Memorial Library	36
Agreement to Exhibit	36
Unattended Children	37
Photocopiers	39
Meeting Room Use	40
PAID TUTORING POLICY	42
Liability Insurance Confirmation Form	43
Midland Park Memorial Library	45
Meeting Room Checklist	45
Volunteer Information Policy and Agreement	46
Gifts, Donations and Memorials	47

Mission Statement and Vision

Mission Statement: To enrich the community through life-long learning by providing free, equal, and open access to information and ideas.

Vision: To remain a constantly engaging part of the ever-changing community.

Approved Date: 1.19.17

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.

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library shall not be denied or abridged because of origin, age, ethnic background, sexual orientation or views.

VI. Libraries shall make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable, non-discriminatory basis.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

Approved Date: 11/19/2008

Freedom to Read

The Freedom to Read Statement

The freedom to read is essential to our democracy. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that 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 toward 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 people 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 that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that 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 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 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 can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

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 people can flourish that 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 expression 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 values differ, and values cannot be legislated; nor can machinery be devised that 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 the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. 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; and by the government whenever it seeks to reduce or deny public access to public information.*

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 individuals are free to determine for themselves what they wish 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. Further, democratic societies are safer, freer, and more creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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, they 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 the reader cannot obtain matter fit for that reader's 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 and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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 it is ours.

This statement, in part, was originally issued in May of 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, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Approved Date: 11/19/2008

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 these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, 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.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Trustees in February 1979. This statement was updated and approved by the AFVA Board of Trustees in 1989.

Endorsed January 10, 1990, by the ALA Council

Approved Date: 11/19/2008

Adherence to Copyright Law

The Midland Park Memorial Library attempts to adhere to the United States copyright law and the doctrine of fair use as specified in the attached guidelines for use of:

- Print materials
- Non-print materials
- Computer software
- Database downloading
- Software licenses
- Facsimile transmissions (such as periodical articles).

Collection Development

Statement of Purpose

The purpose of this policy is to inform the public and guide professional staff, outline the principles and criteria for selecting, retaining and discarding resources (print, non-print and electronic). The policy assists the staff in building collections that are responsive to the community's educational, informational and recreational needs, while meeting the mission, roles and goals of the library.

Goals:

The goals that drive Collection Development are:

- Provide responsive service that meets the community's needs and interests.
- Provide high quality and relevant collections with active collection management.
- Utilize centralized collection management to increase efficiency in the library's acquisition and de-selection cycles.
- Provide services and collections to address emerging demographic trends.

Introduction

The library collection contains material that provides the citizens of Midland Park with equitable access to information and materials for lifelong learning, enrichment and enjoyment.

The library recognizes some materials may be considered controversial and may offend some users. Material, which represents only one point of view, may be selected to provide necessary alternatives to other material. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of that particular point of view: Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

The Board of Trustees of Midland Park Memorial Library (a.k.a. "the Board") adopts and declares that the American Library Association's Intellectual Freedom Statements will guide the development of the Library's collections. Specifically the library will adhere to and support the American Library Association's "Library Bill of Rights", "Freedom to Read" and the "Freedom to View".

The Board of Trustees delegates the development of the collection to the Director, while the overall collection development process for Midland Park Memorial Library involves a wide variety of individuals from the selectors to individual staff, including the Director.

Scope of Collection

The scope of the collection refers to the range and types of materials selected including the formats offered and the level of difficulty. The scope is as broad as possible to allow for the maximum possibility of free expression and free access to ideas. The Midland Park Memorial Library collection will focus on the general patron rather than the researcher. It will also take into consideration special groups of patrons within our community--for example Spanish-speaking individuals and emergent readers.

Selection Guidelines

The "Selection Guidelines" relate to the Library's goals and objectives. Staff should keep the following in mind when recommending titles for selection. However, an item need not meet all considerations to be acceptable.

- Consider the identified, expressed or anticipated needs and interests of individuals in the general community.
- Consider the quality of content, such as timeliness, accuracy, literary merit, illustrations, indexes and bibliographies.
- Include different viewpoints, values, philosophies, cultures and religions whenever possible. Selections will not be made on the basis of any assumed approval or disapproval.
- Select a broad range of materials in all subject areas.
- Attempt to balance the collection with in-demand, current interest titles. (Midland Park Memorial Library may purchase multiple copies of specific authors and/or in high demand current interest titles.)
- Assess the significance in relation to library resources already available.
- Utilize standard selection sources recognized by librarians to identify materials to be purchased.
- Utilize specialized knowledge of Library staff.
- Consider the reputation and/or significance of author, publisher and/or producer.
- Select a variety of reading and comprehension levels based on community needs.
- Provide a wide variety of formats to meet differing needs of individual patrons.
- Maximize the effectiveness of the available materials budget.
- Consider other community resources, interlibrary loan, etc. to maximize the Library's resources. Out-of-print, used items, or items that require Library staff to go beyond the scope of its normal purchasing procedures are usually not purchased.
- Strive to develop a collection that complements the curriculum of area educational institutions but does not duplicate curriculum materials in use by educational institutions or home schooled students.
- Consider patron requests within the overarching principles of selection.
- Assess the quality of binding and physical suitability for library use.

Standard Selection Sources

Standard selection sources used to identify items for purchase may include:

- Professional journal reviews: Preference is given to positive reviews published in Booklist, Kirkus, Library Journal, School Library Journal, Criticas, and other nationally recognized, library-oriented journals.
- Standard collection tools and recommended lists, such as the N.Y. Times best seller list.
- Evaluative bibliographies in specialized areas.
- Lists such as "top 100", publishers' announcements, and similar sources.
- Award lists and "notable" and "recommended" lists published by professional associations.

Formats

The library acquires materials in a variety of formats. Selection within a format follows all general selection principles. (The Library monitors the development of new formats and uses the principles of selection to decide the appropriate time to add them to the collection. The Library also monitors the declining use of a particular format. When that format is discontinued, the existing collection will continue to circulate until no longer useful—for example, CD-Rom software and videocassettes.

Access to the Collection

The library collection is accessible to all residents of Midland Park. Most material is available for loan and the rest is available for in-house use. Some items may be purchased to support staff in their jobs and may not be readily available to the public.

Patrons may determine the Library's holdings through the Library's online catalog (www.bccls.org), which gives the patron access to over ????? million items. BCCLS also gives the patron access to a variety of proprietary databases covering a wide variety of subjects.

Responsibility for the use of the library's collection by children rests with their parents and legal guardians. It is only the parent or legal guardian who may restrict his/her children—and ONLY his/her children—from access to library materials or services. Selection of adult materials will not be limited by the possibility that items may come into the possession of minors.

Preservation

The library's facility and budget do not accommodate extensive conservation and preservation activities for most materials. Reasonable attempts will be made to keep valuable material in the collection through cleaning, mending and repair. Other preservation efforts may include the transfer of information between formats in order to preserve the content when copyright allows.

The collection is not archival. No extraordinary efforts are made to retain or preserve last copies or out-of-print titles.

Annual Materials Allocation

The annual material budget for the Library is divided into four main categories: Books, Newspapers and Magazines, Non-print, and Electronic Resources. The first three categories are required by the State Auditor. For the Library's own use, these categories are further divided by areas of collection and format. The materials budget is recommended by the Director and approved by the Library Board of Trustees as a portion of the Library's total budget. Factors used to determine the specific allocation for each area may include:

- Statistics based on usage by category
- Average cost of items in each category
- Number of items lost or withdrawn in an area
- Average circulation for each item by category
- Level of development for the category as determined by staff
- User requests in the area
- Start-up costs of new collections
- Replacement projects in given areas of the collection as required.

Areas that have not been sufficiently funded in the past, or areas that are totally new may receive extra funds at the discretion of the Director. The percentages may fluctuate from year-to-year depending on funding, target areas of the collection, and the library's goals and objectives. Any significant changes in the percentages shall be presented to the Board in a timely fashion.

General Collection Statements

Adult Collection

Fiction

The fiction collection consists of retrospective and current titles of general fiction including short stories, genre fiction, large print, young adult and paperbacks.

The emphasis of the collection is on American and British authors, but world authors in English translation, local authors, and some small press publications are collected as well.

Nonfiction

The adult nonfiction collection serves patrons from adolescence beginning at the age of twelve through adulthood. It combines adult and young adult resources into one collection, offering access to the widest possible range of information.

The library seeks to maintain a well-rounded and balanced collection of nonfiction materials for the lay reader and to support patrons in their everyday life. Highly specialized or materials for college courses will not be purchased. The collection is designed to cover broad areas of knowledge and interest, including both basic works of permanent value and timely materials on current issues.

Young Adult Collection

Young Adult materials are purchased to support a wide variety of interests from adolescence (age twelve) through adulthood. Selection is influenced by the special interests and developmental and informational needs of young adults and the bridging from the children's to adult resources.

While local curricula are generally supported, school textbooks and workbooks are specifically excluded from purchase in this collection.

Children's Collection

This collection serves the needs and interests of children from birth through early adolescent children up to the age of twelve; provides distinctive resources for adults working with or interested in materials for children; and supports the delivery of library services to this age group.

The collection includes a variety of print and non-print materials. School textbooks and workbooks are specifically excluded from the general circulating children's collection.

Periodicals and Newspapers

The periodical and newspaper collections supplement the book and non-print collections by providing up-to-date information, covering current topics not yet available in other print media, and presenting a more concise treatment of a subject than is usually found in books. Emphasis for magazines is placed on popular titles, business needs and a representative sampling of other topics. The collection is also used by the staff for professional development.

Funding constraints limit the number of subscriptions and copies purchased by the Library. Gift subscriptions may be accepted for magazines, if they meet general selection guidelines. The Library subscribes to a number of local, state, regional and national newspapers. Staff reviews the subscription lists annually.

Non-print

Audio books

The audio book collection includes literature and popular fiction and nonfiction.

The adult collection also contains language instruction resources, study courses, and spoken performances.

The juvenile audio book collection emphasizes popular fiction, but includes recommended nonfiction titles, especially folktales. The collection includes "read-along" CDs that come packaged with a book.

Compact Discs (CDs)

The adult music CD collection consists of original, unedited works. It is intended for adolescence through adulthood. The collection emphasizes current popular material from all genres.

The juvenile music collection on CD emphasizes materials for early childhood and primary grades (birth through Grade 3). Popular music is included and an effort is made to collect a representation of musical styles, genres and different cultures.

DVDS

The adult collection of DVD/videocassettes contains a broad selection of entertainment, informational, and instructional videos. It is intended for adolescence (age twelve) through adult. The emphasis of the collection is on popular materials. In addition, the collection is balanced with classic movies, independent films, foreign films, and nonfiction educational and documentary titles.

The juvenile DVD/videocassette collection emphasizes early childhood and primary grades (birth through Grade 3), especially for home use. There are some "public performance" (for group viewing) videos within the collection.

E-Books

Electronic books, which can be read through a patron's home computer, **smart phone, tablet, or other electronic device** are accessible through the Library's online catalog at **eBCCLS**.

LaunchPads

The LaunchPads are for Midland Park residents only. They may be borrowed for seven days and cannot be returned via the book drop or you will receive a \$5 fine. For every late day incurred, patrons will be charged \$1.

Toys

This collection is housed in the Children's Room and provides recommended interactive learning materials appropriate for children from birth through age 4 that help develop skills needed for learning to read.

Related Services

Interlibrary Loan (Bergen County Cooperative Library Systems - BCCLS)

Interlibrary loan (BCCLS) is a transaction in which Midland Park Memorial Library obtains/tries to obtain materials directly from another library on behalf of a patron, or another library borrows materials from the Midland Park Memorial Library on behalf of its patron. Interlibrary loan is a service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials, which would not ordinarily be purchased by the library, and to provide material from the collection to other libraries.

Midland Park Memorial Library patrons in good standing may request items not found in the Midland Park Memorial Library through interlibrary loan.

Interlibrary loan is both a public service and an integral element in the collection development process. Staff may consider purchasing an item, in lieu of requesting it through interlibrary loan, if the material is requested frequently and deemed appropriate for selection within the guidelines described in this collection development policy.

Gifts and Donations

The Midland Park Memorial Library gratefully accepts donations of gently used materials. The library does not accept damaged materials, abridged books, Reader's Digest, textbooks, magazines or anything older than five years. The Director allows Library staff to select materials for the Library's collection according to the Library's selection guidelines. Items that are not added to the collection are put up for sale or disposed of and are not returned to the donor.

No conditions may be imposed relating to any gift, donation, or memorial, either before or after its acceptance by the Library, unless approved by a majority vote by the Board of Trustees. Upon request the library will provide a receipt as to the number and format of items donated. The library cannot determine the value of donations.

Donation of monetary gifts, memorials, and commemorations to the Library are a thoughtful way to remember a special person or occasion and to help build the Library's collection. Donors may suggest subjects or titles to be acquired with their donation, but the Library reserves the right to make the final decision. Upon request a special gift plate identifying the donor and/or the person being memorialized and/or honored is placed in the material purchased. The individual is notified by the library.

De-selection of Materials

The staff reviews the collection continually to keep it responsive to patrons' needs, assess it for deficiencies (gaps), ensure its usefulness to the community and make room for newer materials. Titles may be weeded (withdrawn), retained, updated, rebound, reclassified or duplicated as justified by need. In general, considerations for weeding include:

- Physical condition
- Frequency of circulation
- Currency of information and the availability of updated material
- Permanent value to the collection, such as a classic book or an item of historical value
- Unnecessary copies or the presence of similar materials in the collection.
- Space to house the item
- Discontinuation of format
- Inclusion of questionable language or attitudes, or a perception of factual inaccuracy, is not necessarily criteria for de-selection.

Withdrawn materials may be sold. There is no notice to patrons when the library staff withdraws materials from the collection.

Reconsideration of Materials

1. The selection and de-selection of materials for the library is an on-going process, involving many different staff and many interactions with the community using the materials. Members of the community may have questions about the process or about selection of specific items. These questions are addressed as follows:
2. A librarian can answer questions concerning the process or a specific item in the collection. The professional staff can clarify scope and depth of the collection, the role of individual and parental responsibility, and the use of selection guides. Many inquiries can be answered without pursuing the reconsideration process. The principles governing selection can be found in the Collection Policy Statement.
3. Patrons may wish to suggest alternative materials and may need to know about the process of making "Purchase Suggestions".
4. Patrons may choose to ask for a formal review of specific materials. To do so, the patron must fill out a "Request for Reconsideration of Library Material" form.
5. Patrons may suggest a new item by visiting www.bccls.org and clicking the Help section located on the navigation bar. There is a link called "Suggest a New Item."
6. Procedures for Requests for Reconsideration:
 - a) When the form is returned to the library, a copy should be made for the Supervisor in the department where the material is held. The original form will be forwarded to the Library Director.
 - b) The Library Director will notify the patron that the Request has been received. The Library Director and staff will review the material and make a recommendation for action.
 - d) The Library Director will make a final decision and notify the patron within 30 days of receiving the request form. Original reviews and other pertinent information will be researched.
 - e) The individual who submitted the Request for Reconsideration may appeal in writing the Director's response to the Library Board within 10 days after receiving the Director's response.

Request for Reconsideration of Library Materials

Midland Park Memorial Library * 250 Godwin Avenue * Midland Park, NJ 07432 * 201-444-2390

Please print except for signature. Attach additional pages as necessary.

Patron Name (please print): _____

Date: _____

Zip: _____

Address: _____

Phone

Number: _____ Email: _____

Do you represent an organization? Yes _____ If yes, what organization?

No _____

Media Type (please circle one):

Audio Book ___ Book ___ DVD ___ Magazine

Audio CD ___ Other _____

Author: _____ Title: _____

Call _____ Copyright Date: _____

Number: _____

1. How did this material come to your attention?

2. Did you read/listen/view this material completely? ___ Yes ___ No

3. In your view, what is the topic or theme of this material?

4. What is your objection to the material? Be as specific as you can; list page numbers as appropriate.

5. Did you find something good or worthwhile about this material? ___ Yes ___ No

If yes, what?

6. What age group do you think the material is appropriate for?

7. What action would you like taken regarding this material?

8. Are there other materials you recommend to provide additional information or points of view on this topic? (Attach another page as needed.)

Thank you. Your request will be reviewed by the Library Director for action.

Patron Feedback Procedure

Criticisms of the library service, librarian, or the library staff, which are brought to the attention of the Board of Trustees, shall be handled in the following manner:

Complainant will be asked to submit a formal feedback form to the Library Board of Trustees.

Complainant will mail the form to the Board President who will provide copies to the remaining Board of Trustees.

Upon review of the feedback, the Board of Trustees will determine whether a special meeting needs to be called or whether the matter may be handled at the next scheduled library board meeting.

The complainant will be informed within 15 days of the Board's decision and whether further audience from the complainant will be necessary.

The complainant will be contacted within seven days of said meeting regarding the Board's decision regarding the feedback.

Patron Feedback Form Concerning Library/Librarian

1. Your feedback concerns which of the following: (*circle one*)

Librarian

Library Services

Library Staff

2. Describe the situation that led to your formal feedback.

3. Briefly, what is your specific feedback?

4. Did you take any steps to try to resolve this situation with the librarian?

5. Do you think the librarian has made a fair attempt to explain policy/procedure if applicable and/or work with you to come to a fair resolution of the feedback?

6. What course of action would you like the Board of Trustees to take in this matter?

Name: _____

Phone: _____

Mail to:
Midland Park Memorial Library – Board of
Trustees Midland Park Borough Hall
280 Godwin Avenue
Midland Park, NJ
07432

Emergency and Collections Disaster Plan

Library Operations has standard policies and procedures to protect the staff, patrons, building and contents in the event of an emergency. These include:

STAFF-IN-CHARGE

Whenever the library is open, every attempt is made to have a senior staff member on duty to serve as staff-in-charge of the building. In the rare instance that a senior staff member is not in the building, a senior staff member will be on-call and available by phone.

The Library Director is the primary staff-in-charge at the library. If the Director is unavailable, staff-in-charge is as follows:

- 1. Librarian, MLS with seniority**
- 2. Circulation Supervisor**

EMERGENCY COORDINATOR

In the event of an emergency, the Director shall serve as the Emergency Coordinator contacting the appropriate authorities, staff and trustees. If the Director is not available, the designated staff-in-charge will assume the responsibilities of the Emergency Coordinator.

In the event of an emergency, the Emergency Coordinator will call the Midland Park Police at 444-2300, or if the emergency is life threatening, call 911 and evacuate the building if necessary. The Emergency Coordinator should then call the Library Director and the President of the Board of Trustees immediately. These individuals or the staff-in-charge will call staff members and trustees as needed.

TELEPHONE CHAIN

Library Director maintains a telephone chain for use in contacting the staff and trustees in the event of an emergency. A current list of all staff and trustees is provided to the Senior Staff member and the Trustees on a regular basis. In the event of an emergency, the Director or designated Emergency Coordinator will contact all staff and Trustees as deemed necessary.

EMERGENCY AND DISASTER PLAN – NEED CONFIRMATION

The Library has an Emergency and Disaster Plan approved by the Library Trustees. All full-time staff and all of the Trustees maintain copies of this emergency plan off-site at their homes. A copy is also kept with the Midland Park Police Department. The plan is reviewed with all new employees at the time of hire and on a regular basis with all Staff.

This plan is updated by the Library Director on a timely basis, reviewed with the appropriate agencies and approved by the Board of Trustees.

CRISIS MANAGEMENT

In the event of any emergency that is not life threatening, the Midland Park Police should be called at 444-2300. If the emergency is life threatening, or includes burglary, fire, murder or public disturbance, the regional emergency service at 911 should be called.

In the event of an actual emergency, this Emergency and Disaster Plan shall be followed for each specific type of crisis.

FIRE

All fires are to be reported immediately by notifying the police and fire departments by calling 444-2300, or in the event of a life-threatening situation, by calling 911. The Library also has an automatic fire alarm system with heat and smoke detectors that alert the fire department 24 hours every day. The control panel in the back lobby indicates where the fire is located.

Do not attempt to put a fire out yourself. Evacuate the building, leaving via the nearest safe exit. Once out, stay out. All occupants should immediately gather by the back entrance to Borough Hall, which is a safe distance away from the building.

Do not re-enter the building until the Fire Department has given permission to the Emergency Coordinator.

WATER DAMAGE

Find the source of the leak and report it immediately to the Director or staff-in-charge who will notify the building maintenance supervisor at Borough Hall (445-5720). If building maintenance is unavailable, contact the Midland Park Police at 444-2300. The Director or staff-in-charge will notify the board president as to the extent of the situation.

Evacuate the area or the entire building if necessary. While immediate mop-up is important, exercise caution. Be sure that the area is secure and there is no source of electricity in the wet area. It may be possible to remove library materials before water reaches them. If the leak is coming from the ceiling, cover the affected and adjoining ranges with the sheets of plastic stored in the basement boiler room for this purpose.

As soon as possible, assess the damage to library materials.

If the temperature exceeds 70 degrees F. and the relative humidity exceeds 70%, mold will develop on affected materials within 48 hours. In winter, turn down the heat. In summer, reduce temperature as much as possible through air conditioning or ventilation with fans.

Do not permit anyone to open books, separate single sheets or remove covers of water-damaged materials. Do not attempt to move materials from the area until a salvage plan, with priorities, has been established in consultation with the director or the staff-in-charge, who will organize the salvage team to take appropriate action.

MEDICAL EMERGENCIES

The Midland Park police must be notified immediately in the event of a medical emergency. An officer will determine whether to call an ambulance, emergency medical technicians or rescue squad. Try to be as specific as possible to enable the police to determine what action is to be taken.

In the event of a life threatening injury or illness, call 911 immediately.

A written incident report indicating time of incident or accident, nature of injury or illness and the name, address and telephone number of the injured party, should accompany or be part of a written report to the director. Witness to the incident or accident should be listed if possible.

If an employee is injured, the director or the staff-in-charge will fill out the "Employers First Report of Accidental Injury or Occupational Illness" for the New Jersey Department of Labor, Division of Workers' Compensation. These forms are located in the top drawer of the director's file cabinet. They are also available from the borough clerk.

POLICE EMERGENCIES

Any activity of a disorderly, suspicious or criminal nature should be reported to the Midland Park Police Department. When in doubt, consult the police by telephone.

POWER FAILURES

The staff-in-charge should call the police. Emergency lights located throughout the building will automatically go on and exit signs are illuminated. It may be necessary to evacuate the building. Remember that patrons will not automatically leave the building, especially if there is sufficient sunlight to read by. The decision to open or close the building will be made by the librarian in charge of the building in consultation with the police and / or the maintenance supervisor. On evenings and weekends, the staff member-in-charge of the library will be responsible for notifying the director, who will notify the President of the Library Board.

If the building is evacuated, the staff should congregate in a designated area outside of the library. The staff is not automatically sent home. Dismissal of the staff will be made by the staff-in-charge in consultation with the Director. The Director or the staff member-in-charge will consult the President of the Library Board.

WINDSTORMS AND TORNADOES

If a warning of imminent danger is received, public and staff will descend to the lower level meeting room for safety. After being informed that the danger has passed, the library will resume operations as normal. If damage has occurred, the building may be closed by the director or staff-in-charge in consultation with the library board president.

If the roof, windows or building structure have been visibly damaged, the police must be notified immediately. Beware of loose wires, wet areas, broken glass and unstable book ranges. If the police determine that it is safe for staff to remain in the building, book ranges that are exposed to the rain or water should be covered with plastic sheets stored in the library for that purpose. The maintenance department may be able to provide tarps.

EXPLOSIONS

Explosions occur as the result of gas leaks or major electrical problems in circuit panels or exterior transformers belonging to the power company. Notify the police at once and then evacuate the building. Explosions may occur in series, so even a minor explosion is reason to close the building.

BOMB THREATS

The police must be called immediately. They will advise on the need to evacuate the building.

PROCEDURES TO BE FOLLOWED WHEN DISASTER SEEMS IMMINENT

Notify the police at once. Try to stay calm and avoid panic. Announce to the patrons and staff that the building must be evacuated immediately without offering explanation. The staff-in-charge and staff will exit the building as soon as the patrons are outside and away from the building. Staff will gather at the designated meeting place.

The safety of the local history collection should be secured by covering it with plastic sheets or removing to a safe location. Special attention should be given to temporary protection for broken windows and possible roof leaks. The maintenance staff should be called upon for help or, if necessary, an outside contractor may be hired for temporary emergency repairs with permission of the director and the library board. The staff-in-charge will assess the situation and report to the director and board. The staff-in-charge will consult with the police on building security to prevent theft or looting.

CONTINUATION OF LIBRARY SERVICE

If the library is unusable, a satellite library should be opened nearby. Staff members should be given suitable work assignments. Every effort should be made to continue library service to the public. The emergency coordinator will assign

one staff member to take photographs, one staff member to handle the telephone and one to talk to the media. Every effort will be made to continue reference service. Plans should start immediately for replacing damaged equipment and book stocks and for restoring or rebuilding the library. The emergency coordinator and designated staff will assess damage to the library inventory as soon as it is possible to enter the building. The emergency coordinator will plan restoration efforts with borough officials. The public may be invited to make donations of money to the reconstruction effort.

Approved Date: 11/19/2008

Revised: 07/26/2016

Library Closing

The Board of Trustees of the Midland Park Memorial Library authorizes the Library Director to close the library when one or more of the following occur:

- (1) The Governor of New Jersey declares a state of emergency due to severe weather or a dangerous situation that would affect the health and safety of the residents of the state.
- (2) The library building is without water or electricity.
- (3) The heating/air conditioning system has failed and the temperature in the library exceeds the appropriate range for the health and safety of the library patrons and staff.
- (4) A dangerous or hazardous situation exists that could affect the health and safety of the library patrons and/or staff.

As soon as possible after the decision is made to close, the Library Director will contact a member of the Library Board of Directors (President, Vice President, Treasurer then Secretary), BCCLS, and the Borough Administrator to advise him or her of the situation.

Any other library closing emergency must be approved by a member of the Library Board of Directors (President, Vice President, Treasurer then Secretary) prior to closing.

Revised Date: 7/21/10

Library Card Registration

Getting a Library Card

A valid library card is required to borrow all materials from the Midland Park Memorial Library. The Midland Park Memorial Library is a member of the Bergen County Cooperative Library System (BCCLS) and observes the reciprocal borrowing policies established by the cooperative. According to BCCLS policy, a person may have one and only one card registered in the system. Presentation of a library card to borrow library materials, or for any other library function requiring presentation of a card, constitutes representation that the presenter is the legitimate cardholder. BCCLS libraries are entitled to request identification from any person presenting a library card.

Residents of Midland Park, may apply for a free library card. The process is quick and easy.

1. Visit the Circulation Desk on the first floor of the Library.
2. Show identification. We accept the following forms of ID as valid. They must have a Midland Park address:

- Valid NJ driver's license
- Utility bill
- House or apartment lease contract or property purchase agreement
- Tax bill for Midland Park property
- An official piece of mail from a government agency
- Bank Statement

We do not accept a P.O. Box as proof of residency.

Children

Children under 18 years of age who are residents of Midland Park are welcome to apply for a library card, but a parent or a guardian must accompany them. The parent or guardian must show proof of Midland Park residency and provide emergency contact information for children under the age of eighteen.

Resident Library Cards

Full service library cards are available to all Midland Park residents upon written proof of residency (e.g. utility bill, driver's license, residential lease). Cards may be used at other Bergen County Cooperative Library System (BCCLS) libraries.

Renewal: Cards are renewed every three years by showing proof of current residency. A child may renew a card whenever a parent or guardian shows proof of residency.

Privileges include:

- Full borrowing, with the ability to directly reserve, through staff or home computers, videos and DVDs and all library materials.
- All Midland Park materials are available and can be reserved through the staff or through the BCCLS website.
- First access to, or registration for, all Library adult, young adult and children's programs and special events - many are open only to Midland Park Cardholders.
- Professional Reference service.
- ~~Only library by Bergen Libraries database, but will search state and national database, books and articles.~~
- Remote access to the Library Catalog & Databases using any electronic device including computers, smart phones, and tablets to look up and reserve items during hours when the library is closed.

Cardholder Responsibilities

Cardholders are responsible for all items charged to the card. Library cards are non-transferable. In accordance with a borough ordinance unreturned, unpaid items may result in court action.

Cardholders must report a change of name or address information promptly.

Cardholders must report a lost or stolen card as soon as possible. The library card will be blocked immediately to prevent further use.

Lost Cards

Lost or damaged cards may be replaced for a fee of \$3.

Non-Resident Library Cards

The Midland Park Memorial Library does not participate in the BCCLS pay card program, however courtesy cards may be issued to an employee of a Midland Park business providing that they do not reside in a town with a BCCLS library or a town with open borrowing privileges.

To qualify for a Courtesy Card:

- Individual must show either a current pay stub or a letter of authorization from their employer written on business letterhead.
- Once approved, a Courtesy Card will be issued valid for one year. Authorization must be reissued yearly thereafter.
- Courtesy Cards are only valid at the Midland Park Memorial Library and must remain on file at the library.
- Holder may request inter-library loans.

PIN (Personal Identification Number)

If you do not yet have a PIN, please ask for one the next time you visit the Circulation Desk. A PIN enables you to view your library card account and see items you have checked out or have on reserve, renew items before they become overdue, cancel requests and view a list of outstanding fines. To view your library card account, begin at the **Midland Park Library** home page, Click on the BCCLS link and then click on YOUR LIBRARY CARD.

Loss of Privileges

Failure to comply with library card policy could result in revocation of privileges.

Revised Date: 7/28/16

Code of Conduct

The Library welcomes and assists our community to find and use information and cultural resources in a safe and pleasant environment, conducive to reading and learning.

PARTICIPATING IN ANY ILLEGAL ACTIVITY OR IN ANY OF THE FOLLOWING ACTIVITIES IS NOT ALLOWED ON LIBRARY PREMISES, INCLUDING BUILDINGS AND GROUNDS.

TO MAINTAIN PERSONAL SAFETY, PLEASE DO NOT

- Leave a child who needs care unattended in the Library without adult supervision nor violate the Library's Unattended Child Policy.
- Request staff to protect or monitor children, adults needing care or personal belongings.
- Film, photograph or interview patrons within the Library, unless approved by Library Director.
- Smoke, strike matches or light lighters within fifty (50) feet of the Library Building.
- Sleep
- Bring animals into the Library, except service animals to assist patrons.
- Fail to wear proper attire, including shoes and shirt. No cleats permitted.
- Skateboard, rollerblade or the like.

TO PRESERVE A PEACEFUL AND PLEASANT ENVIRONMENT, PLEASE DO NOT

- Harass Library users or staff, verbally, physically or sexually.
- Carry a weapon into the Library, unless authorized by law.
- Use computers to display sexually explicit graphics or materials that are obscene, pornographic, or harmful to minors.
- Engage in disruptive conduct including loud talking, rude language, making noise, running, pushing and fighting.
- Interfere with another person's use of the Library building, materials or services or with the Library personnel's performance of their duties.
- Talk on cell phones (permitted in Main Lobby only). Turn off ringers in Library.
- Play audio equipment so that others can hear it.

TO PROTECT OUR FACILITY AND HOLDINGS, PLEASE DO NOT

- Steal, damage or mark Library materials, premises or equipment.
- Misuse the restrooms, e.g. as a laundry or bathing facility.
- Use fire exits, except in emergency.
- Open/close windows (may be performed by staff only).
- Move or misuse furniture, e.g. sitting on work surfaces or putting feet on chairs.
- Enter non-public areas without permission.
- **Participate in any illegal or prohibited activity.**
-

LIBRARY USERS WHO FAIL TO OBSERVE LIBRARY RULES AND REGULATIONS MAY LOSE LIBRARY PRIVILEGES AND/OR BE SUBJECT TO POLICE INTERVENTION, INCLUDING ARREST.

Services of the Library

The Midland Park Memorial Library provides books and materials for information, entertainment, intellectual development, and enrichment of the people of the community. The library will endeavor to provide the following services and may expand or delete from the services in the future after considering time, space, funds, and participation.

- Select, organize, and make available books and materials.
- Provide guidance and assistance to borrowers.
- Provision of special materials and services for the handicapped.
- Cooperate with other community agencies and organizations to promote events, programs and activities that better the community and offer intellectual and/or entertaining ideas, though not at the expense or prejudice of any race, religion, gender or age.
- Secure information beyond our own resources when requested, such as, using interlibrary loan to allow access to all available materials.
- Lend to other libraries upon request.
- Cooperate with, but not perform the functions of, school, or other institutional libraries.
- Provide service during hours that best meet the needs of the community.
- Provide general computer use and Internet access for members of the library. [See Library Computer/Internet Use Section for more details.]
- Use publicity to effectively promote library services to all users and potential users.
- Provide printer, fax and copier services for a small charge.
- Initiate programs, classes and exhibits.
- Periodically review library services being offered.

To further meet the needs of the library patrons, Midland Park Memorial Library will endeavor to provide the following types of programs on a regular basis. All programs are subject to change considering time, space, funds, and participation.

- **Story Time-** A regularly scheduled program to serve children and parents of the community.
- **Adult Reading Group or Book Discussion-** A scheduled program to serve adult readers of the library that will feature small group format for discussion.
- **Summer Reading Program-** During the summer months establish reading programs for children that include reading lists and prizes.

Circulation Rules

Item Limits and Renewals

There may be limits on selected material depending on the demand for the material.

All material, with the exception of rental DVDs and summer reading material, may be renewed up to 2 times provided that there are no reserves for that item. You can call the library to request that items be renewed.

Interlibrary loans

If an item is not available at the Midland Park Memorial Library we will try to borrow it for you from another library. There is a limit of 25 requests per day. You will be notified by telephone, e-mail, or text when the item arrives. You can call the Library to place a loan or you can do it online through the library catalog.

Reserves

If an item is checked out to another patron, a reserve may be made. You will be put on a waiting list and will be notified by telephone, e-mail, or text when the item is available. You can put an item on reserve by calling the library or you can do it online through the library catalog.

Loan Periods and Overdue Fines

Item	Loan Period	Overdue Fine
New / Rental DVDs	5 Days	\$1.00 per day
CDs and DVDs	7 Days	\$1.00 per day
New Books, Books on CDs Children's Books, Periodicals,	14 Days	10¢ per day
All Other Items (unless otherwise indicated)	28 Days	10¢ per day

Revised Date: 7/28/16

Internet Use

The Midland Park Memorial Library supports the principle of open, free, and unrestricted access to information and ideas, regardless of the format in which they appear. This position is supported by both the American Library Association and the New Jersey Library Association. The Library endorses the American Library Association's "Library Bill of Rights" and its "Resolution on the Use of Filtering Software in Libraries" as well as the New Jersey Library Association's statement on "Restriction of Internet Access and Use of Filtering Software in Libraries".

Internet access is available to all patrons of the Midland Park Memorial Library. The Midland Park Memorial Library provides no Internet filtering. This position is strengthened by the Supreme Court ruling, which states that communications on the Internet receive the same level of constitutional protection as books, magazines, and newspapers. The Library supports the concept that the individual alone is responsible for deciding which resources are appropriate and necessary for their own use. The Library also stresses that it is the responsibility of parents/guardians alone to guide their own children's use of the library, its resources, and its services.

The Library staff cannot control the availability of information links on the Internet, many of which change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete, unbiased, or current information. It is up to the patron alone to determine the worth of any information they find on the Internet

Since the library computers are located in public areas and shared by users of varying ages, backgrounds, and sensibilities, individuals are asked to consider this when accessing potentially controversial information and images. Accessing material deemed harmful to minors or engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment is prohibited.

The First Amendment to the U.S. Constitution does not protect all Internet content. No Midland Park Memorial Library computer may be used to view or display obscenity, child pornography, or other illegal content. The legal status of any particular content can be determined only by a court of law with proper jurisdiction. The First Amendment does not protect acts that violate a criminal law.

Library patrons may not use the Internet for any illegal activity or place any material on the Internet related to any illegal activity. It is the responsibility of the user to respect all copyright laws and licensing agreements.

Other prohibited behavior includes: gambling on the internet; unauthorized access, including hacking, spamming or other unlawful activities; invasion of other people's privacy or intrusion upon their rights; viewing or transmitting threatening, obscene, or harassing materials. Illegal acts involving library computers may be subject to prosecution by local, state, or federal authorities.

Patrons are expected to adhere to the Midland Park Memorial Library's "Internet Policy for Public Use" as well as the Library's "Rules for Internet Computer Use" and the Library's "Rules for Children's Internet Computers". Patrons who do not follow the rules of the Library's policies regarding computer and Internet usage will be banned from using the Library's computers.

Rules for Internet Computer Use

Users must be familiar with the Library's "Rules for Internet Computer Use."

There will be no group sharing of computers. Patrons cannot request specific computers.

Users must perform their own searches. Staff provides limited instruction; time permitted. On the basis of the internet and computer use. Users will be charged a posted fee for each printed page. Users will not be able to use envelopes or other materials that are likely to jam printers. Users are authorized to use flash drives and/or discs in drives.

Computers and printers must be used as provided. If any user abuses or engages in unauthorized use of computers, their computer privileges will be denied. E-mail transmission or receipt is permitted.

Computers must be turned off 15 minutes prior to library closing.

Rules for Internet Computer Use

Children's' Department

Use of computers in the Children's Department is restricted to users between the ages of 5 and 12. Young children must be accompanied by a parent at the computer. There will be no group sharing of computers.

Parents/guardians of users must be familiar with the Library's "Policy and Guidelines for Responsible Internet Use".

Computers are intended for homework (Word, Powerpoint, Excel, Google docs) and cataloging only. Children are not permitted to use the internet or play games.

Users must perform their own searches. Staff provides limited instruction; time permitting, on the basics of Internet and computer use.

Printing is directed to a coin operated printer. Users must pay for all copies to release the print job.

Users are authorized to use flash drives and /or discs in drives.

If any user abuses or engages in unauthorized use of computers, their computer privileges will be denied. E-mail transmission or receipt of e-mail is permitted.

Parents and children must turn off computers 15 minutes prior to library closing.

Revised Date: 7/28/16

Wi-Fi

The Midland Park Memorial Library will provide free Internet access points for users with portable computers or devices capable of receiving wireless signals, during normal library business hours. These access points will allow users to access the Internet from their laptop computers when sitting within range of the access points.

Library staff will provide general information on the settings necessary to access the Internet via these connections, but are not responsible for any changes users make to their computer settings and cannot guarantee that a user's hardware will work with the library's wireless connection.

If a user has problems accessing the Internet over these connections, staff cannot assist in making changes to the user's network settings or perform any troubleshooting on the user's own computer. Users should refer to their owner's manual or other support services offered by their device manufacturer.

As with most public wireless access points, the library's wireless connection is not secure. There can be non-trustworthy third parties between the user and anybody with whom the user communicates. Any information being sent or received could potentially be intercepted by another wireless user. Cautious and informed wireless users should not transmit their credit card information, passwords and any other sensitive personal information while using any wireless access point.

The library will not be responsible for any personal information (e.g. credit card) that is compromised, or for any damage caused to your hardware or software due to electronic surges, security issues or consequences caused by patrons' voluntary use of the free Wi-Fi access. All wireless access users should take whatever measures they deem necessary to protect their personal laptop computers or wireless devices.

Printers are not available via the wireless connection at this time. If users need to print, they should save their work to a portable storage device (e.g. flash drive) or wait to print a document on a home computer. An alternative is to email files to themselves, then login to a wired library workstation and send documentation to the public printer.

Use of these access points is governed by the Midland Park Memorial Library Internet Use Policy. All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. Users should not violate federal, New Jersey or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.

Any restriction or monitoring of a minor's access to the library's wireless network is the sole responsibility of the parent or guardian.

Revised Date: 7/28/16

Posters and Flyers

All materials for posting must be submitted to the Library Director for approval. Whenever possible, the Library will accept posters and flyers from non-profit organizations announcing educational or cultural events. Library posters have priority, with local government sponsored events next, and followed by local organizations. The Library will not post commercial advertisements, offers of items for sale or swap and personal announcements.

All material will be dated and posted until the event date with a maximum of 30 days.

Revised Date: 7/21/10

Displays and Exhibits

The Midland Park Memorial Library is pleased to offer artists, collectors, and organizations the opportunity to display their work to the community. Exhibit space is open to individuals and organizations. Organizations shall designate one person as a representative. Exhibit periods are arranged with the Library Director and Children's Librarian. Final approval is given by the Library Director.

Application is on a first-come, first-served basis. The library shall have the final decision on the content and arrangement of all exhibits and displays. The library expressly reserves the right to reject any display in whole or in part which it deems in its sole discretion to be inappropriate based upon local community standards.

Every display and contents of all display cases must relate to library services, art, history, culture, or County government services.

No displays or contents of a display case will be allowed to advertise for or otherwise promote the profit motives of any person, group or entity or to promote any commercial or private interests.

The library staff retains the sole discretion of what will be put on display or placed in the display cases.

Because exhibits and displays are used to present fields of interest as varied as possible, the library is not able to devote space to specific "weeks" and "days" year after year.

Partisan politics and religious matters are strictly avoided in the exhibits and displays.

All drawings and paintings are to be matted and framed.

Whenever possible, the library will incorporate books or materials from the library's collection which have a relevance to the subject of the display.

The areas available to the public for exhibits and displays are ? COMMUNITY ROOM?

The artist/collector is responsible for setting up and removing the display. All publicity related to exhibits and displays must be submitted to the library for approval and will be distributed to the various media by the Library Director.

Exhibits and displays will normally be scheduled for a period of four weeks. If the exhibit/display is not set up by the assigned period, the exhibit/display may be cancelled by the library. If the exhibitor/collector must cancel a show, it is expected that he/she contact the library as soon as possible to see if another date may be arranged.

Due to space limitations, the Library cannot provide storage for the property of groups or individuals displaying in the Library.

The Library shall not be held responsible and is expressly relieved from any and all liability by reason of injury, loss, or damage to any person or property in or about the premises occurring during the exhibitors' use of the premises.

No admission may be charged. Exhibitors must sign the "Agreement to Exhibit" form.

The Midland Park Memorial Library

Agreement to Exhibit

Name of Exhibitor:

Title of Exhibit/Display:

Person Responsible:

Address:

City/State:

Email:

Telephone:

Set-up date*:

Dismantling date:

Publicity materials provided:

**If for any reason the exhibit or display is to be delayed, please notify the Library immediately so staff can reschedule if possible. Please do your utmost to adhere to the scheduled time.*

The Library does not insure work/collection for theft, fire, and damage to artwork/collection.

The Library will prepare press releases for the exhibit and/or display.

The Exhibitor shall submit a biographical resume for publicity.

PLEASE SIGN, RETURN, AND KEEP A COPY FOR YOUR RECORDS.

I, the undersigned, have read the POLICY ON DISPLAYS AND EXHIBITS of the Midland Park Memorial Library and agree to all terms stated.

Exhibitor's Signature: _____ Date:

FOR LIBRARY USE:

Display

Month:

Staff Signature:

_____ **Date:**

Unattended Children

The Midland Park Memorial Library strives to serve children of all ages and to create an appealing environment that fosters a love of reading and an awareness of the cultural significance of libraries. Parents/caregivers are responsible for their child's safety and behavior while in the Library whether the parent/caregiver is present or not. Library employees cannot function as caregivers or babysitters. The Library is not equipped, and it is not the Library's role, to provide long- or short-term childcare. **Children, like all library patrons, are expected to behave appropriately.**

The Library cannot accomplish these goals without addressing the safety and well-being of children or dependent individuals (individuals of any age unable to make decisions about their own safety and well-being) left unattended in the building, the parking lot or the surrounding area. Children left unattended may become frightened, anxious, bored and/or disruptive and, in any event, since the library is a public facility, susceptible to danger.

By law, Library staff members cannot provide care or supervision to unattended children. As in all public places, "stranger danger" is a real concern. Library staff cannot prevent children from interacting with or leaving the library with persons who are not the appropriate chaperone. Even if the library were legally allowed to do so, staff members do not know the specific needs of the individual children in the library nor are they available to monitor their behavior or know when their well-being is threatened. Staff members cannot know if children are leaving the building without proper supervision, with their parents or with strangers. Obviously, they cannot even observe children outside the building. It is with this background and upon these assumptions that the following policy and procedures were developed.

Policy

Children age 12 (7th grade) or older, may use the computers in the adult area of the library. All other children must use the computers in the Children's Room. The Children's Librarian will monitor the computers in the Children's Room for appropriate usage. The priority for the children's computers is school work.

Children Under the Age of 9 or Dependent Individuals

Children under the age of 9 or dependent individuals of any age must be accompanied by a responsible caregiver at all times. A responsible caregiver is defined as anyone over the age of 14 or in 9th grade.

Children Between the Ages of 9 and 12

Children between the ages of 9 and 12 may be left alone for a two hours, but their parents or guardians are responsible for their behavior and well-being. If your child misbehaves, staff members will attempt to notify parents or guardians. If, in their judgment, the child's behavior or well-being warrants such notification and when, in the judgment of the library staff, the matter is urgent, the police may be notified. Parents or guardians are strongly advised to leave their contact information with a library staff member. **Parents** are responsible for their children, they must be accessible. Parents who leave children in this age group unattended must pick them up at least 20 minutes before closing time.

Children Between the Ages of 13 and 17

Children between the ages of 13 and 17 may be in the library without adult supervision. However, their parents or guardians are responsible for their behavior, their safety and their well-being. If the child is disruptive or if the child's well-being is deemed to be compromised, the librarian in charge is obligated to take the appropriate action.

Procedures for Unattended Children or Dependent Individuals

The Midland Park Memorial Library welcomes children of all ages to use and enjoy the facilities, collections and programs offered by the Library in a safe and comfortable environment. Service to children is an important facet of the Library's mission. Of paramount importance is the safety and well-being of children as well as adults who visit the Library. As such, children are expected to adhere to the same standards of conduct expected from adults. Parents, guardians, caregivers or designated chaperones are responsible for the behavior of their children while in the Library. Children under the age of nine (9) may not be left alone on the Library premises without the supervision of a parent, guardian, caregiver or designated chaperone age fourteen(14) and above. The Library staff is not authorized to act in place of parents, guardians or caregivers and cannot adequately monitor unattended children. Unaccompanied children over the age of ten who are disruptive will be asked to leave the library. If it is determined that a child cannot safely leave the library to return home on his or her own, staff will permit the child to call a parent, guardian, caregiver or designated chaperone. If no parent, guardian, caregiver or designated chaperone can be contacted, Library staff will allow the child to remain at the Library until the responsible adult can be contacted. Action regarding an unattended child under age ten (10) years, including contacting the police, social services, or another agency, will be taken when his/her health or safety become an issue or there is disruptive behavior in violation of the patron Code of Conduct. Children who have not been picked up at closing time will be given the opportunity to call a parent, guardian, caregiver or designated chaperone and two (2) staff members will wait inside the vestibule with the child. Children who have not been picked up within 15 minutes after closing will be left in the care of the Midland Park Police Department. Under no circumstances will staff transport children in a vehicle or accompany them home.

A copy of this policy must be displayed in the Children's Library

Photocopiers

PUBLIC SERVICE COPIER

The copier is placed in the library to allow patrons to make photocopies of library materials and as a convenience for patrons needing to make photocopies for personal use.

Fee: The library trustees determine the fee for the public service copier. Our fee schedule is as follows:

\$.15 for black and white copies

\$.40 for color copies

The library does not supply colored paper.

Meeting Room Use

Policy for the Use of the Meeting Room Facilities by Non-Library Organizations and Individuals

The Library's function as a community education agency presupposes that the library facilities will be largely for its own use. However, it shall be the policy of the Library Board to grant permission at its discretion to organizations or individuals for use when facilities are available. The Board of Trustees will permit the use of its meeting rooms for socially useful civic and cultural activities.

The use of the library property is a privilege granted by the Board of Trustees and can be revoked by the Board or its designated representatives. All users must comply with the following:

SCHEDULING AND APPLICATIONS FEE

Applications or requests for use are to be made in writing to the Circulation Supervisor. Residents and organizations of the Borough of Midland Park shall have priority in the use of the room. Groups using the library on a regular basis must reapply annually. Use is limited to twice monthly. The Midland Park Fire Department has set a limitation that groups using the Community Room must not exceed 80 people with chairs and tables or 180 people with only chairs.

The applicable fees and payments for use must accompany each application. The Board of Trustees will have the privilege of canceling, with proper notice, the use of the room, should it be deemed necessary for use of library programs.

LIABILITY AND INSURANCE

All organizations using the facility must present proof of liability insurance of at least \$1,000,000. All users must comply with the terms of this policy.

ADMISSION FEES

No admission fees may be charged by groups using the rooms unless approval is received from the Library Board of Trustees.

SET-UP AND CLEAN-UP

Set-up of the room is the responsibility of the organization. Tables and chairs are available in the meeting room for your use. It is suggested that someone arrive 15 minutes early to set up the room to best suit your needs. The meeting room can be set up by your organization earlier in the day **ONLY** if nothing else is scheduled during that time slot.

No alcoholic beverages may be served on the premises. Smoking is not permitted in the library. No musical programs or events producing any noise, which will interfere with library patrons, are permitted. Loudspeaker systems are discouraged. Overloading electrical outlets is not permitted.

The meeting room must be left as it was originally found. No items from the meeting may be left behind. Furniture arrangements must be restored as found. The floors should be vacuumed if necessary. (Please ask the staff for the location of the vacuum). All lights, faucets and facilities shall be checked before leaving the building. All full garbage bags must be removed and placed in the parking lot container. **A \$50 fee will be charged** if the staff must clean up the room. Anyone using the library for any occasion shall be responsible for damages incurred during their use, and failure to pay for such damage will result in the organization being barred from the use of the meeting rooms.

Any accidents or injuries shall be reported to the library staff immediately.

HOURS

Meeting rooms are available for scheduling whenever the library is open. Rooms must be cleaned, locked and keys returned 15 minutes prior to closing time. Organizations must leave if an emergency is declared. The meeting may be rescheduled at no additional charge.

FEES

Midland Park Non-Profit (75% of organization must live in Midland Park) : No Charge

Non-Profit Organizations:

First two hours \$55 per session

Each extra hour \$25 per session

For Profit: First two hours \$100 per session

Each extra hour \$45 per session

Proof of non-profit status may be required (Form 990). Payment must be made in advance. The Board of Trustees reserves the right to waive the fees upon written application.

Meeting Room Rules and Regulations

- (1) Keys to the Community Room may be picked up at the Main Circulation Desk during regular hours and must be returned immediately following the meeting, no later than 15 minutes prior to closing.
- (2) All tables must be covered with plastic tablecloths or brown paper if you are using paint, glue, solvents, markers, crayons or any other art supplies.
- (3) No food or beverage should be served that contains ingredients that will stain the carpet, for example, red icing on cupcakes or red fruit juice.
- (4) Do not leave crafts and artwork behind to dry. The library is not responsible for anything you leave in the building.
- (5) All groups must leave the building 15 minutes prior to library closing time. Please remove all garbage and place in the dumpster in the library parking lot. Please do not put liquids in the Community Room garbage cans as they leak and stain the rug. This includes clean up time.**
- (6) All groups must fill out the Meeting Room Checklist and return the completed form to the Circulation Desk. A staff member must review the checklist upon receipt.
- (7) Please be certain that the room is clean and left in the same condition that you found it. If not a \$50 service fee will be charged.
- (8) In the event that the rug is stained, the non-library organization responsible for the condition will be financially responsible for cleaning the rug. In the event that the non-library organization refuses to pay the service fee or to be responsible for the cost of cleaning the rug, that organization will not be allowed the opportunity of using the meeting room facilities in the future.

PAID TUTORING POLICY

The Library permits tutoring on the premises in accordance with this policy.

Children being tutored must have a Midland Park library card (and must sign in at the circulation desk).

Tutoring is permitted only at the tables by the adult fiction and non-fiction section. Tutoring is not permitted in the rest of the building.

Space cannot be reserved, and Library patrons may not be asked to change their location to accommodate a tutoring session.

Library phones may not be used to discuss or schedule sessions.

Tutors working with students at the end of the day are required to end their tutoring sessions fifteen minutes before closing time.

The Library reserves the right to limit or stop tutoring activities at any time and without advance notice.

Date: Nov. 19, 2016

Liability Insurance Confirmation Form

Groups using the library are expected to provide their own liability insurance. The Midland Park Memorial Library, the Municipality of Midland Park, the Library Board of Trustees, the Library Director, and the Library Employees assume no liability for loss or injury to individuals or groups using the library meeting room(s), equipment, facilities, or parking lot. The signer of this application agrees to assume full responsibility for any and all damage to library property due to abuse or misuse by the signers or their group during the stipulated meeting time.

This is to certify that I have read the Midland Park Memorial Library Meeting Room Policies and Rules and Regulations and will inform the group or organization herewith applying for use of the meeting room(s). I agree to abide by the terms and conditions of the application and of library policy. I understand that the library assumes no liability for any individuals or group using the meeting room(s) or library facilities.

Signature of Applicant

Title: _____
Date: _____

Application for Use of Library Meeting Room

(Instructions)

- A. Print or Type
- B. Return application to the library
- C. Make check payable to Midland Park Memorial Library and return with this application
- D. Submit Application and Liability Insurance on a yearly basis

Name of Organization or Group: _____

Contact Person: _____

Street: _____ Town: _____ Zip: _____

Telephone Number: _____ E-mail: _____

Alternate Contact Person: _____

Telephone Number: _____ E-mail: _____

Date(s) Requested: (if more than 5, please attach separate sheet) _____

_____ Year: _____

Meeting Time: Start _____ Finish _____

Occasion: _____

Number of People Attending: _____

Will you need chairs? YES _____ NO _____

If so, state the date of when you will set up chairs: _____

FEE FOR ONE-TIME USE:

Please choose: (Up to two hours - \$55 per session for non-profit organizations, each additional hour \$25 per session for non-profit organizations or For Profit - \$100 per session up to two hours, \$45 per session for each additional hour)

Will food be served? YES _____ NO _____

All items used, including rooms, must be left clean and in order. No special equipment, decorations, or special effects may be employed without permission.

I have read and agree to the Midland Park Memorial Library Meeting Room Rules and Regulations and Policies.

Sign Here
Approved by Library Director or Head of Circulation:

Date

Date:

Midland Park Memorial Library

Meeting Room Checklist

We rely on each group using the meeting room to leave the room in good condition. Our custodian is only available in the mornings, so it is your responsibility to leave the room ready for the next group.

Please make sure each of the following items have been checked and initialed **before returning this form to the front desk before you leave.**

Thank you for your cooperation.

Checklist Item	Complete
All tabletops have been wiped down and all chairs and tables have been returned to their original location.	
All trash deposited in the dumpster in the library parking lot. <i>(Extra trash bags are available in the kitchen.)</i>	
The carpet has been vacuumed if necessary. <i>(The vacuum cleaner is located in the coat closet.)</i>	
The bathrooms have been checked.	
Kitchen facilities cleaned and in order.	
All lights are turned off <i>(including restrooms).</i>	

By signing this form you acknowledge that you have read the statement below and that your organization agrees to abide by these rules.

Failure to comply with these rules will result in a \$35 fine. Repeated offenses may result in the loss of meeting room access for your group. These rules are part of the Meeting Room Policy for the library and have been approved by the Library Board.

Signature of responsible party: _____
 Printed name of responsible party: _____

Group name: _____ Date: _____ Time: _____

Librarian Signoff: _____

Librarian Notes:

Volunteer Information Policy and Agreement

1. It shall be the policy of the Midland Park Memorial Library to utilize the services of volunteers in any areas where they can assist the library in meeting its objectives of public service. Volunteers shall be utilized to supplement the duties and activities of paid staff and are not considered a replacement for paid staff.
2. Volunteers will be at least 12 years of age (7th grade and up), unless otherwise approved by the librarian, and will complete the Volunteer Agreement below to be reviewed by the librarian.
3. After review of the information the volunteer will be contacted concerning serving at the library. The librarian reserves the right to accept, deny, change or terminate the position of a volunteer with the understanding that such a decision is in keeping with the established guidelines concerning personnel and practice set out in this manual.
4. The schedule of volunteer work hours of any volunteer at the library is dependent upon the availability of supervisors. The number of volunteers accepted is based on the amount of work and supervisory time allocated and needed.
5. Volunteers should notify the Library within 24 hours if they know that they will be late or absent. Failure to give such notice will result in loss of volunteer hours. You can reach the Library at (201) 444-2390.
6. It is the responsibility of the volunteer to fulfill their assigned hours. Staff members will not call to remind them.
7. Volunteers must sign in and sign out of the volunteer folder.
8. Volunteers may not have access to public records.
9. Volunteers are ambassadors for the library and must present a positive image to the public. It is expected that each volunteer's dress and grooming will be appropriate for a business environment and in keeping with his or her work assignment. If, in the sole discretion of a supervisor or the Library Director, a volunteer is dressed in an inappropriate manner, they may not be permitted to work their shift.
10. Volunteers are a valuable resource for any public service organization. While the donation of their time and talents is greatly appreciated, each volunteer must recognize there is an obligation to provide service within the guidelines and policies of the Midland Park Memorial Library as outlined in the Library Policy Manual.
11. Volunteers are responsible for updating their own personal data, such as change of address or telephone number, etc., with the Children's Librarian.
12. To end a volunteer commitment, please notify the supervisor of that decision and the effective date, either verbally or in writing.

Volunteer Agreement

I have read, understand, and agree to abide by the terms listed above.

Print Name _____

Volunteer Signature _____ Date _____

Address _____

School _____ Grade _____

Home Phone # _____ Cell Phone # _____

Email Address _____

Parent Signature required (if volunteer is under 18 years old) _____

Emergency Contact: _____ Phone # _____

Do you have any medical issues we should be aware of, for example, allergies? _____

Library Staff Initials _____ Date Received _____

Gifts, Donations and Memorials

The Midland Park Memorial Library welcomes gifts of books, periodical subscriptions, and works of art, media, other educational materials and equipment, and money for the purchase of library media materials and equipment or adding to the Library endowment.

Materials and equipment are accepted with the understanding that the item(s) meet(s) the standards in the library's Selection and Acquisition Policy.

Gifts are irrevocable; those weeded from or not added to the collection may be disposed of, as the librarian deems appropriate.

The Library Board or Library Director reserves the right to determine appropriate use, housing, and maintenance of gifts.

The Library Director will not appraise gifts. A donor may request a receipt for the number of items donated.

Midland Park Memorial Library hereby states it is currently in good standing with the Internal Revenue Service as a charitable organization under 501(c)(3) of the Internal Revenue Code and contributions to the Midland Park Memorial Library are deductible charitable contributions to the donor. We have also received sales tax exemption from the State of New Jersey Department of Revenue.

Donors will be supplied with appropriate statement regarding any monetary donation that is tax deductible.