

Otto Bruyns Public
Library of Northfield,
Inc.

Policy Manual

Revised January, 2014

Otto Bruyns Public Library of Northfield, Inc. Policy Manual

Table of Contents

Bylaws of the Board of Trustees of the Otto Bruyns Public Library of Northfield, Inc	3
ARTICLE I. Body Corporate	3
ARTICLE II. Purpose.....	3
ARTICLE III. Board Membership.....	3
ARTICLE IV. Board Responsibilities	3
ARTICLE V. Officers	5
ARTICLE VI. Meetings	6
ARTICLE VII. Library Director and Staff	8
ARTICLE VIII. Committees	8
ARTICLE IX. Parliamentary Authority.....	9
ARTICLE X. Amendments to By-laws	9
Unexcused Absence of Board Members	11
Policy Hierarchy	12
Cash Management / Investment Policy	13
Circulation Policy	14
Kindle Circulation Policy	15
Public Use of Telephone.....	16
Age Requirements in the Youth Services Area	17
Unattended Children.....	18
Patron Use of the Computer Workstations and Internet Access	19
Otto Bruyns Public Library Use of Meeting Room: Hold Harmless	25
Otto Bruyns Public Library Application for Use of Meeting Room	26
Photocopy & Scanning Facilities	28
Use of the Public Photocopier:	28
Use of the Samsung Multi-Function Copier/Printer/Scanner.....	28
Gifts	30
Americans with Disabilities Act.....	31
Programming Policy	32
Selection of Materials.....	34
Reconsideration of Materials.....	35
Material Challenge Form.....	36
Library Bill of Rights	38

Bylaws of the Board of Trustees of the Otto Bruyns Public Library of Northfield, Inc

ARTICLE I. Body Corporate

The Board of Trustees is a duly incorporated body under the name of "The Trustees of the Otto Bruyns Public Library of Northfield. The Board of Trustees was incorporated on _____ and exists by virtue of the provisions of Chapter 54 of the Laws of the State of New Jersey (Title 40), and exercises the powers and authority and assumes the responsibilities delegated to it under said statute.

ARTICLE II. Purpose

The purpose of the Board of Trustees is to provide public library services to all residents of Northfield NJ in accordance with New Jersey State Laws; regulations of the State Library; and local ordinances.

ARTICLE III. Board Membership

N.J.S.A. 40:54-9.

Section 1. The Board of Trustees shall consist of:

- 1.1 Five members appointed by Mayor or other chief executive officer for a term of five (5) years,
Notes:
 1. Method of appointment depends on type of local government; generally appointed by mayor, and some do not need council's approval; check with local authorities regarding legal procedure for appointments
 2. They may have up to seven (7) appointed members and terms must be staggered in a five-year sequence.
- 1.2 The Mayor or the Mayor's representative,
- 1.3 The Superintendent of Schools or the Superintendent's representative.

ARTICLE IV. Board Responsibilities

N.J.S.A. 40:54-12.

Section I. The Trustees of the Otto Bruyns Public Library of Northfield shall:

- 1.1 Hold in trust and manage all properties of the Library.
- 1.2 Determine the purposes of the Library.
- 1.3 Secure adequate funds to carry on the Library programs.
- 1.4 Employ a qualified Library Director and other necessary personnel and fix their compensation.
- 1.5 Know the programs and needs of the Library with relation to the community; keep abreast of Library standards and trends.
- 1.6 Establish policies to govern the use, operations and programs of the Library.
- 1.7 Establish policies dealing with book and material selection.
- 1.8 Establish, support and participate in a library public relations program.

- 1.9 Together with the Library Director prepare, present and justify an annual budget.
- 1.10 Attend all Board Meetings.
- 1.11 Evaluate the Library Director's performance annually, in accordance with established policy.

ARTICLE V.

Officers

Section 1. The officers shall be a President, a Vice-President, a secretary, and a Treasurer, elected from among the appointed Trustees.

Note: Some boards appoint a staff member to serve as the recording secretary and eliminate the board "Secretary" position.

Section 2. Officers shall serve for a term of one (1) year from the annual meeting at which they are elected and until their successors are duly elected and qualify.

Section 3. A vacancy in office shall be filled by election of a successor for the unexpired term of the vacant office except in the Office of President, which shall be filled by the Vice- President. A new Vice-President shall be elected at the first regular meeting after the vacancy occurs.

Section 4. The President shall:

- 4.1 Preside at all meetings of the Board.
- 4.2 Appoint all committees, except the Nominating Committee.
- 4.3 Execute all documents or contracts authorized by the Board.
- 4.4 Enforce all By-laws and regulations.
- 4.5 Serve as an ex-officio member of all committees, except the Nominating Committee.
- 4.6 Confer with the Director regarding the agenda for each Board meeting.
- 4.7 Generally perform all the duties associated with that office.

Section 5. The Vice-President shall:

- 5.1 In the absence or inability of the President exercise all the functions of the President.
- 5.2 Have such powers and discharge such duties as may be assigned, from time to time, by the Board.

Section 6. The Secretary shall:

- 6.1 Assure that a true and accurate record of all proceedings of Board meetings be taken.
- 6.2 Arrange for the safe-keeping of minutes and other records of the Board, which shall be kept in the Library.
- 6.3 Assure issuance of notice for all regular and special meetings.
- 6.4 Generally perform all the duties associated with that office.

Section 7. The Treasurer shall:

- 7.1 Be the disbursing officer of the Board.
- 7.2 Be bonded in such amount as required by State Statute 40:54-13.
- 7.3 Receive from the disbursing officer of the municipality the money raised for library purposes as provided in N.J.S.A. 40:54-8.
- 7.4 Together with the Library Director have charge of its funds, which are to be deposited in a bank/banks or fund approved by the Board of Trustees, and be familiar with the accounts of the Board (Note: see also 15:21-12.4 (d) and (e)).
- 7.5 Assure that payment of all bills be made after approval by the Board.
 - 7.5.1 All checks shall be signed by two (2) officers of the Board, duly approved.
- 7.6 Assure that proper accounting records of all receipts and disbursements be maintained.
- 7.7 Assure that a monthly financial statement be submitted to the Board.
 - 7.7.1 The books shall be audited at the close of each year by an auditor approved at the annual reorganization meeting (Note: see also N.J.A.C. 15:21-12.7(d)).
- 7.7 Perform such duties as generally associated with that office.
- 7.8 In the absence or inability of the Treasurer, the above shall be performed by such other member of the Board as the Board may designate.

Section 9. No individual officer or member of the Board has authority to issue orders for or in the name of the Board unless specifically empowered to do so by the Board at a duly called meeting.

ARTICLE VI. Meetings

Section 1. Pursuant to the Open Public Meetings Act, the date, time and location of the regular Monthly Board meeting, which shall be fixed at its organizational meeting, will be posted in the library, filed with the Township Clerk, and sent to the official newspapers (Note: at least two).

- 1.1 The meetings so scheduled for July, August or both, in any year may be omitted by appropriate action taken by the Board at its regular meeting in June of such year.

Section 2. An Annual Reorganizational Meeting, shall be held at a date and time prior to or preceding the regular January meeting, at which time new and re-appointed board members will take the oath of office. The Board shall meet for the purpose of election of officers; approval of official financial institutions, newspapers, auditors, and Annual Report; appointments of committees and any other organizational matters that may come before the Board.

Section 3. Special meetings may be called by the President or by any other officer of the Board acting on behalf of the President or, on five (5) days notice by any three members of the Board. Notices for such meetings shall state the time, place and specific purpose/business in the call. Forty-eight hours notice thereof shall also be given by; posting the notice in the library, filing the notice with the Township Clerk, and sending the notice to the official newspapers.

Section 4. A quorum for all meetings shall consist of four (4) members of the Board present in person (Note: the law also allows the use of conference calls and virtual meetings as long as the public is included).

4.1 If a quorum is not present, the meeting will be cancelled and rescheduled.

Section 5. A majority of the votes of all the members of the Board present at any meeting shall be necessary for the adoption or passage of any resolution or motion (Note: Some boards might add a minimum number of votes for certain things. For example, a 9 member board might want a quorum to be 5, but want at least 5 votes to change the bylaws).

5.1 Actions taken shall be determined by a voice vote unless a roll call vote is requested by a Board member.

5.2 The President may require members to put motions into writing.

5.3 The President may offer motions and may vote on all proposals.

5.4 All motions shall be stated in their proper form and restated before a vote is taken.

Section 6. The order of business for regular meetings shall include, but not to be limited to, the following items which shall be covered in the sequence shown so far as the circumstances of the meeting will permit:

6.1 Agenda

6.1.1 Roll Call

6.1.2 Compliance with Open Public Meetings Act

6.1.3 Agenda Review

6.1.4 Minutes of the previous regular meeting and any intervening special meeting

6.1.5 Public portion on agenda items

6.1.6 President's report

6.1.7 Action on bills

6.1.8 Financial Report

6.1.9 Library Director's Report

6.1.10 Committee Reports

6.1.11 Unfinished business

6.1.12 New Business

6.1.13 Public portion

6.1.14 Closed session for personnel or contract items

6.1.15 Action on closed session items

6.1.16 Board comments

6.1.17 Adjournment

ARTICLE VII. *Library Director and Staff*

- Section 1. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction.
- 1.1 The Director shall attend all Board meetings except those at which the Director's salary or appointment is to be discussed or decided.
 - 1.2 The Director shall recommend to the Board the appointment and specify the duties of other employees.
 - 1.3 The Director shall be responsible for:
 - 1.3.1 The care and maintenance of Library property.
 - 1.3.2 Adequate and proper selection of materials in keeping with the stated policy of the Board.
 - 1.3.3 The efficiency of the Library's service to the public.
 - 1.3.4 Its financial operation within the limitations of the budgeted appropriations.
 - 1.4 The Director shall have interim authority to appoint with Board approval all employees provided that such appointment shall be approved by the Board at its next regular meeting.
 - 1.4.1 All personnel actions must conform to the rules and regulations as set forth in the Personnel Policy Manual.
 - 1.5 The Director shall conduct an annual performance appraisal of all employees prior to April 1st of each year based on the prior calendar year. The Director shall use those annual performance appraisals to formulate a package of recommended salary adjustments.
 - 1.6 The Board of Trustees shall review the Director's recommendations and act upon them.
 - 1.7 The Director shall certify to the correctness of the bills according to procedures established by the Board of Trustees.

ARTICLE VIII. *Committees*

- Section 1. The President shall appoint such committees of one or more members each for such specific purposes as the business of the Board may require from time to time. If it shall appear that the purpose of and need for any such committee may be long continued, the Board by appropriate action may confer the status of Standing Committee, whereupon it shall be the duty of the President to appoint such committee each year at the annual meeting; otherwise, a committee shall be considered to be discharged upon completion of the purpose for which it was appointed.

Standing Committees may be:

- 1.1 Budget & Finance
- 1.2 Building & Grounds
- 1.3 Personnel
- 1.4 Nominating
 - 1.4.1 The Nominating Committee shall consist of the Secretary, the Treasurer and another member of the Board not presently serving as an officer, who shall serve as committee chair.
 - 1.4.2 At the November meeting this Committee shall present to the Board, for first reading, a slate of nominees for office. Additional nominations may be made from the floor.
 - 1.4.3 At the December reorganization meeting the slate, together with any nomination from the floor, shall be presented for a vote.

Section 3. No committees shall have other than advisory powers unless, by suitable action of the Board, it is granted specific powers to act.

ARTICLE IX. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order* shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws and any special rules of order the organization may adopt.

ARTICLE X. Amendments to By-laws

The By-laws may be amended, without prior notice, at any meeting of the Board at which the entire Board of Trustees is present; or by a majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed or emailed to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken.

Policy C-101 Chain of Command for Public Complaints and Inquiries

The following procedures will apply to the handling of public complaints and inquiries:

- A. Neither the Library Board of Trustees as a whole, nor any individual Board member, will entertain or consider communications or complaints from library employees, library patrons/users, residents or other citizens. Such communications will be referred to the Library Director.
- B. Complaints and inquiries should be submitted to the Library Director, in writing, and preferably on the *Patron Complaint* form available at the library.
- C. The Library Director will make every effort to resolve the problem with the persons immediately involved.
- D. When satisfaction has not been achieved at this level, the Library Board of Trustees will accept written complaints or inquiries.
- E. Those who request a Library Board of Trustees hearing shall present written complaints or grievances to the Board Secretary in sufficient detail. After reviewing the evidence submitted by the Library Director the Library Board of Trustees will, if it deems advisable, grant a hearing to the parties interested.
- F. Library employees shall follow the procedures outlined in the Personnel Policy Manual when filling complaints or grievances.
- G. The Library Board of Trustees may defer decisions regarding complaints and inquiries presented initially at public Board meetings.

Public complaints and inquiries

The Library Director must be consulted on all matters that involve library personnel and the community.

Approved at regular meetings of the Library Board of Trustees on (11/14/13)

Unexcused Absence of Board Members

Trustees are expected to make every effort to attend all meetings of the Board. If a member is unable to attend a specific meeting, he or she must notify either the Director or a fellow Board member as much in advance of the meeting as possible. It is understood and acceptable that obligations may occasionally prevent a member from attending.

It is also understood that if a Trustee misses two meetings in a row without having provided notice as directed above, such Trustee is interpreted as having resigned from the Board.

ADOPTED: 4/11/02

Policy Hierarchy

In the absence of a library policy, the board shall defer to State library law and the relevant non-union policy of the city.

Adopted 3/11/04

Cash Management / Investment Policy

- I. The Board of Trustees may invest not more than 75% of its cash on hand in accordance with N.J.S.A. 40A:5-15.1(a), in one or more of the following investments:
 1. Bonds or other obligations of the United States.
 2. Bonds or other obligations of the City of Northfield or school districts of which the City of Northfield is apart:
 3. Government money market mutual funds;
 4. Any federal agency or instrumentality obligation authorized by Congress that matures within 307 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors;
 5. Any obligations with maturities not exceeding 307 days, as permitted by the New Jersey Division of Investments;
 6. Local government investment pools, such as New Jersey CLASS and the New Jersey Arbitrage Rebate Management Program.
 7. New Jersey State Cash Management Fund
 8. Repurchase agreements (repos) of fully collateralized securities, subject to conditions, as indicated in N.J.S.A. 40A:5-15(a).

- II. The Board shall use one or more of the following currently approved FDIC/GUDPA depository banks for its investments:
 1. Cape Bank.
 2. TD Bank
 3. Ocean City Home Loan Bank

- III. To the extent possible, the Board shall stagger its investments, so that they do not mature simultaneously, and to take advantage of possible favorable future changes in interest rates.

- IV. Cash and cash equivalents include petty cash, change funds, amounts on deposit and short term investments with original maturities of 30 days or less. All investments shall be stated at market.

- V. This investment plan may be amended at any time during the year to reflect changes in laws, depositories, funds, investments or financial conditions.

Adopted: January 12, 2006

Amended: 1/9/14

Circulation Policy

1. Membership

Application must be filled out listing address and phone number; email given as an optional contact.

Current ID must be shown.

Cards will be available for all ages (members under 17 will receive “children’s card”)

To be eligible for library privileges members must be residents of Atlantic County or from a community belonging to the Coalition of Independent Libraries of South Jersey; this includes Ocean City and Avalon.

2. Loan Period

Best Sellers and books with wait list: 7 days with 10-cent daily fine.

14 day books: 14 days with 10-cent fine.

Other books and magazines: 21 days and 10-cent fine.

Audio books: 21 days and 10-cent fine.

DVDS for 2 days with \$1.00 late fee. (limit 3 per card)

Only Adults may check out adult videos.

Members with children’s card may only check out children’s videos.

If library card is not present, members may use a valid driver’s license to check out material.

3. Lost or Damaged Materials

Patrons are responsible for replacement cost of lost or damaged materials while in their possession. Lost cards will be replaced for \$1.00.

4. Overdue Materials

At the time of filing out a library application, patrons have the option to be contacted by phone, mail or e-mail to receive reminders about overdue items. Library privileges maybe revoked for library members with materials that are over 3 months overdue or who have fines exceeding \$10. This may be waived at the discretion of the Director if patron has a valid explanation. Non Northfield residents will lose privileges permanently if they are persistent offenders. Names of patrons with materials overdue 6 months or more will be given to the library board for action.

ADOPTED: 11/14/02

AMENDED: 3/11/04

AMENDED & ADOPTED: 4/14/05

AMENDED: 10/8/13

Kindle Circulation Policy

This form must be completed and signed prior to use of the equipment. As a library member, you are financially responsible for all equipment and pieces thereof that you check out. When you sign for equipment, you acknowledge that it is fully functioning, undamaged, and that all parts are intact. You are required to thoroughly inspect and test each piece of equipment and point out any problems to the library staff at the time of checkout. If you do not inspect equipment at the time of checkout, you are responsible for all missing or damaged parts upon return.

- Kindle checkout is limited to Otto Bruyns Public Library card holders 18 years or older.
- No equipment will be checked out to library members owing money for lost, missing or damaged equipment or other Library materials.
- Equipment may be checked out for 3 weeks.
- Fines will be assessed at a rate of \$10 (ten) per day. If the Kindle is overdue more than 3 days it will be declared Lost and you will be responsible for the replacement cost, plus overdue fines. If the Kindle is returned in good condition, the cost for replacement can be waived, but all overdue fines will remain.
- After the 3 week period, if there are no holds on the item, it can be checked out for another 3 week period, but the equipment must be physically brought back into the library and checked in to verify that the item is not missing or damaged in any way.
- No food or drinks are to be consumed around the Kindle.
- Do not leave equipment unattended at any time.
- Do not pile other books or materials on the Kindle; this can damage the screen.
- You are expected to return equipment to a Library staff member at the Circulation desk in the same condition it was in when you received it. This includes the Kindle, carrying case, and all accompanying materials. Do not return a Kindle to the book return/ book drop
- In the event of damaged equipment, library staff will determine if damage is the result of normal wear and tear. Do not attempt repairs, adjustments or alterations of any kind. It is your responsibility to bring to the attention of Library staff any loss or possible damage to equipment that happens during the time it is checked out to you.
- Library will make all purchases of replacement equipment or parts.
- If the Kindle is lost or damaged beyond repair, you will be responsible for all replacement fees. Replacement cost for the 7" Kindle Fire HD is \$139.00 (one hundred thirty-nine).

Statement of Understanding of Equipment Use Policy

I have read, understand and will comply with all of the Equipment Use Policy. I understand that a copy of this policy remains permanently with the Kindle, so that I can refer to it if need be. I understand that I assume complete financial responsibility for the Kindle checked out to me.

Printed Name _____

Signature _____

Patron ID # _____

Date Checked Out _____

Adopted 1/9/14

Public Use of Telephone

1. Public use of the Library phone system is prohibited.
2. The staff will make emergency calls for patrons.
3. Incoming calls will be relayed by the Library staff. Patrons will not be given the phone.
4. The staff will list the names of children requesting calls to be picked up. The Library Director will call the parents of children who frequently make this request. She will explain the situation and ask for the parents' cooperation in limiting their children's use of the phone.
5. Patrons may use their cell phones in the library as long as they are able to maintain an appropriate, conversational volume. Patrons speaking loudly on their phones will be asked to continue their conversation outside the building

Adopted 11/14/02

Revised 1/9/14

Amended: 1/9/14

Age Requirements in the Youth Services Area

Providing a secure environment for children and teens is a high priority of the library.

The Youth Services Area to the left of the circulation desk is dedicated to resources and services for children and teens (birth through 18 years of age). Parents and caretakers are invited to accompany their children to the Youth Services Area to participate actively in reading, programs and the selection and use of library materials.

The use of the Youth Services side of the library is reserved for Youth (children plus teens through 18 years of age). For the safety of all children, adults (19 years and over) who are not accompanied by children, are to use the Youth Services side of the library only for the purpose of retrieving materials for check out or to make arrangements to pull materials for research to be used on the adult side of the library.

Adopted 1/9/14

Unattended Children

Leaving a child age 8 or under, unattended inside or outside of the Library is not in keeping with reasonable use of the Library as it is intended. It is the policy of this Library that all children age 8 or under must be accompanied by, and supervised by, a guardian. Guardian in this case refers to a parent, guardian, child care provider or other person who is generally responsible for the youth while she or he is in the Library.

Parents who drop off children 9 or older at the Library are asked to pick them up 15 minutes before closing time.

Our policy for children found left unattended at closing time is as follows: The local non-emergency number will be called and the child(ren) will be left in the care of the Northfield Police Department. Under no circumstances are library staff to transport a child home.

ADOPTED: 4/11/02

AMENDED: 1/9/14

Patron Use of the Computer Workstations and Internet Access

The Otto Bruyns Public Library of Northfield advances the community by providing free informational, cultural and leisure resources to all residents of all ages, interests and abilities in a safe, welcoming and engaging environment where the community gathers to exchange ideas. The Otto Bruyns Public Library of Northfield provides internet access as part of this mission.

- Individuals interested in using the library computers must have a library card.
- Members must sign name and provide library card number at the front desk.
- Each member may use a library computer for 30 minutes. Members may extend their computer time if there is no other library member waiting to use a computer.
- Members must pay for any pages printed during their computer session. Text material is \$.15 per page. Photographs or prints with extensive graphics are \$.50 per page.
- The computers on the Youth Services side of the library are designated for use by youths (through 18 years of age). For the safety of all children, adults (19 years and over) who are not accompanied by children, are to use the computers designated for adults.

Internet Access

The internet and the World Wide Web are a world-wide network of computers which enable the Library to provide information beyond the confines of its own collection.

However, the internet is an unregulated medium. Although it offers access to a wealth of material, it also provides access to information that is inaccurate, illegal or that some may find offensive or disturbing. The Library will identify on its website specific Internet sites that have potential interest for Library users. But the Library cannot control a user's access to other Internet resources.

Responsibilities of Library Staff and Library Members

Library staff will not monitor a member's Internet use, except to ensure adherence to the Library's procedures and policies. The member, or the parent of a minor, is responsible for his or her internet session at all times.

As with all Library resources, the Library affirms the right and responsibility of parents/guardians, NOT Library staff, to determine and monitor their minor children's use of the internet. (Minors are defined in this policy as children and young people under the age of 18 years.) Parents are responsible for their minor children's use of the Library's resources and facilities. Parents who believe that their children cannot responsibly use the Library's internet access are requested to monitor their children's internet use.

Disclaimers

While the Library endeavors to provide access to information of the highest quality, the Library specifically disclaims any warrant as to the accuracy, timeliness, authoritativeness, usefulness or fitness for a particular purpose of the information obtained through internet access.

The Library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Library's internet service.

The Library, having installed and enforced the operation of filtering software in compliance with the Children's Internet Protection Act, will have no liability for damages related to the operation of, or failure of, the filtering software, or for its circumvention by members.

Since software and information downloaded from any source, including the Internet, may contain computer viruses, users are advised to utilize virus checking software on their home computers. The Library is not responsible for damage to users' disks or computers or for any loss of data, damage or liability that may occur from use of the Library's computers.

Unacceptable Uses of Computers

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. Uses that violate the law or encourage others to violate the law. Transmitting of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by law; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; downloading or transmitting confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. Engaging in defamation (harming another's reputation by lies); uploading a worm, virus, trojan horse, time bomb or other harmful form of programming or vandalism; participating in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of access to the computer network or other networks on the Internet. Disclosing or sharing the user's password with others; impersonating another user; using one's own software programs on the library's computers; altering the Library's computer settings; damaging or modifying computer equipment or software.
4. Uses that compromise the safety and security of minors when using email, chat rooms and other forms of direct electronic communications: Minors under age 17: Giving others private information about one's self or others, including credit card numbers and social security numbers; arranging a face-to-face meeting with someone one has met on the computer network or Internet without a parent's permission.
5. Uses that Violate Confidentiality of Information: The New Jersey Confidentiality of Library Records Law (NJSA 18A:73-43.2) prohibits unauthorized disclosure, use, or dissemination of personal information regarding Library users, including minors. Personally identifiable information about users may not be disclosed or used in any way, except to law enforcement authorities as provided in the law.

Users should be aware, however, that due to the technical difficulties involved in providing absolute security, transactions and files may become public.

Technology Protection Measures

The Library, either by itself or in combination with its Internet access provider, will install filtering software or other technologies on all library computers with Internet access, and will enforce the operation of same during any use of those computers, to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

The term harmful to minors is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that they may find offensive, but does not eliminate that possibility. Filters often block access to sites that users would consider both inoffensive and useful.

If a library member does not find what is needed, the member should ask a librarian for help. Technology protection measures may be disabled by a library staff member, as necessary, for bona fide research or other lawful purposes by people aged 17 and older.

Procedures

The Library staff will develop such rules and procedures as are necessary to ensure the fair and reasonable use of Internet access.

Response to Violations

The library member's access to the Library's computer network and internet is a privilege, not a right. A member violates this policy by his or her own action or by failing to report any violations by other members that come to the attention of the library member. Further, a member violates this policy if he or she permits another to use his or her account or password to access the computer network and internet. Failure to comply with this policy and its procedures will result in the loss of computer privileges, potential loss of library privileges and possible prosecution.

Adopted: 3/10/97

Revised: 10/9/01

Revised 1/9/14

Amended 1/9/14

Meeting Room Policy and Rules

1. The Otto Bruyns Public Library of Northfield provides a meeting room for Library sponsored or co-sponsored programs and events which meet the Library's civic, informational, educational and cultural services goals. There is one (1) meeting room seating approximately 100 people. When not in use for Library activities, the Meeting room may be made available to local community organizations under the following guidelines approved by the Library Board of Trustees. The Library Board neither approves nor disapproves of content, topics, subject matter, points of view of individuals or groups using the Meeting Room.
2. Organization Use: Groups: The Meeting Room is available to groups whose headquarters are in or who provide services to the residents of Northfield. Approval may be granted for a maximum of six (6) meetings that may be held over a six (6) month period. The Meeting Room is not intended as a regular meeting place for any group.
3. Meeting Room space will be available on a first come, first served basis. Arrangements are to be made with the Director or Program Coordinator.
4. Requests for the use of the Meeting Room must be made, in writing, on forms provided by the Library, and submitted to the Program Coordinator at least two (2) weeks before the meeting is held. Notification of approval will be made, in writing or by phone, to the person completing the application. Meeting cannot be scheduled more than (6) months in advance for groups.
5. Applications will be considered in order of receipt, with the understanding that Library sponsored or co-sponsored programs have priority over non-Library programs. The Otto Bruyns Public Library reserves the right to cancel advance registrations by notifying the individual applying for the use of the Meeting Room thirty (30) days in advance of the scheduled meeting.
6. Organizations or individuals shall not be permitted to charge an admission fee, solicit donations or sell any product, service or item at any meeting or program held in the Library.
7. All meetings shall be open to the public and may be listed in the Library's Calendar of events. The Library is not responsible for newspaper or public advertisements. Neither the name nor the address of the Otto Bruyns Public Library may be used as the official address or headquarters for an organization. The organization's phone number, not the Library's number, is to be included in your announcements. The library is not responsible for giving out information about your organization.
8. Smoking and alcoholic beverages are not permitted on the premises. Light refreshments may be served, however each group must supply their own disposable plates, napkins, utensils and cups. Please do not use the library's materials (plates, napkins, etc.) as these are for use with library sponsored events only. Each group is responsible for cleaning the room to the condition it was in when they arrived. Please empty trash into the outside trash receptacles. Fees may be charged if the room is not returned to the original state prior to the meeting.

9. The City of Northfield, the Board of Trustees and Staff of the Otto Bruyns Public Library are not responsible for accidents, injury or loss of property while using the Meeting Room.
10. An authorized representative(s) of the applicant shall sign each application and shall:
 - Be responsible for the care and use of Library property.
 - Be in attendance at all times during occupancy of the building.
 - Insure that the premises are vacated promptly and at the time specified on the application.
 - i. If leaving after library hours ensure that the library meeting room alarm is set and that the door closes and locks behind you.
 - ii. If an organization meeting after library hours fails to properly set the meeting room alarm on three separate occasions, that particular group will no longer be able to stay after the 8 pm Library Closing time, thus allowing the Library Staff to alarm the building.
 - Assume liability for payment of any fees due to the Library.
 - Be responsible for all damage to Library property which results from the use of the facilities. Damage to Library property will be charged to the sponsoring individual.
11. Where the Meeting Room is used by minors, the application must be completed by an adult who must be present and take responsibility for the proper conduct of the meeting, for any fees incurred and any damage which might result.
12. While usage fees are not required, they may apply if the room is not returned to its prior state at the conclusion of the meeting. Fees will be determined by the Director or Program Coordinator dependent on damage and/or uncleanliness.
13. The Board of Trustees and the Library Director reserve the right to deny permission to use the Meeting Room to any group that is disorderly, violates regulations, or does not meet the Library's service goals.

Adopted: 4/14/97

Revised: 10/9/01

Revised: 2013

Otto Bruyns Public Library
Use of Meeting Room: Hold Harmless

Each organization agrees to Indemnify and Hold Harmless the City of Northfield and the Otto Bruyns Public Library, their agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of the utilization of the Meeting Room with the Otto Bruyns Public Library, including claims as to bodily injury, illness, death or property damage.

It is understood that the City of Northfield and the Otto Bruyns Public Library assume no responsibility whatever for any property placed in the Library in connection with a meeting or exhibit; that the City of Northfield and the Otto Bruyns Public Library are hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of Meeting Room attendance.

We have read the Meeting Room Policy and this statement and agree to abide by the terms and regulations of the Library governing the public Meeting Room.

Date of Application _____ Officer (Signature) _____

Name of Organization

Otto Bruyns Public Library
Application for Use of Meeting Room

The Otto Bruyns Public Library must receive a completed application prior to the use of the room. This room is available during regular library hours when not in use for scheduled library activities. Any meeting occurring outside of scheduled library hours must receive Director pre-approval.

Name of Organization: _____

Name of Organization President: _____

Address of Organization President : _____

Email/website of Organization: _____

Telephone number – Cell: _____

Work: _____

Home: _____

Name and address of individual applying: _____

Address: _____

Email of individual applying: _____

Telephone number – Cell: _____

Work: _____

Home: _____

Type and Purpose of Organization:

Purpose of meeting or program:

Date requested: _____

Time of meeting – Please allow ½ hour lead time for set up, and ½ hour for breakdown

Beginning: _____ Ending: _____

Approximate attendance _____

Photocopy & Scanning Facilities

Due notice is herewith given that obtaining single photocopies or scans of copyrighted materials are made by patrons in lieu of loan or manual transcription and that such copies are for private use for research purposes.

It is further advised that such copies or scans cannot be legally sold or further reproduced without the express permission of the copyright proprietor if the publication is covered by copyright.

The library member, in all cases, must assume the responsibility for copyright infringement arising out of the duplication of such materials.

The above guidelines should not be interpreted as granting approval or permission to photocopy or scan copyrighted materials by the Otto Bruyns Public Library of Northfield, Inc.

The photocopying or scanning of any play material or musical score is strictly forbidden by the copyright law and ASCAP.

Use of the Public Photocopier:

The library member must pay for all photocopies.

- Regular printed text material is \$.15 per page.
- Large images, photographs or extensive graphics are \$.50 per page.

Use of the Samsung Multi-Function Copier/Printer/Scanner

- This machine is to be kept in the Director's Office for special uses including but not limited to: printing of library newsletters, printing of program fliers, printing of booklets by local organizations who have registered with the library for this purpose, scanning services available to any library member in good standing with the library. This machine is to be used in conjunction with the "New Jersey Library Makerspaces- The Leading Edge, a joint initiative of the New Jersey State Library and Library LinkNJ". Please see the attached "Makerspace Project Description"
- Library staff will assist individuals who would like to scan a file to; print, send to an email account, send to one of the library computer workstations.
- Community organizations who are registered for the use of the meeting room may apply for the use of the Multi-Function Copier/Printer/Scanner, otherwise known as the Otto Bruyns Library new "Maker-Space".
 - Organizations must schedule a time for a Library Employee to train a representative of the local organization on the proper use of the Multi-Function Copier/Printer/Scanner. This individual will sign a contract of use of the Multi-Function Copier/Printer/Scanner, please see contract attached.

- Organizations can use the Multi-Function Copier/Printer/Scanner to print booklets at extremely low cost. The cost of printing in black and white is \$.10 a page and for printing in color is \$.15 a page.
- Each Organization is limited to printing 50 booklets per year.
- Organizations must schedule at least a week in advance to use the Multi-Function Copier/Printer/Scanner.

Adopted: 1975

Revised: 10/9/01

Revised: 1/9/14

Amended: 1/9/14

Gifts

The Board of Trustees welcomes unrestricted monetary gifts.

MEMORIAL AND RECOGNITION GIFTS OF CIRCULATING OR REFERENCE MATERIAL:

1. Director will select material from subject chosen by donor.
2. Director will notify next of kin, or the Honoree, of gift and send letter of acknowledgment to donor.
3. Item will be marked with bookplate noting gift.

EQUIPMENT, FURNISHING, DISPLAY ITEMS:

1. Acceptance of all gifts and bequests, other than circulating or reference material, is at the discretion of the Board of Trustees, which must consider space, utilization, and design criteria.

USED BOOKS AND OTHER LIBRARY MATERIALS:

1. All donations must be in usable physical condition. Textbooks, encyclopedias and Reader's Digest Condensed Books are not accepted. Storage limitations restrict acceptance to four weeks prior to a book sale.
2. Disposal is at the direction of the Director, who will
 - Keep for library use if needed; shelf space limits this
 - Sell at book sale with funds going to library projects
 - Place in recycling if conditions warrant or item is not suitable for sale

The library staff will not place a monetary value on donations, but upon request, will sign a dated slip which lists approximate number of items donated.

ADOPTED: 10/02/02

Americans with Disabilities Act

In accordance with the Americans with Disabilities Act, no individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities the library offers, or be subjected to discrimination by the library. Further, the library shall make reasonable modifications in its policies, practices, or procedures, when the modifications are necessary to afford goods, services, facilities, privileges, advantages, or accommodations to individuals with disabilities, unless the library can demonstrate that the making of the modification would fundamentally alter the nature of the goods, services, facilities, privileges, advantages, or accommodations or would result in an undue financial or administrative burden.

It is the goal of the library to afford disabled individuals an equal opportunity to participate in and enjoy all the facilities, benefits, services, programs and activities offered by the library. In an effort to maximize the library's potential to accommodate the needs of disabled individuals, the library requests that any individual who may require an accommodation on the part of the library due to a disability provide advance notice of two weeks. However, all requests will be considered and upon receipt of notice for an accommodation, the library shall make every effort to provide a reasonable and appropriate accommodation and/or service for the person. In attempting to ensure individual satisfaction with the services provided by the library, the library shall give any expressed accommodation primary consideration and unless the library can demonstrate that another effective means of delivering reasonable accommodations and/or services exists or that the requested accommodations or services would constitute an undue burden, the library will honor the expressed choice.

ADOPTED: 02/11/04

Programming Policy

* The Library should hold at least one program per month, and preferably more if possible. At least one percent (1%) of the Library's annual municipal appropriation should be set aside exclusively to fund and publicize these programs.

* The purpose of such programs is to: 1) increase the visibility and use of the Library in the community; 2) increase attendance, circulation and new library card holders; and 3) spread knowledge and culture in the community.

* Except as noted below, all programs shall be: 1) free and 2) open to the general public.

* Programs may be sponsored or conducted by the Library staff, the Friends of the Library or the Library Board. Ideally, the responsibility for such programs should be divided equally among the staff, the Board and the Friends, however, the final responsibility for programming rests with the Library staff.

* All proposed programs shall be reviewed and approved in advance by the Library Director, preferably at least two weeks prior to the event primarily to allow sufficient time for adequate publicity). Final approval or rejection of any proposed program shall rest with the Library's Board of Trustees,

* Programs may be scheduled at any time during normal Library hours, and with the Library Director's approval, may also extend to no later than 9 p.m. on weeknights. Some programs should be scheduled during mornings, afternoons and evenings, to enable people with different schedules to attend.

* Programs may involve almost any subject or activity, as long as they would be of general interest to the community. Programs can but do not necessarily need to be book-related, but should be library-related; they should involve the pursuit of knowledge and/or culture, and should be educational, thought-provoking or entertaining.

By way of illustration, this includes but is not limited to: book discussions: Poetry nights; Story Hours; computer program tutorials (Microsoft Word, Excel, Internet Explorer, Print Shop, Publisher, etc.); Astronomy Nights; parties celebrating the four seasons and national, state or other recognized traditional holidays (such as Halloween, Valentine's Day, April Fool's Day, St. Patrick's Day, Thanksgiving, Christmas, etc.); documentaries; essay contests; classic and current movies; cooking demonstrations; television shows; filmed or live plays; classes involving skills and crafts such as gardening, conjuring and scrapbooking; National Library Week and various reading-related events sponsored by the American Library Association and similar non-profit groups such as Read Across America; lectures; recorded or live music recitals; Power Point presentations; library tours; and seminars.

* Programs should vary in their target audience, with some being directed to toddlers, young children, teenagers, adults and senior citizens, in order to reach all members of the community.

* All programs should have sufficient advance publicity and promotion (such as free newspaper public service listings or paid display ads, posters and/or flyers) to make the general public aware of the event. When possible, programs should also be advertised in the Library's quarterly or semi-annual newsletters.

* Programs may not be offered by a commercial business in order to promote its products or services (such as seminars on "reverse mortgages," diet plans, real estate purchases, financial management, estate planning, etc.) However this restriction does not apply to published authors speaking about their books' they may offer to sell copies of their book after the presentation, as long as a purchase of the book is not required in order to attend the presentation.

* All programs shall conform to prevailing community standards, and shall not contain any obscene or pornographic material. Programs shall not present particular political or religious viewpoints, except in a

historical context. Any program not conforming to these requirements or any other aspect of the Library's programming policy may be stopped at any time by the Library Director or sponsor.

* Movies may be shown if rated "G" (All ages admitted), PG (Admitted with parental guardian) or "R" (Restricted to 18+ unless accompanied by an adult). Unrated movies released before 1960 and network television programs may also be shown, and may carry a disclaimer when and if appropriate (such as "Not recommended for children under 12").

* The Friends of the Library may conduct up to two (2) programs per year at which an admission fee up to \$10 per person may be charged to defer expenses and/or raise funds.

* Programs for young children (Story Hours, holiday parties, etc.) should include an age-related craft and a snack where feasible and appropriate. All crafts and food shall be provided at no charge to patrons.

* Attendance at all programs is limited to available capacity on a first-come, first served basis. No advance ticket purchases are required, except for programs involving admission fees.

Adopted on January 14, 2010

Selection of Materials

The Board of Trustees of the Otto Bruyns Public Library of Northfield, Inc., recognizes and supports the principles of the American Library Association's "Library Bill of Rights" (a copy of which follows as Supplement to Policy #5.1

Authority

Final Authority for the determination of a policy in the selection and acquisition of materials is vested in the Library's Board of Trustees.

Responsibility

Ultimate responsibility for material selection for all Library activity rests with the Director, who operates within the framework of policies determined by the Board.

Controversial Issues

The public Library asserts its right and duty to keep in its collection a representative selection of materials on all subjects of interest.

The ultimate responsibility for materials selected by minors will rest with the parent or guardian.

ADOPTED: 1970

REVISED: 1994

REVISED: 10/9/01

AMENDED: 10/9/01

Reconsideration of Materials

If a library member is dissatisfied by the library's material selections, he or she may contact a library staff member to receive paperwork to challenge the library's holding of the specific materials.

Procedure for the Reconsideration of Materials:

If a complaint or objection is made concerning a particular book or other media, the library staff should do the following:

- Be courteous, but make no commitments
- Invite the complainant to file his or her objections in writing to the Review Committee on the form provided, a copy of which follows as a supplement to Policy #4.1-4.3
- Temporarily remove the material from circulation after the complaint has been filed in writing for study by the Review Committee which shall consist of three Library Board Members appointed by the President of the Board of Trustees. The Director of the library shall serve on the committee in advisory capacity.

The Review Committee will follow the procedures below:

- Review the material according to the following guidelines:
 - Consider the work as a whole, not just an isolated passage
 - All media should have certain elements of value, permanent or timely value, accuracy, authoritativeness or clear presentation
- After a thorough review, the Committee will determine its recommendation by a majority vote.
- The committee will notify the complainant of its decision in writing.
- The decisions of the Committee will be kept on file in the Library.
- The decision of the Committee is final.

Adopted: 12/8/97

Revised: 10/9/01

Amended: 10/9/01

Material Challenge Form

Patron's request for Reconsideration of Library Material

Author: _____

Title: _____

Type of Material: _____

Publisher of producer: _____

Copyright date: _____

Request initiated by: _____

Patron's telephone number: _____

Patron's mailing address: _____

Complainant Represents: self _____

Organization: _____

Note: Please feel free to use the back of this form or additional paper if necessary.

1. To what in the material do you object? Please be specific, cite pages, specific actions, statements, pictures, etc.

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

3. For what age group would you recommend this material?

4. Did you read the entire book or review the entire film, etc.?
5. If not, please explain.
6. Are you aware of the judgement of this media by critics?
7. Does this material have any positive qualities?
8. What do you believe is the theme of this material?
9. In its place, what material of equal quality would you recommend that would convey as valuable a picture and perspective of our civilization?

Signature_____

Date_____

Library Bill of Rights

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

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

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

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

VI. 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 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;

inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.