

# LIBRARY POLICIES



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# MATERIALS SELECTION POLICY

Approved, April 14, 2005

## Objectives

The Avalon Free Public Library places major emphasis on informational, recreational and educational functions. It recognizes the importance of basic materials of permanent value and timely materials on current issues. Materials will be purchased in the format that best suits the patron's needs.

## Guidelines

The Trustees of the library support the Library Bill of Rights promulgated by the American Library Association, and it serves as the basis of this policy and other lending policies of this library. Choice of materials will result from a variety of professional activities on the part of the Library Director. Reviews of new books from both professional journals and popular reviewing media form an important tool in the selection process. Recommendations from the staff and public are also welcome and evaluated within the framework of the acquisition process.

## Responsibility

The Library Director has the final responsibility for the selection of all materials to be incorporated into the library's collection, regardless of the mode of acquisition. It is the Director's responsibility to provide materials that are both of current interest and permanent value, that are up-to-date, that are responsive to the needs of every segment of the community and that do not discriminate against political, religious, economic, or social view or group through deliberate exclusion of their views. The Director shall try to provide for a diversity of materials without exercising direct or implied censorship. The Director shall be responsible for expending available funds in an equitable manner so that all divisions of the collection receive a just proportion of said funds.

## Selection Criteria

### A. General

All acquisitions, whether purchased or donated, are considered in terms of the standards listed below. However, an item need not meet all the criteria in order to be acceptable. Materials are evaluated on the significance of the entire work rather than individual parts. When judging the quality of materials several standards and combinations of standards may be used. The following principals will guide selection:

- Contemporary significance or permanent value
- Community interest
- Accuracy of content
- Reputation and/or authority of the author, editor or publisher
- Literary merit
- Relation to the existing collection and to other materials on the subject
- Price, availability and demand

- Format and ease of use
- Scarcity of information in the subject area
- Availability of material in other area libraries
- Attention of critics, reviewers, media and public

#### **B. Material Specific**

- Periodicals are purchased to supplement the book collection, provide recreational and professional reading, and/or provide material not yet available in book form. Selection of periodicals will be based upon their consideration as authoritative, objective, of local interest and demand, and indexed in standard periodical indexes.
- Gifts of books and other items will be accepted on the condition that the Director has the authority to make whatever disposition he or she deems advisable. Gifts will be judged upon the same basis as purchased materials.

#### **Collection Maintenance**

To maintain the effectiveness of the library's total collection, the library will attempt to systematically remove materials no longer useful. Need for replacement is weighed with regard to several factors: number of duplicate copies, existence of adequate coverage of a field, similar materials in the collection, later or more authoritative as well as current demand for the particular subject or title.

## **CHALLENGED MATERIALS POLICY**

Approved, April 14, 2005

Patrons requesting that material in the collection be reconsidered may complete a "Request for Reconsideration of Library Materials." The inquiry will be placed on the agenda of the next regular meeting of the AFPL Board of Trustees. Their decision will be based upon this selection policy after due consideration of the report of the Library Director and the patron's inquiry.

The library recognizes that some materials may be controversial and that any given item may offend some patron. Selection or retention of materials will not be made on the basis of anticipated approval or disapproval of any groups of patrons, but solely on the basis of the principles stated in the Materials Selection Policy. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered, except to protect it from theft. Responsibility for the reading of children rests with their parents or legal guardians.

## **MEMBERSHIP & BORROWING POLICY**

Approved, October 12, 2017

The Board of Trustees of the Avalon Free Public Library encourages the use and borrowing of the library's print, non-print, and digital materials.

## 1) LIBRARY CARDS

- a) **RESIDENTS:** Any permanent resident in Avalon may obtain a library card by demonstrating proof of residence or ownership of property. Cards are valid for two years from the date of issuance, while patron owns property in the Borough.
- b) **NONRESIDENTS:**
  - i) **Avalon Property Owner:** The Library issues cards to individuals who own property (and their immediate family) in the Borough of Avalon. Cards are valid for two years from the date of issuance, while the patron owns property in Borough. Applicants must present a valid form of identification showing their primary address and library staff will confirm the local address.
  - ii) **Seasonal Visitor:** Seasonal renters of Avalon property, non-immediate family staying with Avalon property owners, and visitors to Avalon's hotels may obtain a seasonal card for free. Applicants must present a valid form of identification showing their home address and their Avalon lease, rental agreement, or have the application signed by the Avalon property owner. Summer seasonal cards are valid through October 15, and can be renewed in three-month increments should the visitor continue to meet the criteria.
  - iii) **Avalon Borough Employee:** The Library issues cards to individuals who are employed by the Borough of Avalon. Applicants must present current proof of employment and a valid form of identification showing their home address. Cards are valid for two years from the date of issuance provided that the individual remains employed by the Borough.
  - iv) **Avalon Business Owner:** The Library issues cards to individuals who own a business in the Borough of Avalon. Applicants must present current proof of business ownership and a valid form of identification showing the home address. Cards are valid for two years from the date of issuance provided that the individual continues to own a business in the Borough.
  - v) **Avalon Business Employee:** The Library issues cards to individuals who are employed by a business within the Borough of Avalon. Applicants must present current proof of employment and a valid form of identification showing their home address. Cards are valid for one year from the date of issuance provided that the individual remains employed by the business.
  - vi) **Cape May County Resident:** Permanent residents of Cape May County may obtain a library card by demonstrating proof of residence and presenting a valid form of identification. Cards are valid for two years from the date of issuance provided that the patron owns property in Cape May County.
  - vii) **COIL:** The Library extends privileges to residents with a library card from the libraries of the Coalition of Independent Libraries of Southern New Jersey. A valid form of identification showing the home address, in addition to the reciprocal library's card, is required. Cards are valid for two years from the date of issuance for so long as the patron retains a membership with the reciprocal library. (COIL includes residents of Absecon, Atlantic City, Linwood, Longport, Margate, Millville, Northfield, Ocean City, Strathmere and Vineland).
  - viii) **Subscriber:** Visitors to the area who do not qualify for a seasonal card may obtain a subscriber card for an annual fee of \$20. Applicants must present a valid form of identification showing their home address and pay the fee upon registration. Cards are valid for one year from the date of issuance.
- c) **CHILDREN & TEENS:** The Avalon Free Public Library issues juvenile resident or nonresident library cards to persons from birth through 17 years of age. In-person authorization signed by a parent or guardian via a completed library card application is required. The parent or guardian accepts responsibility for the card, all items borrowed, and attests to the age of the applicant.

- d) LOST CARDS: As they are responsible for all items borrowed on their card, cardholders should call the Library to report a lost or stolen card as soon as possible.
- e) LIBRARY CARD RENEWAL: Upon expiration, cardholders will be asked to re-verify their status for continued library privileges by presenting an appropriate form of identification.

## 2) OVERDUE MATERIALS

- a) The Avalon Free Public Library sends the cardholder three (2 overdue notices and 1 bill) notifications of overdue materials. However, the responsibility for returning borrowed materials and paying all fines and fees accrued is not conditional upon the cardholder receiving overdue notification. When unpaid library fines and fees total \$10.00 or more, the patron's library card will be made delinquent with borrowing privileges suspended until the accumulated fines and fees are paid in full. Library staff are authorized to revoke privileges at any time before issuing notices, when abuse of privileges so warrants.
- b) When a Library cardholder has received an overdue notice for an item and notifies the Avalon Free Public Library that the item was previously returned, the staff will conduct a thorough search. The Library staff will also ask the patron to continue to search for the item. Library staff are authorized to resolve cases in which the cardholder claims the materials has been returned but cannot be located within the Library.
- c) The Library's circulation system automatically changes the status of overdue materials to "Billed" status when the materials are long overdue. At that time, the maximum overdue fine changes to the price of the materials. If the cardholder returns the billed materials, the cardholder is charged the overdue fine.
- d) Staff restores borrowing privileges promptly when materials are returned, found, or paid for and accounts are settled.
- e) Fines are charged on overdue materials for each day the Library is open, according to the current fine schedule.
- f) Materials borrowed are not considered returned until all parts are received by the Library. If an item is returned with parts (booklets, cover, cases, discs, cassettes, etc.) missing, the items will not be discharged and fines will continue to accrue until all parts are received by the Library. The Library staff will make an effort to contact the patron promptly as time permits.

## 3) BORROWING RECORDS

All information on the individual cardholder is confidential except in the case of a juvenile card when the parent or guardian has signed the application card. Patrons have the option of saving their reading history via an option on the Library catalog. This option is turned off by default and must be activated by the patron. Beyond patron use of this feature, the library does not maintain records of materials individuals have borrowed and returned in the past, except when materials have been returned late and a fine is incurred and/or when items are lost or damaged. In a case where the patron has elected to have their reading history saved, this information is considered confidential.

## 4) HOLDS (RESERVES)

- a) Cardholders may place or cancel requests materials on the Library website, [www.avalonfreelibrary.org](http://www.avalonfreelibrary.org); or, during library hours, by telephone, 609-967-7155; or in the library themselves at a Library catalog terminal or with staff assistance at the circulation desk.
- b) Cardholders may not check out an item that is currently on the hold shelf for another patron.
- c) The library's automated system uses a paging system for pending holds. Patrons who place holds via the online catalog should note that these holds are only pulled once a day (before the Library has opened). If a patron requests an item via the online catalog after the paging has been completed for the day, it will not be pulled until the following day. If another patron removes the

item from the shelf before it has been pulled, they will be permitted to borrow it and the patron who requested it will be first in line for it upon its return.

#### 5) AUTHORIZATION TO PICK UP REQUESTS FOR CARDHOLDER

A cardholder may authorize a person residing in their household to pick-up holds by giving them the Library card with which the reserve was placed. The Library may request additional identification from the person presenting the card and may verify use of the card with the patron to whom the card belongs.

#### 6) MATERIAL RENEWALS

- a) Cardholders may renew materials twice, unless they are from a collection that is restricted from renewal.
- b) Cardholders may renew materials on the library catalog, [encore.avalonfreelibrary.org](http://encore.avalonfreelibrary.org); or, during library hours, by telephone, 609-967-7155; or in the Library themselves at a Library catalog terminal or with staff assistance at the circulation desk. *Items are not renewable through the catalog on or after the due date.*
- c) Cardholders may not renew items that are on reserve.

#### 7) IN-HOUSE USE OF LIBRARY RESOURCES

The Library allows in-house use of Library resources; however, the Library reserves the right to require and hold an acceptable form of identification or similar item of value for use of materials or equipment. An additional form of identification showing address may be requested at the discretion of the Library staff member.

## INTERNET AND COMPUTER ACCEPTABLE USE POLICY

Approved, April 14, 2005

Amended, July 13, 2017

The Avalon Free Public Library provides a broad range of information resources, including those available through the internet. Access to the internet enables the library to greatly expand its information services beyond traditional collections and resources. We make this service available in support of our mission.

The internet offers access to many valuable local, national, and international sources of information. However, it is an unregulated medium and not all sources on the internet provide accurate, complete or current information. The Avalon Free Public Library cannot monitor or control information accessed through the internet and is not responsible for its content, quality, accuracy, or currency. Internet users will need to evaluate for themselves the validity of information found.

The internet may contain information that is controversial, sexually explicit, or offensive. Library patrons use the internet at their own risk. Parents are responsible for their children's use of the library's resources and facilities. Parents who believe that their children cannot responsibly use the Library's internet access are requested to monitor their children's internet use.

Library internet computers will not be used for illegal activity, or to access materials that by local community standards would be considered obscene.

Users must leave their terminal promptly at the end of their session, in respect to other patrons who are

waiting.

Available bandwidth on the Library's public wireless network is capped at 2 gigabytes (GB) of data per day per person.

If a patron violates the Acceptable Use Policy, the library staff may request that he/she leave the terminals, and may prohibit a patron from future use on the computers.

## AVALON FREE PUBLIC LIBRARY CODE OF CONDUCT

*Approved by The Library Board of Trustees, April 12, 2019*

The Trustees of the Free Public Library of the Borough of Avalon adopted the Library's Code of Conduct to ensure equal access to the Library's collections and services, to achieve the optimum and safest use of the Library facilities for all users, to foster a quiet and orderly atmosphere and to assure that staff members are able to conduct Library business with minimum interference.

Persons visiting the Library are responsible for following these and all posted rules and policies. Copies of the Library Policies are posted in the Library, on the Library's website ([www.avalonfreelibrary.org](http://www.avalonfreelibrary.org)), and a paper version may be requested from the circulation desk. Any person violating the Library's Code of Conduct, or any federal, state, or local law, will be required to leave the premises. Police assistance may be utilized. Willful non-compliance after being made aware of a violation or persistent or extreme violations of these rules will result in the suspension of Library privileges.

### **IT IS THE POLICY OF THE AVALON FREE PUBLIC LIBRARY TO PROHIBIT:**

1. Any violation of local, state or federal law.
2. Harassment, assault, and disorderly conduct.
3. Using obscene or offensive language and gestures.
4. Intoxication, illegal drug use or possession of intoxicants or illegal drugs.
5. Smoking
6. Carrying a weapon, unless expressly authorized by law.
7. Public indecency, including but not limited to any form of sexual misconduct (i.e. exposure, offensive touching, and/or sexual harassment of patrons or staff or downloading or viewing explicit materials in the Library or while utilizing the Library's Wi-Fi).
8. Stealing Library material or property or stealing the property of another person or staff member.
9. Criminal mischief, including damaging Library property or the property of another person or staff member.
10. Illegal gambling, selling and/or soliciting for money or items or services.
11. Trespassing: entering the Library building when it is closed to the public; entering non-public areas in the Library without proper authorization, such as staff office and storage areas.
12. Loitering: remaining within the Library without making use of Library resources or services.
13. Disturbing other people or employees of the Library by disrupting their use of the Library or their work, including, but not limited to, inappropriate use of cellular phones, computers; conversation; extended use of equipment.

14. Speaking loudly.
15. Blocking aisles, pathways, doorways or emergency exits.
16. Sitting in areas that are not designated sitting areas or relocating Library furniture or equipment without approval.
17. Distributing or posting printed materials that have not been approved the Library Director.
18. Photographing or videotaping materials or patrons without prior permission of the Library administration and the permission of all Library users being photographed or recorded.
19. Misusing Library materials and property.
20. Leaving personal property unattended in the Library or on its premises. The Library is not responsible for any property left unattended or for any property discarded.
21. Sleeping.
22. Having offensive bodily hygiene that interferes with the rights of others to use the Library.<sup>1</sup>
23. Entrance to patrons who are not fully clothed, including shirts and footwear.
24. The consumption of food and beverages near Library equipment and electronics.
25. Bringing animals into the Library, except in the case of a service animal.
26. Using Library computers more than is permitted on any given day.
27. Reprogramming or altering Library computer software or data or tampering with computer software or hardware.
28. The Library is not responsible for the malfunction of personal property used in the Library, for example, electric surges causing damage to personal devices; computer viruses.
29. Violating the Library Internet and Computer Acceptable Use Policy.<sup>2</sup>

## YOUTH SAFETY POLICY

The Avalon Free Public Library welcomes young patrons and families to use its resources and facilities and the safety of children in our building is a priority for Trustees and staff. The Library has adopted the following guidelines regarding the use of Library by children and their caregivers:

1. The Library will not provide supervision or care for any Library patron, including children.
2. Children under the age of 8 may not be left unattended in the Library.
3. Care providers for those children under the age of 8 must be at least 15 years of age and must directly supervise their charges at all times.
4. All children should know or have in their possession emergency contact information.
5. Adults and teens are permitted in children's areas of the Library only when accompanied by a child or when the adult/teen needs to retrieve materials from the youth services area collections. If the individual is not accompanied by a child, he or she needs to locate the youth services material and then move to appropriate Library public areas. Staff can assist with the retrieval of materials from the youth services area when necessary.

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<sup>1</sup> See appellate court ruling in *Kreimer v. Bureau of Police*, 958 F.2d 1242 (3d Cir. N.J. 1992).

<sup>2</sup> Approved by the Library Board of Trustees, July 2017.

## ENFORCEMENT OF THE LIBRARY CODE OF CONDUCT

- A. Library staff are authorized to use necessary and reasonable measures to enforce these policies. In this regard, Library staff have the right to:
  - 1. Confiscate and dispose of any food or beverage containers near Library equipment or electronics.
  - 2. Separate members of a group from one another or relocate individuals from one area to another.
  - 3. Impose time limits on the continuous use of Library resources, including computers and copiers.
  - 4. Designate specific areas of the building for limited and/or special purpose use.
  - 5. Require Library users to furnish commonly accepted forms of identification, such as drivers licenses, ID cards, and Library cards.
  - 6. Seek the help of the Avalon Police Department to enforce these policies.
  - 7. Take other actions as deemed appropriate to enforce these policies.
- B. The Library Director or their designee is authorized to suspend the Library privileges of any person violating the Library Code of Conduct or any federal, state, or local law for a period of 30 days for the first offense, 6 months (180 days) for the second offense and one year (365 days) for the third offense.
- C. Patrons engaged in conduct that poses a serious imminent risk to health or safety may be immediately expelled from the Library Premises without prior warning and with or without the assistance of local law enforcement. Library staff is authorized to contact the Avalon Police Department to respond to such situation.
- D. For extreme or chronic violations, the Board of Trustees may recommend a longer or indefinite suspension if they determine the patron's history of violations and/or any other relevant factors warrant it.
- E. Library privileges include without limitation entering the Library premises, or other Library facilities including the Avalon History Center, checking out Library materials, accessing Library computers or Wi-Fi, or attending Library or History Center programs.
- F. Any person whose privileges have been suspended, or who has been permanently excluded, may appeal the decision in writing to the Library Director within fourteen (14) days of the suspension of Library privileges. The written request must include the name and current mailing address.

## GIFTS, DONATIONS & BOOK SALE

Approved, June 14, 2018

***I. Purpose*** The purpose of this Policy and Guideline is to govern the acceptance and administration of gifts made to the AFPL for the benefit of any of its programs and to assure compliance with the State of New Jersey and Municipality requirements for such gift acceptance, administration, use and reporting.

***II. Scope*** This Policy applies to all gifts given to the AFPL and is intended to direct the members of the Library Board of Trustees and Library Management with a process to follow when accepting, administering, reporting and recognizing gifts from donors of such gifts.

**III. Requirements** The AFPL Board of Trustees shall establish the necessary and proper financial and or organizational mechanisms necessary to accept and administer gifts from various sources as described in this policy in accordance with the State of New Jersey and municipal legal requirements for such activity.

#### ***Item Donation Policy***

The Avalon Free Public Library welcomes gifts that help to fulfill the mission of the Library. Materials can be donated year-round at the Circulation Desk. The Library retains unconditional ownership of all gifts and reserves the right to reject any gift. Gifts of books and other materials are welcomed. In order for such materials to be added to the Library's collection, they must meet the same standards as purchased materials.

Once materials are accepted, they become the property of the Library and subject to applicable policies. Upon request, the Library will provide acknowledgement of a gift, however the Library does not appraise or provide valuations of gifts for tax deduction or other purposes.

The Library reserves the right to 1) add the donated materials to the collection, 2) sell them through the Library book sale, 3) discard any donated materials, or 4) refer them to other book donation programs.

#### ***Book Sale Policy***

##### **Materials**

Discards: Those items formerly part of the library collection and have been deselected due to lack of use or relevancy.

Donated: Books and materials that have never been part of the library collection but have been evaluated under the direction of the Library Director. See the Library's Donation Policy for more information.

##### **Accounting**

Discards and donations may be sold through the library book sale.

The Business Assistant shall account for all book sale funds and will report book sale totals to the Board Treasurer on a quarterly basis. The Library Director shall adopt procedures for library staff to ensure safekeeping of the funds, proper accounting procedures, timely deposits, and compliance with library policies and procedures. Unless otherwise specified by resolution of the Board of Trustees of the Avalon Free Public Library, proceeds of the sort referenced in this section shall be reserved for the Library's collections.

##### **Special sales**

Library book sales will include both ongoing sales in the library and special sale events. Special sale events will be planned and conducted by library volunteers. The library will designate one of its employees to serve as a liaison to the volunteers. The stock for book sales includes (1) donations to the library and (2) books and other library materials that have been withdrawn from the library's collection.

## **OPEN PUBLIC RECORDS AND MEETINGS**

Approved, April 14, 2005

The Library will comply with NJSA 47:1A-1 et seq., (" the Open Public Records Act").

All government records, as defined in N.J.S.A. 47:1A-1.1, are subject to inspection, copying and examination unless exempt in accordance with the Open Public Records Act, another statute, any

document deemed confidential or non-disclosable, and Executive Order of the Governor, resolution of either or both houses of the Legislature, rules of court, any federal law, federal regulation or federal order.

The Act provides that any person has the right to make an oral or written request to inspect, copy or receive copies of public records. The request must describe the record sufficiently to enable the library to find the record.

On behalf of the Library Trustees, the Library Director will act as "Custodian of Records." All requests to view government records must be in writing on the form entitled "Borough of Avalon Library Trustees Request for Access to Public Records", which is available at the Circulation Desk. This form should be delivered to the Custodian of Records.

The Act also provides that the Library may make a charge for the time required in locating the document and for the cost of duplication. Accordingly, the cost for pages 1-10 will be \$.75 per page, for pages 11-20 \$.50 per page and any pages over #20, \$.25 per page.

A person who is denied access to a government record may institute a challenge to the Custodian of Record's decision in Superior Court or in lieu of filing an action in Superior Court, file a complaint with the Government Records Council.

The meetings of the Library Trustees shall be held in accordance with N.J.S.A. 10:4-6 et seq., (the "Open Public Meetings Act.").

## CONFIDENTIALITY OF PATRON RECORDS

Approved April 14, 2005

Patrons of the library have certain rights with regard to their use of library facilities and services. Records of patron use of library materials or services are confidential per *NJSA 18A:73-43.1*. Library records which contain the names or other personally identifying details regarding the users of the Library are confidential and shall not be disclosed except in accordance with N.J.S.A. 18A:73-43.2.

Records of patron use of library resources may include:

- Circulation records
- Workstation and server logs
- Security videos
- Information sought or received
- Database search records
- Interlibrary loan records
- Reference requests
- Program registration information
- Signup sheets
- Patron material complaint forms

- Patron suggestion forms
- Emails
- Voicemails
- Correspondence about patron's library use
- Any other such record with personally identifiable uses of library materials, facilities, programs or services as may be accumulated in the course of doing library business.

In the event a patron fails to return materials, the library may disclose circulation information and correspondence to appropriate legal authorities involved in securing the return of or payment for these materials.

Staff is authorized to request identification from library users as necessary and appropriate for use of library services. Such information is considered confidential. Refusal to identify oneself may be grounds for denial of service.

Staff will cooperate fully with law enforcement to the extent allowed by law, but all requests to identify persons with respect to their use of library materials and services will be referred to the Library Director.

If the Library has cause to believe that a criminal act has been committed on Library property or with Library resources, Administration will cooperate with law enforcement officials to obtain proper court orders for the release of such confidential library records as may be necessary for a criminal investigation and prosecution.

## HEALTH EMERGENCIES

Approved, April 14, 2005

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

## EXTREME WEATHER EMERGENCIES

Approved, April 14, 2005

Amended January 12, 2006

During extreme weather conditions, the Director may close the library. If staff members who are working cannot reach the director, they may confer among themselves to make the decision to close, or call the Library Board President or Borough Administrator.

## VOLUNTEERS

Approved, April 14, 2005

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Avalon Free Public Library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves.

## COPY MACHINE AND COPYRIGHT LAW

Approved, April 14, 2005

It is the intent of the library to comply with Title 17 of the United States Code, titled "Copyrights," and any other federal legislation related to the duplication, retention and use of copyrighted materials. A notice of copyright will be prominently placed on the library's photocopiers. Library staff will refuse to duplicate any materials if doing so would violate copyright. Library patrons copying any materials on library machines are solely and fully responsible for using the materials in compliance with relevant copyright law.

Audio visual materials for which the library has purchased public performance rights are so labeled. Items without public performance rights are for personal and home use only. Library staff will follow copyright law in selecting and using materials for public performance. Original or copyright free art will be used to produce library publicity items or for creating displays and decorations.

## BULLETIN BOARDS AND EXHIBITS

Approved, April 14, 2005

The library endeavors to provide the public with as much bulletin board space as possible on a first-come, first served basis, subject to the following conditions:

- Posters or announcements of events of general interest to the public are limited to the bulletin board at the entrance to the library. Posters must be non-commercial and non-political.
- Posters should be attractive and not exceed 14'x22' in size.
- Generally, announcements for a single event may not be posted more than two weeks in advance, nor may any announcement be posted for an indefinite period of time.
- Request for use of the Bulletin Board space must be authorized by the Library Director.

- Posters, pamphlets and brochures of a purely commercial or partisan nature may not be placed on the bulletin board nor in the library for distribution, nor may any canisters or receptacles that solicit donations be placed in the library at any time.

The library is not responsible for the preservation, protection, loss or damage to any posted materials.

## RULES FOR USE OF THE FACILITY

Approved April 14, 2005

*Facilities Use Form can be found on the Library's website under Forms & Policies.*

As a public institution committed to make accessible to our patrons' information for education, research, discovery, self-improvement, recreation and cultural enrichment, the Library makes its facilities available to individuals and groups for activities in keeping with these purposes. The following rules are designed to insure the appropriate use of the facilities;

- Organizations and/or individuals seeking to use the Library facilities must be considered individually and ruled upon by the Library Director/Board of Trustees.
- Library meeting room facilities usage is free of charge for registered charitable organizations and Avalon clubs. If the meeting is scheduled after normal Library operating hours then a custodial fee will be determined and a minimum deposit will be charged at time of registration.
- All activities conducted by these organizations and individuals must be non-profit, community-oriented, and educational or cultural in focus. Personal parties or gatherings are not considered eligible. Each activity must be considered individually and ruled upon, provided that such use does not interfere with Library programs or functions.
- Library-sponsored activities will pre-empt all others. In order to give maximum benefit to Library-sponsored activities, and minimum inconvenience to others, each application must be submitted a reasonable length of time (60 days is suggested) in advance of the date requested. A final decision will be made within 30 days of the receipt of request.
- As a publicly supported institution, it is essential that both the security and physical plant of the Library be maintained at the highest possible levels. For this reason, any group or individual using the Library may be required to employ the services of the Library's custodial personnel, at a rate determined by the Board of Trustees.
- Publicity or literature distributed by any organization or individual should not suggest that the program is sponsored or co-sponsored by the Library. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board of Trustees.
- Activities involving teenagers or children are only permitted with adequate adult supervision.
- The responsible officer of each organization, or the individual, seeking to use the facilities shall be held responsible for building security; for fulfillment of the rules set forth for the use of the facilities; for the conduct of members and guests while on the Library premises; and for the payment of all charges for the mis-use of the building and facilities. Acceptance of this responsibility is indicated by the signature below.
- The premises, inventory, and equipment will be inspected after each non-Library sponsored activity and assessments shall be made for excessive disorder, breakage or loss.

- Refreshments will be approved at the discretion of the Library Director at time of contract signing.
- Smoking and the use of any drug, including alcohol, are prohibited.
- All groups are expected to clean the premises before leaving and return the area to the same state as found.
- The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any organization or group attending the meeting.
- No materials or equipment are to be stored without express permission of the Library Director. Any items approved for storage must be removed at the conclusion of the period covered by the agreement.
- No Library property shall be removed from the premises without the express permission of the Library Director.
- All applicants desiring to use the Library facilities are required to sign the contract below, provide a certificate of liability for the minimum standard insurance coverage determined by the Library's Insurance carrier and shall execute an Indemnification and Hold Harmless Agreement in favor of the Free Public Library of the Borough of Avalon, NJ.
- The Library Board and staff do not assume any liability for organizations or individuals attending a meeting at the Library.
- The Library retains the right to withdraw approval and/or deny future use at any time. The respectful use of the Library's building, furnishings and fixtures are essential to the continued public enjoyment of our facility.

## LIBRARY CAMERA POLICY

Approved by the Board of Trustees of the Free Public Library of Avalon, 11/14/19

Security cameras are used to enhance the safety and security of library users and staff by discouraging violations of the Library's Code of Conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity.

### SECURITY CAMERA PURPOSE AND PLACEMENT GUIDELINES

Video recording cameras will be used in public spaces of library/school locations to discourage criminal activity and violations of the Library's Code of Conduct. The recording of audio is restricted under the Electronic Communications Privacy Act and will not be used.

Cameras may be installed in outdoor and indoor places where individuals would not have a reasonable expectation of privacy. Examples include public common areas of the library/school such as parking lots, entrances, seating areas, and service desks.

Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as restrooms or private offices, nor will they be positioned for the purpose of identifying a person's reading, viewing or listening activities in the library.

Signs will be posted at all entrances informing the public and staff that security cameras are in use.

Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. The Avalon Free Public Library is not responsible for loss of property or personal injury.

Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored for no longer than 45 days, unless otherwise required as part of an ongoing investigation or litigation. As new images are recorded, the oldest images will be automatically deleted.

Regarding the placement and use of the digital recording cameras, staff and patron safety is the first priority; protection of library property is of secondary importance.

Cameras are not installed nor will they be used for the purpose of routine staff performance evaluations.

### **USE/DISCLOSURE OF VIDEO RECORDS**

Requests to view recorded footage will not be granted by the Director except to law enforcement upon presentation of a subpoena or court order or when otherwise required by law as per the requirements set forth in NJSA 18A:73-43.2<sup>3</sup>. In the event of a search warrant which is executable immediately, or a law enforcement investigation affecting the library in cooperation with the library administration, the Director / designee will comply and consult with legal counsel to determine the legal and appropriate course of action.

Designated managers may have access to real-time images, viewable on desktop monitors placed in secure areas to ensure private access. The frequency of viewing and the amount of video viewed will be limited to the minimum needed to give assurance that the system is working or to ascertain if footage is available relative to a specific incident.

Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property or actions considered disruptive to normal library operations as delineated in the Library Code of Conduct.

In situations involving banned patrons, stored still images may be shared with staff system-wide. Shared images may remain posted in restricted staff files for the duration of the banning period. After the banning period ends, these images will be archived in the Administrative Office for 3 years.

### **UNAUTHORIZED ACCESS AND/OR DISCLOSURE**

Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. All requests from the general public to inspect security camera footage, will be referred to the Library Director/designee.

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<sup>3</sup> 18A:73-43.2. Confidentiality of library users' records

Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances:

- a. The records are necessary for the proper operation of the library;
- b. Disclosure is requested by the user; or
- c. Disclosure is required pursuant to a subpoena issued by a court or court order.

L.1985, c. 172, 2.

A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Director of the breach.

#### **DISCLAIMER OF RESPONSIBILITY**

A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the Avalon Free Public Library's website.

Questions from the public may be directed to the Library Director.

The library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.