

# The Northvale Public Library

## Policy Manual:

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## **PART I: Patron Code of Conduct** *(Adopted 5/27/15 – Revised 11/21/17)*

The Northvale Public Library is open to all to use its facilities during the regularly scheduled hours. The Library Board of Trustees has adopted the following rules and regulations to provide a welcoming and pleasant experience for all.

### **PATRONS SHALL:**

- Engage in activities associated with the use of a public library.
- Respect the rights of other patrons.
- Be responsible for any fines, fees or other charges due in accordance with the library's standard schedules. Failure to pay these fines will result in the suspension of borrowing privileges.
- Check out all materials from the library with a valid BCCLS library card or identify themselves with a photo ID. Patrons familiar to staff members will be exempted from this at the staff member's discretion.

### **PATRONS SHALL NOT:**

- Smoke or use tobacco or tobacco products including e-cigarettes either in the building or near the entrance (NJSA 26:3D-55, p.4. Title 8, Chapter 6, Subchapter 2).
- Bring food or drink into the library.
- Be under the influence of alcohol or drugs.
- Engage in any illegal activity while in the library building.
- Interfere with the use of the library by other patrons, or interfere with library employees' performance of their duties.
- Deface or mar library materials, furnishings, walls or other library property.
- Enter the building without a shirt or shoes. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons may be required to leave the building.
- Bring pets or animals into the library other than dogs recognized as service animals under Titles I and II of the ADA. Service animals must be housebroken and kept under control by their handler.
- Solicit or conduct private business within the building. Private business includes, but is not limited to: paid tutors, internet business, presentations to clients for paid services or any other private/commercial businesses.
- Activity or conduct that is in violation of federal, state or local laws is strictly prohibited.

Any patron not abiding by these or other rules and regulations of the library may be required to leave the library premises. Library employees may contact the Northvale Police if deemed advisable.

Any patron who violates these rules and regulations may be denied the privilege of access to the library for a set amount of time by the Northvale Public Library's Board of Trustees on the recommendation of the Library Director. A patron whose privileges have been denied may have the decision reviewed by the Board of Trustees.

*(We credit the Ramsey Free Public Library and the Dixon Homestead Library for the majority of this policy language.)*

## **PART II: Materials Selection/Collection Development Policy** *(Adopted 5/27/15 – Revised 3/28/2018)*

### **A. Objectives**

The purpose of the Northvale Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Northvale Public Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

### **B. Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Northvale Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

### **C. Criteria for Selection**

1. The main points considered in the selection of materials are:
  - a. Individual merit of each item
  - b. Popular appeal/demand
  - c. Suitability of material for the clientele
  - d. Existing library holdings
  - e. Budget
2. Reviews are a major source of information about new materials. The primary sources of reviews is (are) Library Journal, Publishers Weekly, Kirkus Reviews, School Library Journal, Newspaper

Book Reviews, Baker & Taylor Bibliographic File, BCCLS Holdings and miscellaneous sources as appropriate.

3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title, which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

#### **D. Interlibrary Loan**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Northvale Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

#### **E. Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Northvale Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

#### **F. Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

#### **G. Potential Problems or Challenges**

The Northvale Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

#### **H. Challenged Materials**

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Request for Reconsideration of Library Resources" form, which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Northvale Public Library Board of Trustees.

*Source: Small Library Committee of the Wisconsin Association of Public Librarians, 2nd Edition. Used with permission.*

#### **I. Lost or Damaged Book Fines**

Items that are returned water damaged, burnt, written on, chewed, or deemed to be otherwise damaged beyond repair cannot be accepted back into our collection. The total cost as determined by the value of the book listed in the item's record must be paid in order to have patron accounts cleared for future transactions. As per BCCLS policy, patrons with accounts that are blocked for any reason may not check out books, renew them, or perform any other transactions.

Occasionally, extenuating circumstances may exist that prompt patrons to request direct replacement of items rather than paying the original cost of the item as listed in the BCCLS item record. As a courtesy, Library staff may allow patrons to purchase identical copies of items provided those copies have the exact same ISBN, are the same edition and format of the book, and are in new condition. Used items, items previously owned by other libraries, items in formats other than the original book (e.g. a hardcover instead of a paperback), etc. cannot be accepted.

In the interest of fairness and staff time, replacement copies are limited to five per household. In the interest of clarity, a three-family home or a single resident home would each be allowed five total item replacements. After this point, the full price of each item as listed in its BCCLS item record must be paid. This applies to any items lost or damaged after the adoption of this policy.

### **PART III: Unattended Children Policy** (Adopted 4/22/15 – revised 11/21/17)

The Northvale Public Library desires to provide a safe and appropriate environment for patrons of all ages. The library, as a public building, has staff trained to provide public library services. The staff is not equipped to provide long or short-term childcare. A responsible adult or caregiver must accompany children under the age of 10 years of age for their safety and comfort while using the library. Children, like all library patrons, are expected to behave appropriately. Parents and caregivers, not library staff, are responsible for the behavior and supervision of their children in the library. Library staff cannot assume responsibility for the care, safety or well-being of children in the library.

#### *Unattended Children under the age of 10:*

Children under the age of 10 may not be left unattended in any part of the library. If children under the age of ten are found without an adult or caregiver, staff will attempt to locate the parent or caregiver. If the staff is unable to locate the parent or caregiver within a reasonable time, the Northvale Police Department will be contacted to pick up the child. Caregivers must be at least 14 years of age.

#### *Unattended Children 10 years of age or older:*

The above procedure will also be applied to the following situations involving unattended children 10 years of age or older:

- If unattended child is found frightened or crying in the library.
- If unattended child is perceived to be endangering him or herself, or that another person in the library poses a perceived threat to the unattended child.
- If unattended child exhibits inappropriate behavior.

If a parent or responsible caregiver does not arrive to pick up children under the age of ten within 10 minutes after closing time, a staff member will call the Northvale Police Department and turn the children over to them.

**NJSA 9:6-8.21** prohibits parents from endangering the welfare of children.

**NJSA 30:5B-I-I 5** prohibits the library from functioning as a childcare center unless licensed by the State of New Jersey.

*(We credit the Closter Public Library and the Ramsey Free Public Library for the majority of this policy language.)*

### **PART IV: Computer & Internet Usage Policy** (Adopted 5/27/15.)

#### **Internet Use Policy**

The Northvale Public Library upholds the American Library Association's Library Bill of Rights. As stated in that document all users are to be provided with equal access to all library resources. Computers are available on a first come first serve basis. The library reserves the right to establish procedures for implementing time limits and/or sign-ups. The library reserves the right to end computer sessions at any time.

Patrons utilizing the computers to play games, send emails, or use chat rooms may be asked by the library staff to end their session if another patron needs to conduct research and no other computers are available. The search for materials and information takes precedence over all other activities.

- Downloading of files is not allowed.
- Patrons access and use the Internet at their own risk. The connection provided is **NOT** secure. The library has **NO** control over the information and is **NOT** responsible for its content or accuracy.
- Patrons handling financial transactions or other activities that require confidentiality do so at their own risk. The library is not responsible for loss or damage suffered by the patron for accessing the internet via library supplied computer workstations or wireless connections on the patron's personal computer, tablet or smart phone or other mobile device.
- Library staff will **NOT** monitor or supervise Internet access. Because the library is a public place, the staff reserves the right to end a session when material inappropriate to a public library setting is displayed.
- Parents of minor children **MUST** assume responsibility for the materials accessed. Parental supervision is advised.
- Staff will help users in getting started, but we cannot offer extensive assistance.
- Failure to use the Internet workstation properly may result in revocation of Internet privileges.
- Anyone tampering with the library computers will be held financially responsible for repairs.
- During periods of high computer use, games, nonacademic email, and other non-scholastic computer use is restricted.
- There is a fee of 10¢ per page for black & white and 25¢ per page for color to print materials. Before printing from the Internet, be aware that you are responsible for all pages that you print, whether or not you intended to print them.
- The Northvale Public Library may modify this policy at any time.

*(We credit the Closter Public Library and the Hillsdale Public Library for portions of this policy language.)*

## **PART V: Public Notice Bulletin Board Policy** *(Adopted: 6/24/15)*

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. Notices and publications must be judged by the Library Director to be of interest to members of the Northvale community. The Library Director must approve all postings

and may prohibit postings, which do not meet library standards. Library staff will place and remove postings promptly.

The following types of notices will NOT be displayed:

- Notices of religious activities.
- Notices promoting political parties, PACs, or candidates or those advocating the election of any candidate or a stand on any issues on the election ballot.
- Posters, petitions, and the like that advocate a position on a public issue.
- Notices or advertisements of fund-raising activities (individual or group) or of drives to stimulate membership or subscriptions. Exceptions may be made for one-time fund-raising events sponsored by community service organizations.
- Notices of advertisements by for-profit organizations.
- Notices that publicize ongoing programs or series of programs excepting those of tax-supported organizations.
- Legal notices.
- Notices of merchandise or services for sale.
- Rental notices.

A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

*(We credit the Ramsey Free Public Library and the Wisconsin Public Library Policy Resources for the majority of this policy language.)*

## **PART VI: Social Media Policy** *(Adopted 7/28/21.)*

### **Social Media Policy**

The Northvale Public Library uses social media to engage with members of the community it serves. The purpose of this policy is to address the use of social media by the Library, its employees, volunteers, library board of trustees, and patrons.

Northvale Public Library social media platforms provide a public forum to facilitate the sharing of ideas, opinions and information about library-related subjects and issues to actively engage with the community. These platforms are intended to create a welcoming and inviting online space where patrons and community will find useful and entertaining information and can interact with library staff and other patrons.

### **Posting Guidelines:**



The Northvale Public Library reserves the right, within its sole discretion, not to post and to remove submissions or comments that are unlawful or violate this policy. While comments will not be edited by the Library Director, a comment may be deleted if it violates the comment policy described here:

- Obscenity (text or image)
- Pornography
- Slander or libelous comments
- Specific and imminent threats
- Spam and other forms of personal or commercial advertising
- Abusive, harassing, inflammatory, profane or violent language
- Hate speech or other content that encourages or advocates discrimination and/or harassment on the basis of race, religion, age, gender, national origin, physical or mental disability, sexual orientation, or any protected category
- Private and/or confidential information about oneself or others
- Violations of copyright, trademark, or other intellectual property rights
- Off-topic and/or disruptive posts

The Library is not responsible for any comments/content that appear on the website(s) posted by a patron. A posted comment is the opinion of the poster only, and publication of a comment does not imply endorsement or agreement by the Northvale Public Library.