

# **Goshen Public Library and Historical Society**

**Goshen, New York**

## **Policy and Regulations Manual**

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## **INTRODUCTION TO POLICY AND REGULATIONS MANUAL**

The Goshen Public Library and Historical Society, (hereinafter referred to as the “Library”) was first chartered by the State of New York as an association library in 1894.

As a result of a public vote in March 1984, it subsequently received an absolute charter from the Regents of the State of New York as a school district public library in June 1990.

The Board of Trustees of the Library (hereinafter referred to as the “Board”) affirms that all libraries are forums for knowledge and opportunity and has adopted the following policies to guide its services. All written policies of the Library shall be reviewed annually to determine if they continue to promote the best interests of the community.

## **MISSION and VALUES**

### ***Mission***

The mission of the Goshen Public Library and Historical Society is to provide and promote open and equal access to ideas and to the resources and services of the Library in order to meet the informational, educational, and cultural needs of the community. The Library strives to enrich reading and the use of technology for lifelong learning and the enhancement of the individual's quality of life.

*Revised October 2011*

### ***Values***

- Patron satisfaction is our first priority.
- We offer equal service to all ages respecting the needs of all of our patrons.
- We provide a comfortable and welcoming environment.
- We are a flexible organization that listens to community concerns, responds quickly and adapts services to meet changing needs.
- We encourage independent thinking by offering resources that represent all viewpoints.
- We protect the privacy of all our patrons and fight against censorship attempts.
- We make sure that every visit to the library is a rewarding experience, so our patrons will continue to make Goshen their library of choice.

# **BY-LAWS**

## **ARTICLE I      OPERATING STATEMENT**

The Library shall carry out all aspects of its operation according to the laws of the United States of America and the State of New York.

## **BY-LAWS (continued)**

### **ARTICLE II            MEETINGS**

**Section 1: Organizational Meeting:** The organizational meeting of the Library will be held in accordance with NYS Education Law at the next regular meeting scheduled after the annual election, the date of which will be determined by Board resolution.

**Section 2: Regular Meetings:** The Board shall meet monthly at its discretion though no fewer than 11 times per year, to receive and approve reports, and to transact all other necessary business according to the laws of the United States, and the State of New York.

**Section 3: Special Meetings:** Special meetings may be called by the President or upon request of a majority of Board members.

**Section 4: Procedures for Meetings:** Procedures for regular meetings shall conform with NYS Education Law.

**Section 5: Rules of Order:** Roberts' Rules of Order newly revised will govern conduct of the meetings unless changed by a two-thirds vote of the Board.

**Section 6: Privilege of the Floor:** Any resident of Goshen Central District, present at the meeting, may speak during privilege of the floor. It is further resolved that, a time limit of 15 minutes will be allocated for this purpose at the beginning of each meeting. If additional time is needed to accommodate all speakers, a second opportunity of 15 minutes for privilege of the floor will be added when the end of the agenda is completed. Comments should be directed towards matters currently before the Board. Comments may not attack staff or Board members.

## **BY-LAWS (continued)**

### **ARTICLE III      BOARD OF TRUSTEES**

**Section 1:**      Membership and term of Office: The governing body of the Library is the Board. The Board shall consist of seven members, each elected for a three year term by the qualified voters of the Goshen Central School District (hereinafter referred to as “GCSD”). The term of office for new Trustees shall begin with the organizational meeting following their election.

**Section 2:**      Trustee Eligibility: As governed by the laws of the State of New York, Trustees shall be of voting age and residents of the GCSD.

**Section 3:**      Education: Trustees shall be encouraged to attend conferences and workshops during the year in order to remain informed about current library issues. The Board shall conduct an orientation program for new Trustees.

**Section 4:**      Vacancies: Vacancies may be filled by appointment by the Board until the next election of Trustees. A change of residence out of the GCSD or resignation shall automatically create a vacancy for a Trustee.

**Section 5:**      Quorum: A simple majority of the Board (four Trustees) shall constitute a quorum at any meeting of the Board.

**Section 6:**      Powers of the Board of Trustees: The Board shall have the full power to employ a Library Director (hereinafter referred to as the “Director”) appoint the Treasurer, Clerk of the Board and consultants as needed to carry out the work of the Board; to define the purpose of the Library, the goals and objectives of its service; to appropriate funds in order to carry out the work of the Library and to make all proper provisions and regulations for the management, direction, preservation and security of the Library building, its grounds and its contents; and to conduct the affairs of the Library in a manner which it deems for the public good in accordance with Section 90.2 of the Regulation of the Commissioner of Education: Standards for registration of public, free association and Indian libraries (*see* Appendix A).

## **BY-LAWS (continued)**

### **ARTICLE IV            OFFICERS**

**Section 1:**    A. Elected Officers: The officers of the Library shall be President, Vice President, Secretary and Auditor of the Bills.

B. Appointed Officers: Treasurer and Clerk of the Board shall be employed from outside the Board membership and shall hold their positions at the will of the Board.

**Section 2:**    Election and Term of Officers: Officers shall be elected for a one-year term by members of the Board at the annual organizational meeting. No trustee shall serve more than two consecutive years in the same office with the exception of the Auditor of the Bills which may serve for four consecutive years with board approval. Appointed officers serve at the will of the Board.

**Section 2A:**    Method of Election: The Board President shall appoint a nominating committee at the last regularly scheduled meeting prior to the organizational meeting. The said committee shall be comprised of two members of the Board. The President cannot be on the nominating committee. The committee shall present a slate of nominees at the organizational meeting, listing the name of one candidate for each office, provided the consent of such nominees has been obtained. Additional nominations, with the consent of the nominees, may be made from the floor. In the absence of nominations from the floor, the slate of nominees as presented by the nominating committee shall be accepted. In the event that there are nominations from the floor, an election shall be held by vote. The terms of newly elected officers shall begin immediately and continue until their successors are elected. Election of officers shall be the last item on the agenda of the organizational meeting.

**Section 3:**    Removal: An officer may be removed from his office for cause, by a two-thirds majority vote of the Board.

Revised May 2013

## **BY-LAWS (continued)**

### **Section 4: Duties of the Officers:**

A. Duties of President: The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board; and carry out all decisions of the Board; serve as an ex-officio member of all standing committees and preside over the Executive Committee; and shall perform all other duties which pertain of the office.

B. Duties of the Vice President: The Vice President, in the absence or disability of the President, shall assume and perform all the duties of that office; and shall chair one of the standing committees, as appointed by the President.

C. Duties of the Secretary: 1. The Secretary prepare and transmit designated correspondence at the direction of the Board;  
2. The Clerk of the Board, an employee of the Library who is a resident of the school district, shall keep a true and accurate record of all meetings of the Board; issue notice of all regular and special meetings; oversee all elections.

D. Duties of the Treasurer: The Library Treasurer shall be appointed independently by the Board, shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. Particularly, the Treasurer shall receive tax monies from the school district, pay out funds in accordance with the Board of Trustees, reconcile all bank records, and provide monthly reports of income and expenses. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

E. Duties of the Auditor of the Bills: The Auditor of the Bills shall audit and approve bills for payment.

# **BY-LAWS (continued)**

## **ARTICLE V            LIBRARY DIRECTOR**

**Section 1:** The Library Director shall be considered the chief executive officer of the Board and shall have charge of the administration of the library under the direction and review of the Board. The Director shall be held responsible for the care of buildings and equipment, the preparation of the budget, the selection and direction of the staff, the efficiency of the library's service to the public, the development of library services and the operation of the library under the financial conditions set forth in the annual budget.

**Section 2:** The Director shall be responsible for appointment, assignment, transfer, promotion or dismissal of all staff as specified by NYS Civil Service law. All staff changes shall be reported to the Board.

**Section 3:** The Director shall be appointed by the Board in conformance with the Education Law, performing such duties as are usually required of the Library Director and such other duties as the Board may direct. The Director shall attend all meetings of the Board, and may take part in its deliberations, but shall have no vote. The Director shall submit to the trustees a monthly report on the progress and conditions of the library, and an Annual Report accompanied with recommendations and suggestions for changes and improvements.

## BY-LAWS (continued)

### ARTICLE VI STANDING COMMITTEES

**Section 1:** Standing Committees: The following standing committees shall operate as organs of the Board, to carry out necessary business of the Library:

- Executive
- Human Resources
- Physical Resources
- Community Resources
- Sunshine

**Section 2:** Membership of the Standing Committees: The standing committees shall be composed of Trustees and other interested residents. Members shall be appointed by the President and with the approval of the Board. The Director shall serve as consultant to the several committees. The Director shall submit a written report at each Board meeting summarizing any activities relevant to the standing committees.

**Section 3:** Chairperson of Standing Committees: The Chairperson of each committee shall be a Trustee appointed by the President with the approval of the Board.

**Section 4:** Meetings and Reports: All standing committees shall meet as necessary to carry out their functions.

**Section 5:** Executive Committee: The Executive Committee shall consist of the Board officers, serve as a planning committee for the Board, and shall have all the powers of the Board when acting on behalf of the Board. Meetings shall be called by the President. In January it shall submit an action plan detailing the goals and objectives of library service for the coming year to the Board. This plan shall be reviewed by the Board and serve as the basis for developing the budget.. The Director shall report on the progress of the action plan.

**Section 6:** Human Resources: The Human Resources Committee shall work in cooperation with and support of the Director in matters of personnel administration, including determining staffing needs and recommending personnel policy, including rates of pay.

## **BY-LAWS (continued)**

**Section 7:**        Physical Resources: The Physical Resources Committee shall be in charge of the physical plant and property upon which the Library is located, including all aspects of proper maintenance, cleaning, safety, security, insurance and capital improvements.

**Section 8:**        Community Resources: The Community Resources Committee shall be in charge of informing the residents, business and professional firms, clubs and organizations of Library programs, achievements and needs. This committee shall distribute news releases to the area media with prior approval of the Executive Committee, provide and make arrangements for speakers to local clubs and organizations and oversee the implementation of the Library's public relations plan.

**Section 9:**        Sunshine Committee: The Sunshine Committee of the Goshen Public Library Board of Trustees shall consist of one member. Twenty-five Dollars per year shall be collected from each board member at the re-organization meeting in May. If there is a surplus in the fund, contributions may be adjusted accordingly. Likewise, if there is a deficit during the year due to great activity, another contribution may be requested.

On behalf of the Board, the Sunshine Committee's mission is to respond to life events that affect the Board and Library Staff by sending, for example, cards, flowers or balloons, or by donating a gift book as a memorial. After the card or gift is sent, the Board will be notified. It is requested that the Board keep the Committee apprised of events that need to be acknowledged.

## **BY-LAWS (continued)**

### **ARTICLE VI      AMENDING THE GOVERNING RULES**

Amendments to the governing rules must be approved by a two-thirds vote of the Board. Amendments may be proposed at any regular meeting but adoption shall not be made prior to the next monthly meeting.

Approved February 8, 1999

Revised: April 9, 2003

Revised: May 10, 2004

Revised: July 14, 2008

Revised May 13, 2013

# **FINANCIAL POLICIES**

## **I. INVESTMENT POLICY**

This written policy shall set forth a series of guidelines to be adhered to in order to properly safeguard the funds of the Library.

The Library may place its funds into any of the following accounts or investments: checking and savings accounts, money market accounts and certificates of deposits (CD's) insured by an approved commercial bank or trust company depository licensed to do business in the State of New York. Investments of the Library may also be placed in US government obligations, i.e. Treasury Bills, Notes and Bonds, or in any other Federal Agency obligation which is directly backed by the US government. Investments of the Library may also be made in Repurchase Agreements (Repos), provided the transaction entered into complies with the recommended guidelines of the State of New York as issued in 1984, by the State Comptroller's office, as may be amended from time to time.

The responsibility of the investment of Library funds lies with the Treasurer. The funds of the Library are essentially of three categories: operating, capital reserve and restricted capital. The operating funds are used in the day to day operation of the Library and are raised primarily through the levy of local property taxes. Operating funds may be invested in checking accounts, money market accounts, CD's or any other form of approved investment. Capital reserve and restricted capital funds are segregated moneys which have been allocated specifically to capital projects or to the acquisition of new equipment. Funds in the Capital Fund category are to be invested exclusively in interest bearing accounts, e.g., money market and CD's.

The Treasurer is entrusted with the responsibility to ensure that all deposits and investments of the Library are properly secured either by FDIC coverage in a commercial bank or trust company or by the assignment of pledging of direct obligations of the US government or an agency thereof, the State of New York, or any of its political subdivisions to secure the deposits and investments of the Library. It will be required for approved depositories to pledge such securities only if the total of funds on deposit exceed \$100,000.00. It will be required that said Library depositories provide, upon request, a complete detailed listing of all obligations pledged to secure the deposits in excess of \$100,000.00.

The elected officers of the Library are authorized to conduct the banking and investment affairs in behalf of the Library in the absence of the Treasurer, each being individually capable of signing checks and withdrawals, opening and closing accounts and authorizing the purchase/redemption of other investments in consultation with the Director.

# FINANCIAL POLICIES (continued)

## II. CAPITAL ASSET POLICY

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# **FINANCIAL POLICIES (continued)**

## **CAPITAL ASSET POLICY**

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# **FINANCIAL POLICIES (continued)**

## **I. Capital Asset Definitions and Guidelines**

### **Capital Asset Classification**

Capital assets are assets purchased or constructed by the Goshen Public Library and Historical Society (hereinafter referred to as The Library) that have a useable life of 3 or more years and that have a value equal to or greater than the established capitalization threshold. The following categories are used for the Library:

- Land
- Land Improvements
- Buildings
- Building Improvements
- Office Equipment
- Furniture and fixtures
- Computers or Software (Excluding PCs and laptops)
- Other

## FINANCIAL POLICIES (continued)

Capitalization Threshold and Useful Lives		
Class of asset	Threshold	Useful Life (yrs)
Land	\$5,000	Note 1
Land improvements	\$5,000	10
Buildings	\$5,000	40
<b><i>Furniture and fixtures:</i></b>		
Office equipment	\$5,000	5
Furniture	\$5,000	10
Shelving	\$5,000	20
Computers (Excluding PC's and Laptops)	\$5,000	3
Antiques	\$5,000	Note 2
Works of art and historical treasures	\$5,000	Note 2
Construction in progress	\$5,000	Note 3
<p><b>Note 1 - Not depreciated</b></p> <p><b>Note 2 - Depreciation is not required for Works of Art and Historical Treasures that are inexhaustible.</b></p> <p><b>Note 3 - Depreciation will not be recorded on Construction in progress. Upon completion, the asset will be recorded in appropriate asst classification and depreciation will begin in accordance with the threshold.</b></p>		

## **FINANCIAL POLICIES (continued)**

### **Capital Asset Acquisition Cost**

Capital assets should be recorded at their historical costs. The cost of a capital asset should include any ancillary costs that are necessary to place the asset in its intended condition for use. These include the vendor's invoice (plus the value of any trade-in, if reflected on the invoice), initial installation cost (excluding in-house labor), modifications, attachments, accessories or apparatus necessary to make the asset usable and render it into service. Historical costs also include charges such as freight and transportation charges, site preparation costs and professional fees. The costs of capital assets for government activities do not include capitalized interest.

### **Capital Asset Donations**

Donated capital assets should be reported at fair value at the time of acquisition plus ancillary charges, if any. Donations are defined as voluntary contributions of resources to a governmental entity by a non-governmental entity.

Note: Fair value is the amount at which an asset could be exchanged in a current transaction between willing parties.

### **Modified Accrual Basis**

Do not report revenue from the donation of a capital asset when using the modified accrual basis except in the following situation:

If the Library receives a donation of a capital asset and intends to sell the asset immediately, revenue should be recognized in the period the asset is donated, and the capital asset should be reported in the same fund used to report the revenue as "Assets Held for Sale". Intent to sell should be evidenced by a sale of or contract to sell the capital asset before financial statements are issued.

Revenue should be measured at the amount at which the capital asset is sold or its contract price. If the Library does not intend to sell the donated capital asset immediately, or does not meet the criteria for intent to sell stated above, the donation should not be reported in the operations of the governmental funds.

Revenue from donations of financial resources such as cash, securities or capital assets, should be recognized when the entity has an enforceable legal claim to the donation and when it is probable the donation will be received – regardless of when the financial resources are actually received. Revenue should be measured at the fair value of the financial resource donated.

## FINANCIAL POLICIES (continued)

### Full Accrual Basis

According to GASB Statement No. 33, *Accounting and Financial Reporting for Non-Exchange Transactions*, entities currently using proprietary fund accounting must recognize capital asset donations as revenues and not as contributed capital.

Governmental funds will have to meet the standards of GASB No.33. Donations must be recorded and reported at fair value on the date of acquisition. Recipients of donated capital assets will recognize the donation and related revenue when the transaction is complete and the assets are received, providing all eligibility requirements have been met. Promises of capital asset donations should be recognized as receivables and revenues (net of estimated uncollectible amounts) when all applicable eligibility requirements have been met, providing that the promise is verifiable and the resources are measurable and probable of collection.

In some cases, donated capital assets are given with the stipulation (time requirements) that the assets cannot be sold, disbursed or consumed until a specified number of years have passed or a specific event has occurred. For such cases, the capital asset should be reported in the statement of Net Assets as “*Net Assets – Restricted*” as long as the restrictions or time requirements remain in effect.

### Leased Equipment

Equipment should be capitalized if the lease agreement meets any one of the following criteria:

- The lease transfers ownership of the property to the lessee by the end of the lease term.
- The lease contains a bargain purchase option.
- The lease term is equal to 75% or more of the estimated economic life of the leased property.
- The present value of the lease, excluding executory costs, equals at least 90% of the fair value of the leased property.

Leases that do not meet any of the above requirements should be recorded as an operating lease and reported in the notes of the financial statements.

## FINANCIAL POLICIES (continued)

### Depreciating Capital Assets

Capital assets should be depreciated over their estimated useful lives in accordance with this policy, unless they are inexhaustible.

**The straight-line depreciation method (historical cost divided by useful life) is the method that will be used.**

Depreciation will be calculated on an annual basis. The first year of depreciation will be included in the first year following the completion or acquisition of the asset. Also, a full year of depreciation expense will be included in the year of disposition. Accumulated depreciation will be summarized and posted to the accounting general ledger for the entity-wide financial statements.

### Residual Value

Residual value is the estimated fair value of a capital asset or infrastructure remaining at the end of its useful life. In order to calculate depreciation for an asset, the estimated residual value must be established before depreciation can be calculated. The use of historical sales information becomes a valuable method for determining the estimated residual value. In computing net gain or loss from sale.

The library generally purchases assets with the intent to use such asset until its usefulness is exhausted. **Therefore, the Library will estimate residual value to be zero for all capital assets.**

### Sale of Capital Assets

When an asset is sold, a gain or loss must be recognized when:

- Cash is exchanged and the amount paid does not equal the net book value of the asset;
- Cash is not exchanged and the asset is not fully depreciated or has a residual value.

A gain or loss is not reported when:

- Cash exchanged equals the net book value and the asset does not have a residual value;
- Cash is not exchanged and the asset is fully depreciated or has a residual value.

## FINANCIAL POLICIES (continued)

### Computation of Gain and loss from Sale of Assets

To compute a gain or loss, proceeds received must be subtracted from the asset's net book value.

Example:	Asset's Historical Cost.....	\$10,000
	Less: Accumulated Depreciation .....	\$7,000
	Net Book Value.....	\$3,000
	Subtract Proceeds Received .....	\$2,000
	Loss from Sale of Asset .....	\$1,000

# **FINANCIAL POLICIES (continued)**

## **II. Capital Asset Categories**

### **Land**

#### **Land Definition**

Land is the surface or crust of the earth, which can be used to support structures, and may be used to grow crops, grass, shrubs and trees. Land is characterized as having an unlimited life (indefinite).

#### **Depreciation Methodology**

Land is an inexhaustible asset and is not depreciated.

#### **Capitalization Threshold**

The Capitalization threshold for land is \$5,000.

#### **Examples of Expenditures to be Capitalized as Land**

- Purchase price or fair market value at time of acquisition
- Commissions
- Professional fees (title searches, architect, legal, engineering, appraisal, surveying, environmental assessments, etc.)
- Accrued and unpaid taxes at date of purchase
- Other costs incurred in acquiring the land
- Right-of-way

## **FINANCIAL POLICIES (continued)**

### **Land Improvements**

#### **Land Improvements Definition**

Land improvements consist of betterments, site preparation and site improvements (other than buildings) that ready land for its intended use. Land improvements include such items as excavation, non-infrastructure utility installation, driveways, sidewalks, parking lots, flagpoles, retaining walls, fences, and outdoor lighting. They can be exhaustible or non-exhaustible.

**Non-Exhaustible Land Improvements** – Expenditures for improvements that do not require maintenance or replacement. Expenditures to bring land into condition to commence erection of structures, and expenditures for land improvements that do not deteriorate with use or over the passage of time are additions to the cost of land and are generally not exhaustible and therefore not depreciated.

**Exhaustible Land Improvements** – Expenditures for improvements that are part of a site, such as parking lots, landscaping and fencing, are usually exhaustible and are depreciated.

#### **Depreciation Methodology**

Land improvements that are inexhaustible assets are not depreciated. Exhaustible land improvements are depreciated on a straight-line basis over 20 years. The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used for land improvements.

#### **Capitalization Threshold**

The Capitalization threshold for land improvements is \$5,000.

#### **Examples of Expenditures to be Capitalized as Land Improvements**

- Site improvements such as excavation, fill, grading, and utility installation
- Removal, relocation, or reconstruction of property of others (railroad, telephone etc.)
- Fencing
- Landscaping
- Parking lots
- Skating rinks, basketball courts, tennis courts, etc.
- Retaining walls

## **FINANCIAL POLICIES (continued)**

### **Buildings**

#### **Buildings Definition**

A building structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not to be transportable or moveable. Buildings that are an ancillary part of the state's highway network, such as rest area facilities, will be reported as infrastructure, rather than as buildings.

#### **Depreciation Methodology**

The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used for buildings.

#### **Capitalization Threshold**

The capitalization threshold for buildings is \$5,000.

### **Examples of Expenditures to be Capitalized as Buildings**

#### **Purchased Buildings**

- Original Purchase price
- Expenses for remodeling, reconditioning or altering a purchased building to make ready to use for the purpose for which it was acquired
- Environmental compliance (i.e., asbestos abatement)
- Professional fees (legal, architect, inspections, title searched, etc.)
- Payment of unpaid or accrued taxes on the building to date of purchase
- Cancellation or buyout of existing leases
- Other costs required to place the asset into operation

## **FINANCIAL POLICIES (continued)**

### **Constructed Buildings**

- Completed project costs
- Interest accrued during construction
- Cost of excavation or grading or filling of land *for a specific building*
- Expenses incurred for the preparation of plans, specifications, blueprints, etc.
- Professional fees (architect, engineer, management fees for design and supervision, legal)
- Cost of temporary buildings used during construction
- Unanticipated costs such as rock blasting, piling or relocation of the channel of an underground stream
- Permanently attached fixtures or machinery that cannot be removed without impairing the use of the building
- Additions to buildings (expansions, extensions or enlargements)

## **FINANCIAL POLICIES (continued)**

### **Building Improvements**

#### **Building Improvements Definition**

Building Improvements are capital events that materially extend the useful life of a building or increase the value of a building, or both. A building improvement should be capitalized as a betterment and recorded as an addition of value to the existing building if the expenditure for the improvement is at the capitalization threshold, or the expenditure increases the useful life or value of the building.

#### **Depreciation Methodology**

The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used for building improvements and their components.

#### **Capitalization Threshold**

The capitalization threshold for building improvements is \$5,000.

### **Examples of Expenditures to be Capitalized as Improvements to Buildings**

**NOTE:** For a replacement to be capitalized, it must be a part of a major repair or rehabilitation project, which increases the value, and/or useful life of the building. A replacement may also be capitalized if the new item/part is of significantly improved quality or higher value compared to the old item/part, such as replacement of an old shingle roof with a new fireproof tile roof. Replacement or restoration to original utility level would not be capitalized.

Determinations would be made on a case-by-case basis.

- Conversion of attics, basements, etc., to usable office, clinic, research or classroom space
- Structures *attached* to the building, such as covered patios, sunrooms, garages, carports, enclosed stairwells, etc.
- Installation or upgrade of heating and cooling systems, including ceiling fans and attic vents
- Original installation/upgrade of wall or ceiling covering, such as carpeting, tiles, paneling, or parquet

## **FINANCIAL POLICIES (continued)**

- Structural changes, such as reinforcement of floors or walls, installation or replacement of beams, rafters, joists, steel grids or other interior framing
- Swimming pools
- Installation or upgrade of window or door frames, upgrading of windows or doors, built-in closets and cabinets
- Interior renovation associated with casings, baseboards, light fixtures, ceiling trim, etc.
- Exterior renovation, such as installation or replacement of siding, roofing masonry, etc.
- Installation or upgrade of plumbing and electrical wiring
- Installation or upgrade of phone or closed circuit television systems, networks, fiber optic cable, wiring required in the installation of equipment (that will remain in the building)

### **Other costs associated with the above improvements:**

#### **Maintenance Expense**

The following are examples of expenditures **NOT** capitalized as improvements to buildings. Instead, these items should be recorded as maintenance expense.

- Adding, removing and/or moving of walls related to renovation projects that are not considered major rehabilitation projects and do not increase the value of the building
- Improvement projects of minimal or no added life expectancy and/or value to the building
- Plumbing or electrical repairs
- Cleaning, pest extermination, or periodic maintenance
- Maintenance-type interior renovation, such as repainting, touch-up plastering, replacement of carpet, tile, or panel sections; sink and fixture refinishing, etc.
- Maintenance-type exterior renovations such as repainting, replacement of deteriorated siding, roof or masonry sections
- Replacement of a part or component of a building with a new part of the same type and performance capabilities, such as replacement of an old boiler with a new one of the same type and performance capabilities
- Any other maintenance-related expenditure which does not increase the value of the building

## **FINANCIAL POLICIES (continued)**

### **Office Equipment, Furniture and Fixtures**

#### **Machinery and Equipment Definition**

Fixed or movable tangible assets to be used for operations, the benefits of which extend beyond one year from date acquired and rendered into service.

Improvements or additions to existing personal property that constitute a capital outlay or increase the value or life of the asset should be capitalized as betterment and recorded as an addition of value to the existing asset.

**NOTE:** Costs of extended warranties and/or maintenance agreements, which can be separately identified warranties and/or maintenance agreements, which can be separately identified from the equipment, should not be capitalized.

#### **Categories of Machinery and Equipment**

- Office equipment
- Furniture
- Computers (excluding PCs and laptops)
- Shelving
- Antiques
- Other

#### **Capitalization Threshold**

The capitalization threshold for machinery and equipment is \$5,000. Personal computers (PC's and Laptops shall not be capitalized.

#### **Depreciation Methodology**

The straight-line depreciation method (historical cost less residual value divided by useful life) will be used for machinery and equipment.

## **FINANCIAL POLICIES (continued)**

### **Examples of Expenditures to be Capitalized as Machinery and Equipment**

- Original contract or invoice price
- Freight charges
- Handling and storage charges
- In-transit insurance charges
- Charges for testing and preparation for use
- Costs of reconditioning used items when purchased
- Computer software and hardware
- Parts and Labor associated with the construction of equipment
- Lawn maintenance equipment and tool kits

## **FINANCIAL POLICIES (continued)**

### **Works of Art and Historical Treasures**

#### **Works of Art and Historical Treasures Definition**

Collections or individual items of significance that are owned which are not held for financial gain, but rather for public service. Collections or individual items that are protected and cared for or preserved and subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections.

**Exhaustible collections or items** – items whose useful lives are diminished by display or educational or research applications.

**Inexhaustible collection or items** – where the economic benefit or service potential is used up so slowly that the estimated useful lives are extraordinarily long. Because of their cultural, aesthetic, or historical value, the holder of the asset applies efforts to protect and preserve the asset in a manner greater than that for similar assets without such cultural, aesthetic, or historical value.

#### **Depreciation Methodology**

The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used for exhaustible collections. Inexhaustible items are not depreciated.

#### **Capitalization Threshold**

Works of art and historical treasures acquired or donated will be capitalized at a threshold of \$5,000.

If a collection is held for financial gain and not capitalized, disclosures must be made in the notes that provide a description of the collection and the reasons these assets are not capitalized. When donated collection items are added to non-capitalized collections, program expense equal to the amount of revenues should be recognized.

#### **Examples of Expenditures to be Capitalized as Works of Art and Historical Treasures**

- Collection of rare books, manuscripts
- Maps, documents and recordings
- Works of art, such as paintings, sculptures and designs
- Artifacts, memorabilia, exhibits
- Unique or significant structures such as monuments and statues

## **FINANCIAL POLICIES (continued)**

### **Construction in Progress**

#### **Construction in Progress Definition**

Construction in Progress reflects the economic construction activity status of buildings and other structures, infrastructure (highways, energy distribution systems, pipelines, etc.), additions alterations, reconstruction, installation, and maintenance and repairs, which are substantially incomplete.

#### **Depreciation Methodology**

Depreciation is not applicable while assets are accounted for as Construction in Progress. Upon asset completion and placement into service, the value of such asset is removed from Construction in Progress. Depreciation then begins based upon depreciation life of the appropriate asset category. See appropriate capital asset category when asset is capitalized.

#### **Capitalization Threshold**

Construction in progress assets should be capitalized to their appropriate capital asset categories upon the earlier occurrence of execution of substantial completion contract documents, occupancy, or when the asset is placed into service.

## **FINANCIAL POLICIES (continued)**

### **III. PURCHASING POLICY**

Inasmuch as the budget is approved to provide for the day-to-day operations of the Library, with major expenditures for equipment and services taken into consideration, and

Inasmuch as our major budget concern is that the total expenditure approved shall not be exceeded, and

Inasmuch as it is the duty of the Director to “develop the library budget, supervise the expenditure of Library funds and the collection of Library revenues, and administer grants”

It is our policy that the Director has discretion in authorizing expenditure of all funds allocated. Budget line modifications will be made in consultation with the Treasurer, and will be included in the monthly Treasurer’s Report. Expenditures for services and equipment which will exceed the total approved budget allocation (and will require the use of unanticipated revenue or unallocated fund balance) must be presented to the Board for their approval.

Equipment not subject to government pricing and capital expenditures are subject to the following guidelines:

Telephone, Internet or catalog quotes will be obtained for expenditures from \$250.00 - \$1,500.00.

Three written estimates (including Internet or catalog pricing) will be obtained for expenditures between \$1,500.00 - \$7,500.00.

A Request for Proposal (RFP) will be submitted to at least three vendors for expenditures between \$7,500.00 - \$20,000.00.

Formal advertised bidding will be implemented for expenditures over \$20,000.00.

*Revised October 8, 2012 Approved*

## **FINANCIAL POLICIES (continued)**

### **PURCHASING POLICY**

For capital projects estimated to be \$20,000 and over (labor and materials) we will solicit a minimum of three proposals using the following process:

The Physical Resources committee will define the project and will recommend contractors to contact where possible.

Contractors will be contacted by telephone. A written project description, defining the project as a public works project, will be mailed to interested parties requesting a proposal. Proposals will be reviewed with the use of checklists for contractors and references (See Appendix H).

The Physical Resources Committee will review all proposals, and present them to the Board with the committee's recommendation.

*Revised October 8, 2012 Approved*

## PUBLIC RELATIONS PLAN

The Board supports the following plan for communication with the residents of our community.

“Across the ...desk.” A weekly column of this name will be written for the Goshen Independent and the Chronicle to inform the community about new materials, policies, services, etc. The column will be written alternately by the Director, Youth Services staff, Adult Services staff and Program Coordinator. The Community Relations Committee will review all releases relating to Board actions. The Board President will use this column to respond to any inaccuracies about Library business that appear in either newspaper.

“Reference Point.” A newsletter will be published at least four times a year (in January, April, July and October). The newsletter will be edited and largely written by the Director, with a column for Board input. The April newsletter will highlight the budget and the October newsletter will contain the annual report.

An Internet Website. The Library will maintain an Internet Website. The Website will provide basic information about Library services and policies, a calendar of upcoming events, reference links, FAQs (frequently asked questions), and BLOGs. This Website will serve as a forum for community input and will be maintained by the Library's Network Administrator.

Telephone campaign. In April, prior to the budget vote, a telephone campaign will be coordinated to encourage library supporters to get out and vote.

Approved February 8,1999

Revised April 10,2000

# GENERAL LIBRARY POLICIES

The following policies are determined by the Library Board of Trustees and are subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

## I. RULES OF CONDUCT

The Library building and services are available to the general public for purposes consistent with the Library's mission. We request your cooperation with regard to the following rules of conduct which prevail:

We respect the rights, opinions and property of all people.

Do not engage in unlawful behaviors on library property.

Do not obtrude nor interfere with the use of the Library by all people, including Library employees.

The reading room is reserved for research, reading, and study. Loud conversation, use of cell phones, audio devices without headphones, smoking, and sleeping are not allowed.

Eating and drinking are not allowed at the public computer stations. Patrons will be held responsible for any damage resulting from violating this prohibition.

In so far as all materials in the reading room are open to public view, patrons should be aware that viewing adult content images, and graphically violent images is inappropriate behavior and if, within the proximity of minors, will be treated as endangering the welfare of children. Viewing images of criminal sexual activity is illegal and prohibited.

All library equipment is operated in accordance with established posted policies. A pay telephone is available for public use.

Library materials must be properly signed out before being removed from the building.

Library visitors will not engage in conduct that disrupts or interferes with the normal operation of the library, or disturbs staff and library users. Such conduct includes:

A. The use of abusive or threatening language or gestures

B. Creation of unreasonable noise

C. Loud or boisterous behavior or talking.

*Revised December 2012*

## **GENERAL LIBRARY POLICIES (CONTINUED)**

Soliciting, selling and petitioning unrelated to library programs and business are not permitted on library property.

Shirts and shoes must be worn at all times.

Pets, except guide dogs, will remain outside the building.

Bicycles, baby carriages and large strollers must be left outside the building.

The Library is not responsible for children left unattended. The picture book room is equipped with puzzles and stuffed toys for the entertainment of young children while their care givers select library materials in the picture book area.

Library staff is responsible for assisting customers with their information needs. Care givers are responsible for the safety and conduct of children in their care while in the Library or on its grounds. Children must not play on the stairs, run, crawl, pound on the computer keyboards, or move library materials from one shelf to another.

Children under the age of 10 must be supervised by their care giver at all times in the reading and stack areas of the Library, and must not be left in the Library unattended. Preschoolers and elementary school age children enrolled in Library programs must remain in the meeting room until picked up by their care giver.

Care givers are expected to be aware of the Library's hours of operation and to pick up children prior to closing. In the event a child is left at closing, the Goshen Village Police will be contacted to provide supervision for the child.

Children expected to call home from the Library should be provided with 35 cents for use of the pay phone.

## **GENERAL LIBRARY POLICIES (continued)**

The parking lot is available for people on library business only. Cars must be parked in marked spaces only. Staff and handicapped parking must be respected.

Restrooms will not be used for laundry or bathing. Nothing other than the tissue provided will be flushed in Library toilets.

Any violation of the above rules may result in denial of services and expulsion from the Library. The village police may also be called.

Approved June 10, 2002  
Revised July 10, 2006

# GENERAL LIBRARY POLICIES (continued)

## II. LIBRARY SERVICES

The Library staff will provide guidance and assistance for all people to obtain the information they seek. New services will be developed and existing services revised as need is identified.

### A. Library Programs

The Library will initiate programs, exhibits, book lists, etc. to stimulate the use of library materials for the enlightenment of people of all ages.

Regularly scheduled programs offered at the Library under its auspices will have limited registration as dictated by space and staffing considerations. These considerations include public safety and the educational value of the program. When high demand for participation is anticipated, registrations for such programs will be limited to Library cardholders.

All programs offered by the Library will be free of registration charge. In some instances materials fees may be charged or registrants may be required to provide their own materials.

Grant funded programs will be subject to the regulations of the grantor.

#### Children's Programs

Children's programs are held to foster a love of books and reading, to encourage appropriate library behavior, to offer an opportunity to socialize and to teach new skills.

Wee Read (Birth - 18 months) - A program for babies and their caregivers which includes toys, board books, songs, finger plays, and tips to help babies learn to love books.

Toddletime (18-36 months) - This program offers an initial experience for socialization skills and an opportunity for young children to become comfortable in a library environment. Parents and toddlers have a chance to interact with each other in a learning environment and to become acquainted with appropriate books, authors and other materials that the library has to offer. This program helps small children learn that they are welcome in the Library and prepares them for the more structured atmosphere of Story Hour.

## **GENERAL LIBRARY POLICIES (continued)**

Circletime (3 years) - This is an introductory story hour program. It includes stories, songs, and fingerplays in a small group setting. Three year olds must attend this program before they can register for Preschool Story Hour. Children are encouraged to attend on their own.

Preschool Story Hour (3 1/2 - 4 and 5 years not in Kindergarten) - This program consists of stories, songs, films and crafts usually based on a theme. This is a chance for the preschooler to be on his/her own without a parent or guardian.

Afterschool Specials (school age) - These programs are designed to encourage continued attendance at the Library once they are too old for Story Hour. Each set of programs is based on a theme which is brought out in books, songs, games, crafts and films.

Craft-a-longs - These programs provide a hands-on experience for children to use their creativity in working with different materials and to learn some traditional craft techniques.

Summer Reading Club (school age) - This is an annual event with a state-wide theme designed to foster a year round love of reading and encourage library use. The club involves reading (or being read to), games, crafts, some library skills and lots of fun.

The nature of these programs will change according to demand as an indication of the needs of the community. Behavior guidelines as stated in flyers and hand-outs must be followed.

### **B. Registration Policies for Children's Programs**

Programs are open to Library cardholders unless otherwise stated.

The parent's/guardians' valid Goshen library card must be presented when registering in person. Library staff will verify card status for online registrations.

Registration is in person at the Library or online for pre-school programs; by phone or online for K-12 programs (unless otherwise stated).

One adult per family unit must be present for in person registration. One adult may not register children from more than one family in the same program.

Children must be the specified age by the first session of program.

Enrollment is limited by space requirements for each program.

## **GENERAL LIBRARY POLICIES (Continued)**

### **C. Interlibrary Loan and Database Searching**

The Library accepts responsibility for securing information beyond its own resources by:

Enabling cardholders from RCLS libraries to borrow materials found through the ANSER database.

Borrowing for patrons with valid cards from RCLS libraries, materials which are not listed in the ANSER database and which will not be purchased.

Providing access to on-line services, and teaching patrons how to use them.

### **D. Home Delivery**

The Library will arrange to select, based on stated preferences, and deliver materials to homebound GCSD residents with a valid Goshen library card.

### **E. Denial of Service**

The use of the Library or its services may be denied for due cause, such as violations of the policies herein, destruction of Library property, disturbance of other patrons or the Library staff.

Approved February 10, 1997; Revised April 10, 2000

## GENERAL LIBRARY POLICIES (continued)

### III. LIBRARY CARD REGISTRATION

All people are entitled to use the Library facilities and resources. However, to borrow materials or use a public computer, a valid library card is required. Use of a library card belonging to another person, except when authorized to use that card to pick up items being held for its owner, is prohibited.

#### A. Residents of GCSD and other areas with which the Library has a contract

I. Adults: All residents of more than 30 days and/or taxpayers of the GCSD, and residents of the Town of Goshen living in the Chester School District age 18 or older are eligible for an adult library card with Direct Access privileges, free of charge. Two proofs of identity (including one photo ID), address or ownership are required (*Examples*: driver's license, non-driver or other photo ID, birth certificate, tax bill, utility bill, deed, closing statement or rent receipt).

II. Children: Residents of more than 30 days of the GCSD and residents of the Town of Goshen living in the Chester School District age 17 or younger are eligible for a juvenile library card with Direct Access privileges, free of charge when they are entering Kindergarten. A parent/guardian is required to come into the library to sign the application form and show proof of residency on behalf of the child, as specified above, unless the application is submitted through the classroom teacher. Parents/guardians are responsible to see that their children obey Library rules.

III. Temporary Residents: Residents of the GCSD who are here temporarily (examples: exchange students, au pairs, summer residents, residents of a juvenile home) are eligible for a library card without Direct Access privileges, free of charge. The same proofs of identity (with the exception of a photo ID) and address as for permanent residents are required. Juvenile application forms for the residents of the group home must be signed by the resident or counselor in charge.

#### B. Direct Access

The RCLS Direct Access Plan (see Appendix I) and ANSER policies govern all Direct Access within the RCLS service area.

All permanent cardholders in the RCLS service area are eligible for free direct access borrowing upon presentation of their valid home library card or RCLS library card.

## **GENERAL LIBRARY POLICIES (continued)**

Residents of communities outside the RCLS service area age 18 or older may obtain a library card upon payment of a fee equal to the per capita Library expenditure for residents of the GCSD.

### **C. Library Account**

Library cardholders may reserve library materials online and may manage their account online via the Library's website. They may request and receive e-mail and or text message notifications of holds awaiting pick-up and overdue items.

Approved February 10, 1997  
Revised May 13, 2002

## **GENERAL LIBRARY POLICIES (continued)**

### **IV. REPLACEMENT CARDS**

All new Library cards are barcoded for use with ANSER. The cost to replace a lost ANSER library card is \$2.00.

There will be a waiting period of 30 days for subsequent cards after the first replacement card has been issued.

The cost to replace a damaged card with a readable barcode is \$1.00. Damaged cards will be replaced upon presentation and payment of the fee.

Replacement cards will only be issued to the individual named on the card.

The privileges of borrowing library material and using library computers may be denied at anytime by the Director for abuses such as neglecting to return library materials when they are due, refusing to reimburse the Library for fines or lost materials, destruction of library materials, or abuse of library policies.

Approved November 30, 1998

Revised: July 2013

## **GENERAL LIBRARY POLICIES (continued)**

### **V. CONFIDENTIALITY STATEMENT**

In recognizing the Library's position of special trust with members of the public, the Board wishes to clarify its policy and responsibilities with regard to confidential information about patrons (and patron use of library resources) that comes into the Library's possession.

As the choice of books and other library materials, along with the use of the informational resources of the Library is essentially a private endeavor on the part of each individual patron, the Library shall make every reasonable and responsible effort to see that information about that patron and his choices remains confidential. For people to make full and effective use of library resources they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use, or the questions they ask. The awareness of existence of such a possibility inhibits free usage of the library, its resources and facilities, and is contrary to the American Library Association (ALA) Library Bill of Rights and the Freedom to Read Statement, (see

Appendices B and C)

Therefore, the Board has adopted the following guidelines concerning the disclosure of information about library patrons, to wit, no information shall be disclosed regarding or including:

A patron's name (or whether an individual is a registered borrower or has been a patron).

A patron's address.

A patron's telephone number.

The Library's circulation records and their contents.

The Library's borrower's records and their contents.

The number or character of questions asked by patrons.

The frequency or content of a patron's lawful visits to the Library or any other information supplied to the Library (or gathered by it) shall not be given, made available or disclosed to any individual, corporation, institution, government agency or agency without a valid process order or subpoena or search warrant. Upon presentation of such a process order or subpoena, the Library shall resist its enforcement until such a time as proper showing of legal entitlement has been made in a court of competent jurisdiction.

## **GENERAL LIBRARY POLICIES (continued)**

All Library employees (and those volunteers who work in its behalf) are hereby instructed to comply with these guidelines.

All requests for information about library patrons will be directed to the Director or, in the absence of the Director, the Librarian-in-charge (LINC.). Requests for information not made pursuant to a process order, subpoena or search warrant will be denied.

If a law enforcement officer requests information about a library patron, the staff member approached should immediately contact the Director or LINC.

If the law enforcement officer has a process order, subpoena or a search warrant, the Director or LINC will contact the Library's attorney for a review of the document's legal sufficiency, and explain this procedure to the law enforcement officer. Review of the search warrant must be immediate.

The Library's attorney may provide assistance on-site during the search.

If the Library's attorney is not available, action on a subpoena will be deferred until it has been reviewed, but the search directed by warrant must be allowed to proceed.

Any above action which is handled by the LINC shall be reported to the Director.

The Board recognizes that it is only through continued public confidence in the fact that these guidelines are indeed being upheld, can the public maintain its confidence in the public library. It is this confidence that is vital to the Library's role in the community and community's right to know.

Approved September 22, 2003

## GENERAL LIBRARY POLICIES (continued)

### VI. LOAN POLICIES

A. Loan periods; number of renewals; late fines; and circulation item limits for all materials can be found in the following table:

<b>ADULT PRINT COLLECTIONS</b>	<b>Loan Period</b>	<b># of Renewals</b>	<b>Late Fines Per Day</b>	<b>Max Fine</b>	<b>Limit on # of items per item type</b>
EXPRESS Adult Fiction	07 days	0	25 cents	\$10.00	3
EXPRESS Adult Non-Fiction (including Bio)	07 days	0	25 cents	\$10.00	3
NEW Adult Fiction	14 days	2	20 cents	\$10.00	no limit
NEW Adult Non-Fiction (including Bio)	14 days	2	20 cents	\$10.00	no limit
NEW Large Print	14 days	2	20 cents	\$10.00	no limit
NEW Adult Graphic Novels	14 days	2	20 cents	\$10.00	no limit
Adult Periodicals	14 days	2	10 cents	\$5.00	no limit
Adult Fiction	28 days	2	20 cents	\$10.00	no limit
Adult Non-Fiction (including Bio)	28 days	2	20 cents	\$10.00	no limit
Adult Large Print	28 days	2	20 cents	\$10.00	no limit
Adult Graphic Novels	28 days	2	20 cents	\$10.00	no limit
Adult Professional Collection	non-circ	n/a	n/a	n/a	n/a
Adult Reference	non-circ	n/a	n/a	n/a	n/a
Local History	non-circ	n/a	n/a	n/a	n/a

### YOUNG ADULT PRINT COLLECTIONS

NEW Young Adult Fiction	14 days	2	20 cents	\$10.00	no limit
NEW Young Adult Non-Fiction (including Bio)	14 days	2	20 cents	\$10.00	no limit
Young Adult Periodicals	14 days	2	10 cents	\$5.00	no limit
Young Adult Fiction	28 days	2	20 cents	\$10.00	no limit
Young Adult Non-Fiction (including Bio)	28 days	2	20 cents	\$10.00	no limit
Young Adult Graphic Novels (New & Older)	28 days	2	20 cents	\$10.00	no limit
Young Adult Series (New & Older)	28 days	2	20 cents	\$10.00	no limit

## GENERAL LIBRARY POLICIES (continued)

JUVENILE PRINT COLLECTIONS	Loan Period	# of Renewals	Late Fines Per Day	Max Fine	Limit on # of items per item type
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Juvenile Periodicals	14 days	2	10 cents	\$5.00	no limit
NEW Juvenile Fiction	28 days	2	10 cents	\$5.00	no limit
NEW Juvenile Non-Fiction (including Bio)	28 days	2	10 cents	\$5.00	no limit
Juvenile Fiction	28 days	2	10 cents	\$5.00	no limit
Juvenile Non-Fiction (including Bio)	28 days	2	10 cents	\$5.00	no limit
Juvenile Graphic Novels	28 days	2	10 cents	\$5.00	no limit
Juvenile Series	28 days	2	10 cents	\$5.00	no limit
Juvenile Board Books	28 days	2	10 cents	\$5.00	no limit
Juvenile Kits	28 days	2	10 cents	\$5.00	no limit
Juvenile Easy Readers	28 days	2	10 cents	\$5.00	no limit
Juvenile Picture Books	28 days	2	10 cents	\$5.00	no limit
Juvenile Storyhour Collection	non-circ	n/a	n/a	n/a	n/a
Juvenile Reference	non-circ	n/a	n/a	n/a	n/a

### ADULT AUDIOBOOK COLLECTIONS

NEW Audio CD Adult Fiction	28 day	0	25 cents	\$10.00	no limit
NEW Audio CD Adult Non-Fiction (including Bio)	28 day	0	25 cents	\$10.00	no limit
Audio CD Adult Fiction	28 day	2	25 cents	\$10.00	no limit
Audio CD Adult Non-Fiction (including Bio)	28 day	2	25 cents	\$10.00	no limit
Audiobook Courses Adult	28 day	2	25 cents	\$10.00	no limit

### YOUNG ADULT AUDIOBOOK COLLECTIONS

NEW Audiobook Young Adult Fiction	28 day	0	25 cents	\$10.00	no limit
NEW Audiobook Young Adult Non-Fiction (including Bio)	28 day	0	25 cents	\$10.00	no limit
Audiobook Young Adult Fiction	28 day	2	25 cents	\$10.00	no limit
Audiobook Young Adult Non-Fiction (including Bio)	28 day	2	25 cents	\$10.00	no limit

### JUVENILE AUDIOBOOK COLLECTIONS

NEW Audiobook Juvenile Fiction	28 day	0	25 cents	\$10.00	no limit
NEW Audiobook Juvenile Non-Fiction (including Bio)	28 day	0	25 cents	\$10.00	no limit
Audiobook Juvenile Fiction	28 day	2	25 cents	\$10.00	no limit
Audiobook Juvenile Non-Fiction (including Bio)	28 day	2	25 cents	\$10.00	no limit

## GENERAL LIBRARY POLICIES (continued)

### DVD/VIDEO & BLU-RAY COLLECTIONS

	Loan Period	# of Renewals	Late Fines Per Day	Max Fine	Limit on # of items per item type
NEW Blu-ray Adult	3 day	0	\$2	\$10.00	2
NEW Blu-ray Juvenile	3 day	0	\$2	\$10.00	2
NEW DVD/Video Adult	3 day	2	\$1	\$10.00	3
NEW DVD/Video Juvenile	3 day	2	\$1	\$10.00	3
DVD/Video Adult	7 day	2	\$1	\$10.00	5
DVD/Video Juvenile	7 day	2	\$1	\$10.00	5
DVD/Video Foreign	7 day	2	\$1	\$10.00	5
DVD/Video Anime	7 day	2	\$1	\$10.00	5

### VIDEO GAME COLLECTIONS

Nintendo DS	14 day	0	\$1	\$20.00	1
PlayStation 2	14 day	0	\$1	\$20.00	1
PlayStation 3	14 day	0	\$1	\$20.00	1
PSP (PlayStation Portable)	14 day	0	\$1	\$20.00	1
Wii	14 day	0	\$1	\$20.00	1
X-Box 360	14 day	0	\$1	\$20.00	1

### MISCELLANEOUS COLLECTIONS

Family Fun Pass (Museum Pass)	3 day	0	\$10	\$100.00	1
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B. Renewals. Telephone renewals will be accepted if the patron provides their barcode number. Patrons may renew materials online by visiting any RCLS member library catalog and accessing their account through the “My Account” link, subject to system-wide restrictions. Vacation loans of up to 6 weeks may be granted at any time of the year on patron request. New fiction and items for which there are reserves may not be charged out on vacation loan. Reserve requests will be accepted for all materials which are listed in the catalog. Patrons may place holds on any item in the system using the “My Account” link on any RCLS member library catalog. Printed library materials not available in the RCLS collections may be requested through interlibrary loan at the reference desk. Patrons who have been notified that they have library materials overdue will have an ANSER status of delinquent. No further loans may be made to those patrons until they have cleared their records.

## **GENERAL LIBRARY POLICIES (continued)**

### **C. Audiovisual Materials**

All audiovisual materials will be loaned to all adult patrons with a library card in good standing and to all juvenile patrons with a library card in good standing who have parental permission on record.

Audiovisual materials may be renewed twice for a period equal to the initial loan period, unless there is a reserve request.

If the library is closed, audiovisual materials may be returned to the book drop at the back of the Library. Rewind all videos before returning them.

Reserve requests may be placed on audiovisual materials listed in the catalog.

Patrons who abuse their audiovisual material borrowing privileges will be denied further audiovisual material loans.

Patrons returning damaged audiovisual materials will be responsible for any replacement cost.

Patrons are responsible for care of their own equipment and understand that they use library audiovisual materials at their own risk. The Library is not responsible for equipment damage attributed to library audiovisual materials.

Audiovisual materials which are reported to be damaged or defective are previewed and cleaned before they are returned to circulation. Borrowers are encouraged to report damage.

## **GENERAL LIBRARY POLICIES (continued)**

### **VII. OVERDUE MATERIALS**

#### **A. Notice**

Patrons will receive one notice of overdue materials.

This notice, a bill, for unreturned, damaged or lost material will be sent no more than six weeks after item becomes overdue. Items are billed at the current replacement value.

Notices for all materials charged out on juvenile cards will be sent c/o of the parent/guardian of record.

#### **B. Lost Items and Replacement**

If a lost item is paid for and then returned in good condition within 30 days, the patron will be reimbursed for the amount of the replacement cost (but not the fine).

Patrons who claim they have returned overdue materials are encouraged to look again. Their claim is noted and the shelves are rechecked. If the material is not located, the patron is held responsible as long as their library card has not been reported missing.

Approved February 10,1997

Revised January 12, 2004

Revised July 2013

## **GENERAL LIBRARY POLICIES (continued)**

### **VIII. RETURNED CHECKS**

Since any returned check incurs a bank fee assessed to the Library, any patron whose check does not clear will be charged the amount of that fee in addition to the original amount of the check. Until these charges are cleared, the patron will not be allowed to borrow library materials.

Approved June 10, 2002

## **GENERAL LIBRARY POLICIES (continued)**

### **IX. MATERIALS SELECTION**

The authority and responsibility for selection of specific materials rest with the Director, and under his/her direction, to the professional staff who are qualified for this activity by reason of education, training, and experience. Selection decisions are governed by the following policy.

#### **Procedure**

The professional staff utilizes their professional expertise and judgment, based on understanding of community needs and knowledge of authors and publishers, and the Library budget in the process of selecting materials. They are aided by authoritative professional reviews (including those provided in Library Journal, Booklist, New York Times Book Review and School Library Journal), standard lists of basic works, recommendations of professional journals, and bibliographic essays prepared by subject specialists.

Recommendations from the public are welcomed and will be given careful consideration in terms of overall objectives and the existing book collection.

#### **Principles of Selection**

The principles regarding the selection and retention or withdrawal of library materials are designed to implement the Library objectives.

The ultimate goal is the development and maintenance of a well-balanced collection of the best and most useful materials available in terms of the overall needs of the community and within the limits of budgetary restrictions. Intrinsic to this goal are certain fundamental principles which will insure that the diversified interests and needs of all the community are met. The Library therefore endorses the "Library Bill of Rights" and "The Freedom to Read" statement of the American Library Association, See Appendices B & C attached.

## **GENERAL LIBRARY POLICIES (continued)**

All materials acquired should meet high standards of quality in content, expression and form. Factors to be considered in evaluating an item: factual accuracy and authoritativeness, effective expression, significance of subject, sincerity and responsibility of opinion, current usefulness, interest or permanent value. When judging the quality of materials several standards and combinations of standards may be used, as some materials may be judged primarily on artistic merits while others are considered on scholarship, value as human documents, or ability to satisfy the recreational and entertainment needs of the community.

Each work would be considered as a creative unified whole with consideration given to the total purpose of the item.

The form in which materials are acquired should be appropriate to the content and anticipated use.

Additional criteria include: insight into human and social conditions; present and potential relevance to community needs; suitability of subject and style for intended audience; relation to the existing collection; reputation and significance of the author; attention given by critics, reviewers, and the public.

The same criteria used in selecting materials apply to the systematic removal or replacement of outdated, no longer useful, seldom-used or worn items. Each withdrawal should be judged individually with reference to the standard library tools and the collection as a whole.

### **Areas of Special Interest**

Works of fiction should meet the literary standards of the period in which they were written. The language and style should be suitable to the content and the author's purpose.

## **GENERAL LIBRARY POLICIES (continued)**

- The Library will not attempt to furnish materials needed in connection with school assignments. Textbooks are generally not acquired except in cases where suitable material is not available in other forms. The public library collection will serve as a complement to the school library collections, enriching the student's resources for personal interest and individual projects.
- The Library does not attempt to develop a comprehensive research collection in any one field except local history. Books of a highly technical or specialized nature are inappropriate to the general needs and interest of the Library community.
- An attempt is made to acquire authoritative materials representing all points of view and all sides of controversial issues. The Library does not promote particular beliefs or views, but presents opposing views for examination by the public. The presence of an item in the Library collection does not indicate an endorsement of its contents by the Library.
- The Library will not include proselytizing works representing political, economic, moral, religious or other vested positions when these materials do not conform to the selection criteria.

### **Censorship**

- Once an item has been accepted as qualifying under the selection policies and rules it will not be removed at the request of those who object to it unless it can be shown to be in violation of these policies, or is appropriate for systematic removal.
- There is a formal procedure for reconsideration of materials. A written request, see Appendix D attached, must be completed, signed and submitted to the Director who will refer it to the Board with a recommendation for appropriate action.

Approved April 15, 1991

## **GENERAL LIBRARY POLICIES (continued)**

### **X. GIFTS**

- The Library encourages gifts and donations for memorial purposes. The standards of selection that govern all library materials purchases are applied to gifts. Gifts of materials will be accepted on the condition that the Director (and/or the Historical Committee in the case of the historical materials) may select those items desirable for the collection and dispose of unwanted items as is deemed best.
- The Library cannot value donations of books for income tax purposes. Gift books will become part of the existing collections and will not be shelved separately.
- Gifts of money, real property and/or stock will be accepted if the conditions attached thereto are acceptable to the Board.
- The Library will not accept for deposit or permanent display materials which are not outright gifts.
- Gifts to the Library are tax deductible as the Library is a 501(C)3 organization.

Approved April 15, 1991

## **GENERAL LIBRARY POLICIES (continued)**

### **XI. PHYSICAL FACILITIES**

Library facilities, as specified below are available for use by non-profit community groups or representatives of the Goshen Central School district. Library facilities are NOT available for the conduct of private (for profit) business, including sale presentation, business meetings, tutoring, etc.

#### **Meeting Room**

The meeting room of the Library is primarily for the use of the Library. When not required for library use, other non-profit community groups are encouraged and welcome to use the room. The following regulations apply to community groups using library facilities:

The meeting room may be used by groups (and individuals) engaged in educational, recreational, cultural and informational activities.

Scheduling priorities are as follows: Library sponsored and cosponsored activities; Friends of the Library sponsored activities; activities sponsored by groups from the GCSD; other activities.

Meetings and programs must be open to the general public.

The legal occupancy of the room is 14 persons.

Non-profit organizations using the room may not charge admission fees, solicit contributions, nor sell or take orders of any kind. The Library meeting room is not to be used by other groups for fund-raising purposes.

All announcements, press releases, flyers, etc. must clearly state that the meeting/program is not sponsored by the Library.

An assigned staff member, Friends of the Library executive Board member, or Library Trustee, must be present on the premises for all non-library activities. Groups using the Library during scheduled hours must be out of the building by closing time (8 p.m.). Groups using the room after hours must assume responsibility for all salaries and operating costs incurred by the Library in being open.

## **GENERAL LIBRARY POLICIES (continued)**

Groups holding meetings/programs will meet in the designated meeting room only, and will assume responsibility for any damage to the facility or its contents.

The Library assumes no responsibility for private property used in an activity scheduled in the meeting room.

Light refreshments may be served at the group's expense. The group is responsible for providing all equipment and for immediate clean-up.

Smoking is prohibited.

The use of the Library meeting room does not constitute an endorsement of an organization's policies and beliefs.

The organization on behalf of which the application is made shall, and by execution of the application, does assume joint and several responsibility and liability for any injury to people or any breakage, damage, or loss of supplies, equipment, buildings or grounds of the Library and any or all injuries sustained at or because of the activity at the Library.

Application for use of the meeting room must be made on the form provided by the Library and will be subject to the approval of the Director. The form of application is attached hereto as Appendix E.

Scheduling of the meeting room for use by outside groups may be restricted to specific days and times depending on the Library's program schedule.

## **GENERAL LIBRARY POLICIES (continued)**

Nothing in the foregoing shall be deemed to give any organization an absolute right to use of the meeting room. The Board has the sole and final responsibility to prescribe policies regulating such use and may refuse any or all such requests if, in their opinion, there is possibility of public disorder, damage to Library property, or other sufficient case to restrict or refuse such use.

Groups violating any of the above policy will be denied further use of the facility.

Revised: June 12, 2006

## **GENERAL LIBRARY POLICIES (continued)**

### **Insurance and Indemnity**

Whenever the Library facilities are used, there is the possibility that persons may be injured and may bring legal action against the Library and sponsoring organization for personal injury. The Library carries a public liability insurance policy to protect the Library against such action. Since it is possible that the organization may also be sued for such liability, the organization should protect itself by obtaining a temporary insurance policy protecting said organization and naming the Library as an "additional insured." Any such organization agrees to indemnify and hold the Library harmless against any and all damages, costs, and expenses, including reasonable attorney's fees, which the Library may incur as a result of the sponsoring organizations use of the Library.

Approved February 10, 1997

## **GENERAL LIBRARY POLICIES (continued)**

### **Tutoring Policy**

Due to space constraints, tutoring will only be permitted in the downstairs Meeting Room from 3:00 until closing Monday through Saturday and 1:00-5:00 on Sundays when no other program is scheduled. It is the tutor's responsibility to check the website calendar or contact the Library for availability. The Meeting Room is a multi-use space, therefore quiet and privacy are not guaranteed.

The Library is not to be used as a classroom or office space but as a safe workspace for students to receive instruction. Tutors may not publish or distribute advertisements or letters identifying the Library as their place of business or imply Library sponsorship of their activities.

The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of the tutor.

Tutors and students must bring their own supplies.

Tutors and students are expected to abide by the Library's Patron Code of Conduct and Unattended Child Policies. Children under the age of 18 who are tutored in the Library are the responsibility of the tutor while on library property until they are released to a parent or guardian.

The Director has final discretion as to whether the activity is tutoring and permissible under this policy.

Approved April 14, 1997

Revised June 12, 2006

Revised October 8, 2012

## **GENERAL LIBRARY POLICIES (continued)**

### **Proctoring Policy**

The Library reading room is not available for proctored examinations as this space is reserved for Library services, including research, reading, and studies. At this time there is no additional private space in which to schedule such examinations.

Library staff is not available to proctor examinations, as their time is scheduled to support library services and programs.

Approved June 10, 2002

## **GENERAL LIBRARY POLICIES (continued)**

### **Sharts and Wallace Local History Collections**

The Library's artifact and local history collections have been stored to allow room for more heavily used Library services. The local history collection is available on a limited basis with the assistance of the reference staff. Policies regarding the use of Sharts Room materials still apply. The rest of this policy is suspended until further notice.

- The Elizabeth Sharts Room was established to house the local history and genealogical collection of the Library. This collection consists of books, videotapes, vertical files and archives. The book, video and vertical file materials in the Sharts Room consist primarily of materials concerning Goshen and its environs, including key sources of New York State history. The archives shall be defined as primary source documents including: manuscripts, diaries, journals, ledgers, minutes, reports, maps, blueprints, agreements, memoranda, deeds, case files, correspondence, photographs, and other materials of enduring value to individuals or institutions concerned with the history of Orange County and particularly Goshen. The archives shall be housed in closed cabinets, their use restricted.
  
- Local history material shall be subject to the same collection development criteria as other library materials (see Material Section Policy).
  
- The Sharts Room must be staffed (by a paid staff member or volunteer) at all times it is open to the public. Use of the Sharts Room is proscribed as follows:
  1. Patrons must sign the register.
  
  2. Patrons have free access to all materials in the unrestricted area of the room.

## **GENERAL LIBRARY POLICIES (continued)**

3. The archives are housed in closed cabinets and are microfilmed. All patrons may use the microfilm upon application, only one reel at a time being taken from the storage cabinet.

4. Photocopies and microfilm prints may be made and the fees therefore are payable at the front desk. Staff assistance is suggested for photocopying from rare books.

5. Use of the archives is limited to research for publication and/or advance academic study and must be arranged with the Director or the Archivist.

6. Photocopying of archival material must be done by an authorized person.

7. Photographing and microfilming, on premises, of items in the collection may be done only with the approval of the Committee under whatever conditions it deems necessary and provided that the Archivist or the Director is present and supervises the procedures throughout.

8. In the event archival material, either by photocopy or by quoted note-taking is to be used in a published work, permission must be obtained from the Director, the Archivist or the Committee, See Appendix F.

9. Note-taking is by pencil only and no tracing is allowed.

10. Borrowing of material, either in person or by interlibrary loan is not permitted except in those instances where multiple copies of a high-demand book are available and one copy may be designated for circulation for a two week, non-renewable period.

11. Patrons are expected to handle all materials with care.

12. No food, drinking or smoking is allowed.

## **GENERAL LIBRARY POLICIES (continued)**

13. The Library reserves the right (in its sole discretion) to exclude from use any original material in its archives.

14. Professional genealogists from Orange County who are familiar with the organization of the Sharts Room may be allowed access to the collection at times when the room is closed to the general public.

15. The Sharts Room was established to house the artifact collection of the Library. The artifact collection consists primarily of items of historical value to Goshen and Orange County. This collection will be developed in accordance with the Material Selection Policy. The Sharts Room is open by appointment, and for selected events. It must be staffed at all times when open by the Director, a staff member, a member of the Committee or its designee.

Revised June 10, 2002

## **GENERAL LIBRARY POLICIES (continued)**

### **Bulletin Board Policy**

The Library bulletin boards are to be used for the posting of notices of:

1. Library business or activities
2. Public service items of educational or cultural interest to the community
3. Civil Service examination notices
4. Local jobs and services
5. Local legal notices

Members of the public are not permitted to post notices. Any notice to be considered for posting must be submitted to the reference desk for review and approval. Approved notices will be dated, initialed and posted by authorized Library personnel. Notices posted without authorization will be removed.

All notices intended for posting on the Library bulletin boards must contain the following:

1. Name of sponsoring agency
2. Address and telephone number of sponsoring agency or authorized representative.

Notice size (physical dimensions) can be restricted if deemed necessary to maximize available space.

Notices will be removed when they are no longer timely and may be removed after two weeks if space is required for more current items.

Authorization to post a notice does not constitute advocacy or endorsement of the viewpoints of the organization represented.

Failure to comply with these rules may result in denial of future posting privileges.

Approved June 10, 2002

# GENERAL LIBRARY POLICIES (continued)

## XII. TECHNOLOGICAL SERVICES

### Computer Use Policy

1. In keeping with its mission and with advances in information technology, the library provides patrons with computer access to the library catalog, E-Reference sources, word processing applications, and the Internet.
2. Only software installed by the library may be used. Programs may not be downloaded from the Internet to be installed or run on our machines. Patrons found to have installed software on our machines, or to have been at our machines when unauthorized software was being used, will be temporarily or permanently (depending on the situation) banned from computer access (length of time may vary).
3. Internet service is available for research and/or educational use. While the library is not responsible for the sites patrons choose to visit, we are aware that all websites are prone to infiltration with cookies, unwanted pop-ups, spyware, malware, adware and viruses; or require enormous amounts of bandwidth. Such sites have the potential to infect or hijack the computer, or slow down the entire network. The library reserves the right to block such sites. Visiting a site which may compromise the security of the network or cause network slowdown may result in the loss of computer privileges.
4. The library will not be held liable for any misuse of its public access terminals or its wireless network. "Misuse" includes, but is not limited to:
  - Use of the network to make unauthorized entry into other computational, informational or communication services or resources.
  - Distribution of unsolicited advertising.
  - Invasion of the privacy of others.
  - Engagement in any activity that is harassing or defamatory.
  - Use of the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the library's tax-exempt status or its proper orientation.

Violations will result in loss of access. Unlawful activities will be dealt with in an appropriate manner.

5. Visiting Internet sites containing graphic adult content images or graphically violent images is inappropriate conduct, and may result in loss of computer privileges. If such sites are viewed within the proximity of minors, such viewing will be considered endangering the welfare of a child and will be treated as such. Visiting Internet sites depicting criminal sexual activity is illegal and will result in permanent loss of computer privileges.

6. As with all formats of information, patrons must respect copyright laws and licensing agreements. Acts or behaviors which may be illegal jeopardize a source's files, or the library's account or access to resources, will result in permanent loss of computer privileges.
7. A valid library card is needed to log on to the computer. A guest card may be issued for use at the reference librarian's discretion for out of state visitors as a courtesy. All other users must use their own library card. If you don't have one, please speak to one of our circulation staff members about assisting you in getting one. Time allocation and printing charges are attached to each library card.
8. Use of another person's library card to access computers is prohibited.
9. Computers are available on a first come, first served basis. If all computers are in use, a reservation for the next available computer may be made at the circulation desk. Computer time may not otherwise be booked in advance.
10. A time limit of 1 hour per session per patron, and a maximum daily use of 2 hours are enforced. Software prompts alert patrons that their session is about to end in intervals of 30, 15 and 5 minutes. Work not saved to an attachment or removable medium or printed by the end of the session will be lost. The library is not responsible for data loss. Computers are programmed to turn off within five minutes of closing, and will not allow sessions within 15 minutes of closing.
11. A black & white/color laser printer is available for use. There is a printing charge of 10cents per page for black & white and color copies are .75cents per page generated via the public use computers. Full page photo copies are not permitted. Printing shall be done on plain paper. Excessive color saturation and photo printing shall not be permitted.
12. Software prompts provide the number of pages and the cost of each printing job and must be accepted before the job will print. A printing account is created for each library card upon its initial use on our computers. The patron must then pre-pay or use funds already on their account in order for the job to be released. Jobs exceeding the balance available on the account must be paid for and released at the circulation desk.
13. USB flash drives are recommended for data storage and are available for sale at the circulation desk.
14. Headphones are permissible and can be purchased at the circulation desk. Volume levels for the headphones are accessible via a shortcut icon on the desktop.
15. Patrons may bring their own laptops. We request that electrical cords are not a hazard to other library patrons.
16. Library reference staff will provide introductory instruction and assistance. In-depth instruction in the use of library electronic resources may be scheduled at the reference desk.
17. Children aged 9 or under must be accompanied by an adult when using electronic resources. Children aged 10-18 who have a signed parental consent form on file (see Appendix G) may use the Internet unattended. It is strongly recommended that parents supervise the use of the Internet by their minor children.
18. Any malfunction or problem should be reported immediately to the reference desk or network administrator, including any pertinent details such as an application crash. Customers must not try to correct the problem themselves.
19. Patrons must abide by the library's rules of conduct.
20. Patrons abusing the equipment or the library policies are subject to immediate disciplinary action and may be permanently banned from further use.
21. Patrons should be aware that the Internet is not a secure network and that third parties may be able to obtain information regarding users' activities.

*Approved: March 11,2013*

## **Wi-fi Use Policy**

Patrons must accept the Library's basic Internet policy and rules for access to the Internet. Paper copies of this policy are available at the Reference desk.

I understand that the Library's wireless network is an "open network" which means that information transmitted on this network is unencrypted and unsecured. There is: No software filtering, No blocking of ports, and No protection against malware: malicious software designed to cause damage to a single computer, server, or computer network. The Library will not be held responsible for any damages, direct or indirect, to your laptop/notebook, PDA or other wireless device, occurring as a result of the use of our electronic resources. I further understand that connecting to the Library's wireless network is at my own risk and I agree that the Library shall not be held liable for any damages, direct or indirect, occurring as a result of the use of the Library's electronic resources. I understand that Library staff does not provide any technical assistance for wireless connectivity and that I am solely responsible for connecting and configuring my own equipment. I agree that I will not use Library computer resources unlawfully. This includes, but is not limited to, using Library resources to violate copyright agreements, harass others through the Internet, or exploit security holes in computers or networks. I agree not to tamper with Library systems or settings in any way, nor will I save or download programs or files to the network. I understand that I will be using my electronic equipment in a public area and that privacy cannot be guaranteed. I agree not to view sexually graphic and/or explicit material, as this is prohibited on Library computers. I agree that if I do not comply with these rules, I will be held liable for any damage my actions may cause and understand that my privilege to use the Library's wireless computer resources may be revoked.

Approved: November 12, 2012

## **GENERAL LIBRARY POLICIES (continued)**

### **XIII. EMERGENCY CLOSINGS UNDER HOMELAND SECURITY ADVISORY SYSTEM**

Following the guidelines issued by the Goshen Central School District, the library will take the following actions under RED alert:

1. If a RED alert is issued before the library is opened, it will remain closed.
2. If a RED alert is issued while the library is open, and travel is still permitted, the library will close.
3. If a RED alert is issued while the library is closed, and travel is not permitted, the library will be locked down with no entry or exit until released by the County Executive.
4. If a RED alert is issued, and the library is desired as a shelter per the County Executive, it will remain open as directed.

Approved: May 13, 2003

## APPENDIX A

§90.2 Standards for registration of public, free association and Indian libraries

(a) A public, free association or Indian library will be registered if it meets the following standards satisfactory to the commissioner:

(1) is governed by written bylaws which outline the responsibilities and procedures of the library board of trustees;

(2) has a board-approved, written long-range plan of service;

(3) presents an annual report to the community on the library's progress in meeting its goals and objectives;

(4) has board-approved written policies for the operation of the library;

(5) presents annually to appropriate funding agencies a written budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service;

(6) periodically evaluates the effectiveness of the library's collection and services in meeting community needs;

(7) is open the following scheduled hours:

Population	Minimum Weekly Hours Open
Up to 500	12
500-2,499	20
2,500-4,999	25
5,000-14,999	35
15,000-24,999	40
25,000-99,999	55
100,000 and above	60

(8) maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;

(9) provides equipment and connections to meet community needs including, but not limited to telephone, photocopier, telefacsimile capability, and microcomputer or terminal with printer to provide access to other library catalogs and other electronic information;

(10) distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.

(11) employs a paid director in accordance with the provisions of Section 90.8 of this Part.

(b) Any public, free association or Indian library registered by the department at the time this section takes effect shall be required to meet the standards for registration in subdivision (a) of this section on the following schedule:

(1) meet the standards of paragraphs (1) through (5) and (10) of subdivision (a) of this section on or before January 1, 1995.

(2) meet the standards of paragraph (6) of subdivision (a) of this section on or before January 1, 1997.

(3) meet the standards of paragraphs (7), (8), (9) and (11) of subdivision (a) of this section on or before January 1, 1999.

(c) Variances. If circumstances over which any public, free association or Indian library has no control prevent it from meeting one or more of the standards of service set forward in subdivision (a) of this section, such library may apply for a variance for such standard(s). The application for such variance shall be submitted for such library by the public library system of which such library is a member, in a form prescribed by the commissioner. No variance granted pursuant to this subdivision shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.

Statutory authority: Education Law, §§ 207-208, 215, 253-268, 271-273, 273-a, 282, 284, 283, 285; L. 1978, ch. 787, L 1993 Ch 260, §§ 1, 3

## **APPENDIX B**

### Library Bill of Rights

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

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.

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.

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

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

A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.

# APPENDIX C

## Freedom to Read

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

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

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

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

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

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

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

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

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

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

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

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

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

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

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

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

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

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

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

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

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

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

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

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

Adopted June 25, 1953; revised January 28/1972, January 16, 1991 by the ALA Council and the AAP Freedom to Read Committee.

# APPENDIX D

## Request for Reevaluation of a Book or Other Materials

Title \_\_\_\_\_

Author \_\_\_\_\_

Book \_\_\_\_\_ Film \_\_\_\_\_ Other \_\_\_\_\_

Publisher or

Producer \_\_\_\_\_ Year \_\_\_\_\_

Library \_\_\_\_\_

Request initiated by (Name)

\_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Tel.# \_\_\_\_\_

Complaint represents (check applicable)    Self \_\_\_\_\_ Organization/Group \_\_\_\_\_

If group,

Name \_\_\_\_\_

A. What do you believe is the theme or the purpose of the material?

\_\_\_\_\_  
\_\_\_\_\_

B. Is your objection to this material based upon personal exposure to it, upon reports you have heard, or both? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

C. Have you read/heard/seen the material in its entirety? \_\_\_\_\_

\_\_\_\_\_

D. To what do you specifically object. \_\_\_\_\_

\_\_\_\_\_

E. Dose the material have any merit or value for a specific population or age group?

Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, specify. \_\_\_\_\_

\_\_\_\_\_

F. For what age group do you believe this material would be appropriate? \_\_\_\_\_

\_\_\_\_\_

G. Are you aware of the judgment regarding this book or material by literary or educational reviewers? Yes\_\_\_\_\_ No\_\_\_\_\_

H. What action would you recommend be taken regarding the use of this material in the library?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

# APPENDIX E

## Request for Use of Meeting Room

Name \_\_\_\_\_

Day phone number \_\_\_\_\_

Evening phone number \_\_\_\_\_

Organization \_\_\_\_\_

Purpose for which space is requested \_\_\_\_\_

\_\_\_\_\_

Day and time requested \_\_\_\_\_

Number of persons anticipated \_\_\_\_\_

Equipment needs:

Table(s) \_\_\_\_\_ TV/VCR \_\_\_\_\_ Film Projector \_\_\_\_\_ Screen \_\_\_\_\_

The individuals involved in this meeting reside principally in (check appropriate location)  
\_\_\_\_\_ Goshen Central School District \_\_\_\_\_ Other parts of Orange County.

I have received and agree to abide by the Library meeting room policy, understanding my organization's responsibility in that regard.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Request granted by \_\_\_\_\_ Date \_\_\_\_\_

Staff member assigned as facilitator \_\_\_\_\_

## APPENDIX F

Know all Men By These Presents, that the GOSHEN PUBLIC LIBRARY AND HISTORICAL SOCIETY, doing business at 203 Main Street, Goshen, New York 10924, hereby grants to the Licensee,

---

(insert name of Licensee)  
residing at or doing business at:

---

(insert address of Licensee)  
the right to reproduce by the following means; \_\_\_\_\_

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(describe reproduction method to be used by Licensee)  
the property described as follows:

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(Describe the item(s) to be reproduced by Licensee-attach additional sheets if necessary)  
Licensee agrees as follows:

1. To state, or cause to be stated, on the reproduction to a substantial extent sufficient to be read, that such reproduction is based upon the original item above described and that such item is the property of the GOSHEN PUBLIC LIBRARY AND HISTORICAL SOCIETY.
2. That Licensee will not cause, allow, or sanction any future publication, reproduction, or use of the property, or any part thereof, without first obtaining the consent of the GOSHEN PUBLIC LIBRARY AND HISTORICAL SOCIETY, which consent may be withheld for any reason.
3. Licensee agrees to duly execute, acknowledge, and deliver, or procure the due execution, acknowledgment, and delivery to the GOSHEN PUBLIC LIBRARY AND HISTORICAL SOCIETY of any and all further instruments, in form approved by counsel for GOSHEN PUBLIC LIBRARY AND HISTORICAL SOCIETY, that may be necessary or expedient to carry out the purposes and intent of this agreement.
4. Licensee agrees and acknowledges that all items of property shall remain the property of the GOSHEN PUBLIC LIBRARY AND HISTORICAL SOCIETY at all times.
5. Licensee agrees to take good care of said property while in possession of Licensee and to cause no damage or waste thereto; and to return said items to the GOSHEN PUBLIC LIBRARY AND HISTORICAL SOCIETY by the following time:

---

(insert date for return of items if applicable)

6. In the event Licensee fails to return said items in the condition required under the terms of this agreement, Licensee agrees to remain liable for the value thereof and the costs of obtaining said properties return, including the costs of attorneys, courts costs, and disbursements.

7. This agreement shall be construed according to the laws of the State of New York and Village of Goshen Justice Court or the County of Orange, and Licensee hereby submits to the jurisdiction of either for purposes of enforcing this agreement.

IN WITNESS WHEREOF, the parties have executed this agreement the date below written.

Dated: \_\_\_\_\_

GOSHEN PUBLIC LIBRARY AND  
HISTORICAL SOCIETY

\_\_\_\_\_  
Licensee

By: \_\_\_\_\_

# Appendix G

## Public Access Computer Use Policy

In keeping with its mission and with advances in information technology, the Library provides users with access to the Library catalog, CD ROM products, word processing, Spreadsheet software and the Internet. Computer workstations are available from 15 minutes after opening until 15 minutes before closing.

Only the software installed on the network by the Library may be used.

Electronic resources are available on a first come, first serve basis. A time limit of 2 hours per session per person and a maximum daily use of 2 hours will be enforced as necessary.

A black & white/color laser printer is available for use. There is a printing charge of 10cents per page for black & white and color copies are .75cents per page generated via the public use computers. Full page photo copies are not permitted. Printing shall be done on plain paper. Excessive color saturation and photo printing shall not be permitted. The customer is responsible for print charges for all pages sent to the printer. Printing must be completed by 15 minutes before closing, when the printer is turned off.

Library reference staff will provide introductory instruction and assistance. Regularly scheduled electronic resources workshops will be available for in-depth instruction in the use of Library resources.

Children under the age of 10 must be accompanied by an adult when using electronic resources. Youths 10-18 who have a signed parental consent for on file, may use the internet independently. It is strongly recommended that parents supervise the use of the internet by their minor children.

Internet service is available for research/educational use. The Library is not responsible for the sites customers choose to visit. E-mail accounts will not be provided to the public.

As with all formats of information, users must respect copyright laws and licensing agreements. Acts or behaviors which may be illegal, jeopardize a resources' files or the Library's account or access to resources will result in revocation of electronic resources privileges.

Any malfunction or problem must be reported immediately to the reference desk. Customers must not try to correct the problem themselves.

Customers must abide by the Library's rules of conduct.

Customers abusing the equipment or this Library policy will be prohibited from further use.

Due to the emerging nature of these services, policies are subject to change without notice and at the Library's discretion.

We have read and do understand the policy stated above. I (parent/guardian) understand that by signing I am consenting to my child's independent use of the Libraries electronic resources, including the internet.

---

Print child's name

---

Birth date

---

Signature (child)

---

Signature (parent/guardian)

Date \_\_\_\_\_

## APPENDIX H

### Checklist for Contractors

- Will certificate of insurance be furnished?
- How long will the job take, and how quickly can it be scheduled?
- Can you furnish references?
- Will debris be removed? Is there an extra charge?
- If there are noxious fumes, how does this affect employees?  
Do they need to leave the building?
- If furniture must be moved, is there an extra charge?
- How many contractor's employees will be on the job site?  
Who is the designated crew chief?
- What are the steps involved in completing the project?
- What are the payment terms? Are overruns anticipated?
- Are there any applicable warranties for the parts or labor?

### Reference Checklist:

(references will be contacted by telephone)

- Was the work completed in a timely manner?
- Were the contractor and the employees neat?  
Did they clean up upon completion?
- Did the contractor adhere to the quoted price?  
If there were overruns, of what nature were they?
- Did you have experience with the contractor being responsible for any damages?