



BYRON-BERGEN PUBLIC LIBRARY'S MISSION/PURPOSE

Mission is: To inspire imagination- To promote education- To preserve and disperse information and to maintain a bond between the people of our communities.

Adopted 10 2008

Purpose:

- ◆ The Library also encourages the use of its facilities for planning, educational, and enrichment activities.
- ◆ The Library supports the [Library Bill of Rights](#) and the American Library Association's [Freedom to Read](#) statement.
- ◆ The Library makes every effort to assist, cooperate, and participate in community projects.

BYRON BERGEN PUBLIC LIBRARY POLICIES

CIRCULATION POLICY

Any properly registered individual may take out any circulating item in the adult or children's room collections unless the individual's privileges have been revoked

There are no limits on the numbers of materials that can be taken out by any given patron unless there are restrictions placed on a child by a parent at the time of registration, with the exception of new patrons and non-resident patrons as outlined in the non-resident policy.

All materials circulate for a 3-week loan period and may be renewed once in person or by phone or Internet, exceptions listed below:

Reference Materials – Do not circulate

CD-ROMS – Do not circulate

Created on March 2012

Reviewed on 6-08-15

Current Magazine Issues – Do not circulate

New Books – Circulate for 1 non-renewable 3-week loan period due to the high interest generated by new materials

Videos/DVDs – Circulate for a 1-week loan period

New DVDs – Circulate for 1 non-renewable week loan period.

Playaways- Circulate for 3-week loan period

RETURNING MATERIALS

All materials may be returned in the 24-hour drop box at the front of the building. The material will be discharged off patron library card using the last business date open.

OVERDUE MATERIALS

Charges for books and materials will be \$.20/day for adults and children with a maximum fine of \$5 per item.

Video/DVD overdue charges will be \$1/day with a maximum fine of \$10 per item.

The first reminder for patrons have overdue materials is sent 1 weeks after the due date.

The second reminder for patrons that have overdue materials is sent 3 weeks after the due date.

Patrons are sent a legal notice 6 weeks after the due date. Legal notices shall contain the following:

Identification of the materials that need to be returned:

1. A statement of the replacement cost of the material as determined below:
 - a) If a patron loses or refuses to return library material, the patron will be charged the cost of replacement of the material if it is still available.
 - b) If the material is no longer available, the patron will be charged the original cost of the material.
 - c) If the original cost of the material cannot be determined, the patron will be charged the cost of a suitable replacement for the material
2. A statement of overdue charges if applicable.

3. The following statement from the NYS Education Law details legal penalties in addition to the above:

Section 265 of the Education Law of the State of New York is as follows:

Detention –“ Whoever willfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading-room, museum, or other educational institution, for thirty days after notice in writing to return the same, given after the expiration of the time by which the rules of such institution, such as article or other property may be kept, shall be punished by a fine of not less than one more than twenty-five dollars, or by imprisonment in jail not exceeding six months, and the said notice shall bear on its face a copy of this section.”

PLEASE BE FURTHER ADVISED THAT THE BOOKS DESIGNATED ON THE ENCLOSED SLIPS MUST BE RETURNED WITHIN 30 DAYS FROM THE DATE OF THIS NOTICE.

A copy of a patron’s legal notice may be sent to an appropriate law enforcement agency’s office 10 weeks after the due date.

The statute of limitations concerning a person who has not returned material is no more than six years. While civil or criminal action may not be taken on an individual after this six year period has expired, the library will continue to deny individuals library privileges until they have reimbursed the library or otherwise settled the dispute.

INTER-LIBRARY LOAN POLICY

As a member of the NIOGA System, we will make every effort to fill requests from other members immediately unless there is a local waiting list for the material. If we borrow a book or other material from NIODA or other member libraries, we will honor the circulation rules of the lending library if they differ from our own. Any fines differing from our fine system must be made known to the patron upon borrowing the material. The responsibility of fines is not to the lending library, but to the borrowed library.

As a member of NIOGA, we will endeavor to honor the contractual commitments of NIOGA between libraries and agencies.

NON-RESIDENT POLICY

If an individual lives or owns property within the NIOGA region (Niagara, Orleans and/or Genesee Counties) the person is considered eligible to receive a library card at no charge, provided the individual can show proof of residency and/or proof of property ownership. In addition, those patrons that attend the Byron-Bergen Public School district and those employed within the area are also considered eligible to receive a library card at no charge.

Created on March 2012

Reviewed on 6-08-15

Individuals not falling within the guidelines above would be considered non-residents and will be charged a fee of not less than \$30 per year for a library card.

In addition, non-resident patrons may borrow 8 items at any given time, including no more than 2 audiovisual (A.V.) materials. New patrons are limited to 2 items on the day of registration.

RULES OF CONDUCT FOR LIBRARY USERS

Library patrons are expected to be orderly so that others may enjoy the use of the Library undisturbed. Violators of the above may be denied use of the Library.

Cell Phone Use

Patrons are asked to silence their cell phones while patronizing the Library. While it is understandable that emergency use of cell phones may be necessary while attending the Library, patrons that must accept a phone call while using the facility are asked to exit the Library area while taking the call.

Unattended Children Policy

While Libraries are generally considered friendly, safe environments for children, parents should be aware that Libraries are public buildings where any individual may enter. In this way, the Library may be compared to a shopping mall or airport, for example, in that the person standing next to you may be your next door neighbor or they may be a perfect stranger about whom nothing is known. In addition, Library staff is hired to perform Library duties and cannot be expected to deal with a small child who might be frightened, tired or ill. Parents, not Library staff, are responsible for the behavior of children using the Library. For these reasons, we prefer that adults supervise their children while they use the facilities.

GIFT POLICY

Gifts will be accepted by the Library Manager following the guidelines of the Board. Any unusual gifts will not be accepted without the approval of the Board.

Gifts received by the Manager will be recorded in the special memorial book by the donor, when possible. Memorial material will also be designated as such.

The Board reserves the right to accept or reject any gifts. Gift materials accepted by the Board may be added to the collections, sold, or given to other libraries or discarded. Gifts presented to the Library with qualifying conditions will be accepted at the discretion of the Board. Length of time for the display of gift items is at the Manager's discretion.

USE OF LIBRARY MEETING ROOMS AND EQUIPMENT

The use of the Library meeting rooms and equipment must be scheduled with the Manager or the Library Clerk on duty at least two weeks prior to meeting date prior to meeting date to ensure availability. The rooms must be left as found. The cost for use of equipment will be charged at rates in effect at the time of the event.

Permission is necessary for the use of equipment in conjunction with an authorized meeting.

Library sponsored or library-oriented programs will receive first priority, after which other groups will be considered on a first-come first-served basis. No smoking is permitted within the facility by any group. No admission may be charged. The fact that a group meets at the Library does not constitute an endorsement of the group's policies or beliefs.

EXHIBITS AND DISPLAYS

Display cases and all other areas within the Library will be utilized at the discretion of the Manager, but are provided for the interest, information, and enlightenment of all people in the community which the Library serves. There are spaces to display various brochures and pamphlets, also at the discretion of the Manager.

Political and/or controversial material and exhibits can be rejected by the Manager and/or Board. Exhibit materials should meet the criteria of public interest, be informational or enlightening subjects, and/or promote the goals, resources or services of the Library. Individuals displaying items in the case will be notified that the Board of Trustees and the employee of the Library assume no responsibility for the preservation, protection, or possible damage or theft of any items displayed. Items for a display will be accepted without a waiver signed by the owner absolving Byron-Bergen Public Library and the Towns of Byron and Bergen of liability for loss or damage beyond that covered by insurance.

GRIEVANCE POLICY

“Complaint Form for Literature Found Objectionable” and “General Concern Form” will be provided by the Library Manager at the request of any patron. Each form will be presented to the Board for review, entered into the minutes, and a response from the Board will be sent to the complainant.

Reconsideration Procedures

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

Created on March 2012

Reviewed on 6-08-15

The Library supports intellectual freedom and has adopted the following statements as policy. ALA Freedom to Read Statement, ALA Library Bill of Rights, and the Freedom to View statement of American Film and Video Association.

Citizen requests for reconsideration shall be made in writing and given to the Library Manager for a written response. Appeals will be directed to the Board of Trustees for final decision.

CONFIDENTIALITY of LIBRARY RECORDS

Byron-Bergen Public Library supports the confidentiality of library records. No information will be given to any person or agency at any time for any reason regarding any individual's use of library materials. Circulation records and other records identifying the names of library users will be kept confidential. These records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

The Library will resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in court or competent jurisdiction.

Approved by the Byron-Bergen Public Library Board of Trustees on March 2012