

Town of Johnsburg Library

Borrowing and Lending Policies

1. Library Cards: To apply for a library card, one must fill out an application form available from a library staff member and present an ID that shows both the name and address. There is no charge for the library card or for replacing it.

Children through grade six must have a parent or guardian sign the application before a card can be issued.

Non-residents and part-time residents may obtain cards by presenting a current valid ID with name and address. They must also leave both their local and permanent addresses and phone numbers on file in the library. Those without a permanent home in the area are asked to leave a \$20 deposit at the start of their stay in the area and it is refunded in full when all materials have been returned at the completion of their stay.

2. Length of Loan: Most library materials, including books, audio tapes, CDs, puzzles, magazines, etc., may be borrowed for two weeks and, under most circumstances, may be renewed by telephone or in person. (If an item has been reserved by another reader, however, it may not be renewed.)

Video tapes and DVDs may be borrowed for one week. Video tapes and DVDs are usually not renewable.

3. Amount of materials that may be borrowed: Except for first time borrowers who may check out two items, patrons may check out an unlimited number of items, subject to the Library Director's discretion. Videos are to be loaned four per family, with the addition of one educational video possible. One DVD per library card may be loaned.

3. Reserves: Items in the Town of Johnsburg Library collection that are currently checked out may be reserved. Items not in the library collection but available through another library in our system may also be reserved. Patrons will be called where possible when reserved materials become available and are held for a reasonable length of time until they can be picked up.

4. Fines: The automation system computer computes fines based upon when overdue materials are returned at the rate of \$1.00 per day for videos, \$2.00 per day for DVDs, and \$.10 per day for all other materials, with a cap of \$5.00 per item. When fines have accumulated to \$5.00 at least a portion of what is due must be paid to allow any further borrowing of library materials.

Materials that are lost or severely damaged will be subject to the replacement cost.

Adopted by the Board of Trustees, Town of Johnsburg Library, 5/9/01

Town of Johnsbury Library
Addendum to Confidentiality Policy

1. Circulation records and other records identifying the name of library users are confidential.
2. Only patron records that are necessary for library operations will be kept.
3. Patron records will only be kept as long as is absolutely necessary.
4. Personally identifiable information will be removed from records (patron names , for example, will not be on a card in the back of a book or on sign-up sheets for computer use.)
5. Library staff or volunteers receiving a request to examine or obtain information relating to circulation or other records identifying the names of library users, will immediately refer the person making the request to the Library Director who shall explain the confidentiality policy. If the Director is not available, staff should contact the President of the Library Board or the Library Attorney.
6. The Director, upon receipt of such a process, order, or subpoena shall consult with the library's attorney to determine if such a process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.
7. If the process, order, or subpoena is not in proper form or good cause has not been shown, the Library Director (or Board President) will insist that the defects be corrected before any records are released.
8. Any threats or unauthorized demands concerning circulation and other records identifying the names of library users shall be reported to the library's attorney.
9. Any problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for the above will be referred to the Library Director.

Adopted by the Board of Trustees, Town of Johnsbury Library

March 3, 2004

Addendum to Programming Policy - Town of Johnsbury Library

General Operating Policies - Handbook, page 24, # 6 states:

"Use of the Town of Johnsbury Library will be for library-related activities only, with the discretion of the Board of Trustees."

The American Library Association Library Bill of Rights -

Handbook, page 14, #6 states:

(The American Library Association affirms that all libraries are forums for information and ideas.....)

"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."

The Town of Johnsbury Library does not have a specified meeting room, and is not open to the general public except during normal operating hours, or at such times that the library is sponsoring programs to which the public is invited. Based on the above cited policies, the Town of Johnsbury Library shall permit the use of the library facilities only for library sponsored programs at the invitation of the library director, or a member of the Board of Trustees with the approval of the library director.

Adopted June 1, 2005

Library Hours

The library will be open 22 hours per week September through June. In July and August the library will be open for 25 hours.

Monday-July and August only- 9-12

Wednesday- 11-5

Thursday- 1-7

Friday- 11-5

Saturday- 10-2

July 2003

Town of Johnsburg Library

General Operating Policies

1. Library Hours: The library will be open twenty-two hours a week:
Wednesday, 11-5, Thursday 1-7, Friday 1-5, Saturday 10-4 *2*
The library hours are set by the Board of Trustees.
2. Holidays Observed: The library will be closed on the following holidays:
New Year's Day, Martin Luther King Day, President's Day, Memorial Day,
Independence Day, Labor Day, Columbus Day, Veteran's Day,
Thanksgiving Day, Christmas Eve Day, and Christmas Day.
3. Emergencies: In the event of an emergency, the Library Director or other responsible person will call 911 for fire, emergency squad or police. Electrical or heating failures or other problems with the building should be brought to the attention of the supervisor's office.
In the event of questionable weather, the Library Director will consult with the supervisor's office and the President of the Board of Trustees of the library. If these persons decide that the library should not be opened, or should be closed early, the Library Director will post (or have someone post) a sign on the door if possible.
4. Library Director's Work Schedule: The Library Director is expected to be present during the hours of operation except when he/she attends professional development workshops or other board approved meetings, events or tasks. Additional work hours covered by an agreement each year may be flexibly scheduled.
The Library Director is expected to attend all meetings of the Board of Trustees; and those of the Friends of the Library, serving as an advisor.
5. Annual Report: The Library Director will prepare and present an annual report to the Board of Trustees and to the community at large as outlined in the job description, following submission of the annual report to the State.
6. Use of Library Facilities: Use of the library will be for library-related activities only, with the discretion of the Board of Trustees.
7. Gifts and Memorials: Following the policy outlined on page 3 *3A (Handbook pp. 9.9A)* of the Library Collection Policy of the Town of Johnsburg Library, the Library Director, with guidance from the Board of Trustees, may accept or reject gifts and memorials.
8. Telephone: The telephone will be used for library-related business only.

Adopted by the Board of Trustees, Town of Johnsburg Library, 5/9/01

Library Hours

**The Library will be open 24 hours per week September through June.
In July and August the Library will be open 27 hours.**

Mondays - July-August only - 9am -12noon

Wednesdays - 11am-5pm

Thursdays - 11am-7pm

Fridays - 11am-5pm

Saturdays - 10am-2pm

July 2006

Town of Johnsburg Library

General Policies

1. Confidentiality of Library Records: The Town of Johnsburg Library is in compliance with Civil Practice Law and Rule 45, Section 4509, regarding confidentiality of library records.

2. Interlibrary and Interagency Cooperation: The Town of Johnsburg Library is committed to work cooperatively with the Southern Adirondack Library System (SALS) and all other libraries and agencies which will benefit the library and its patrons.

3. Patron Complaints: Patrons with complaints regarding the selection of library materials will be referred to the Collection Development and Materials Selection Policy Statement of the Town of Johnsburg Library and may discuss their concerns with the Library Director.

Complaints regarding any other matters should also be discussed with the Library Director.

If the patron is not satisfied, any complaint may be presented in writing to the Board of Trustees for their consideration.

4. Personnel Policies: The library board of trustees is considered to be the employer of all library personnel and has the authority to appoint and dismiss and to exercise direct control and supervision over all library personnel. Compensation is fixed by the library board and paid from library funds. The town office provides services relating to payroll and related matters. All federal, state and local regulations are followed.

5. Persons with Disabilities: The Town of Johnsburg Library adheres to the Americans with Disabilities Act and related laws regarding serving people with all kinds of disabilities.

6. Exhibits and Displays: Artistic displays (paintings, photographs, quilts, etc.) for the two gallery walls in the library are scheduled through the library board member assuming responsibility for making such arrangements as well as for the hanging and taking down of such displays. These are usually arranged for two months in length.

Free standing displays or those placed on tables are usually scheduled with the Library Director.

Adopted by the Board of Trustees, Town of Johnsburg Library, 9/10/97
Amended June 13, 2001

§ 4509. Library records

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

(Added L.1982, c. 14, § 1; amended L.1988, c. 112, § 1.)

Cross References

Books, papers and other things of a library, department or bureau of a municipal corporation or of the state, see CPLR 2307.

Town of Johnsbury Library Addendum to Confidentiality Policy

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4. Personally identifiable information will be removed from records (patron names, for example, will not be on a card in the back of a book or on sign-up sheets for computer use.)
5. Library staff or volunteers receiving a request to examine or obtain information relating to circulation or other records identifying the names of library users, will immediately refer the person making the request to the Library Director who shall explain the confidentiality policy. If the Director is not available, staff should contact the President of the Library Board or the Library Attorney.
6. The Director, upon receipt of such a process, order, or subpoena shall consult with the library's attorney to determine if such a process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.
7. If the process, order, or subpoena is not in proper form or good cause has not been shown, the Library Director (or Board President) will insist that the defects be corrected before any records are released.
8. Any threats or unauthorized demands concerning circulation and other records identifying the names of library users shall be reported to the library's attorney.
9. Any problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for the above will be referred to the Library Director.

Town of Johnsbury Library

Rules of Conduct

The Board of Trustees and the Library Director of the Town of Johnsbury Library believe that the patrons of the Town of Johnsbury Library have the right to use library materials and services without distraction or impediment from others; that patrons and staff have the right to a safe environment; and to materials and facilities that are in good condition.

On the premises of the Town of Johnsbury Library, federal, state, and local laws and ordinances are applicable.

Accordingly, no person shall engage in violent behavior; make unreasonable noise; use abusive or obscene language; physically or sexually harass others; obstruct pedestrian traffic; loiter; steal or damage library property; gamble; litter; or create a hazardous or physically offensive condition by any act that serves no legitimate purpose.

All patrons are expected to observe and respect the rights of other library users and staff.

The library requires that patrons and staff maintain an environment conducive to study. All people on library premises are expected to be engaged in suitable educational, informational, or cultural activity.

Seating at library tables and chairs is limited to the number of persons for whom the furniture was designed. Unruly students are subject to the stipulations outlined in the library's "Policy and Procedure for Dealing with Habitually Unruly Children/Students" policy. Parents must observe the library's "Unattended Children in the Library" policy. Copies are available at the desk.

The use of alcohol, tobacco and illegal drugs is not permitted.

No animals are allowed in the library, except those which assist disabled people or are a part of an educational program.

Taking surveys, asking people to sign petitions, distributing leaflets, and other similar activities are permitted only when authorized by the library. Soliciting donations is not permitted. Selling products or services is not permitted, except when authorized.

Patrons are asked not to sleep in the library. Proper attire, including shoes and shirts, is required.

Adopted by Board of Trustees, Town of Johnsbury Library 2/5/96
Amended February 1997

Town of Johnsbury Library

Policy and Procedure for Dealing with Habitually Unruly Children/Students

Students and children who are noisy, running, disruptive, or unruly, etc., will be spoken to by a library staff member or volunteer monitor.

Initially, the library staff member or volunteer monitor will remind these children pleasantly, but firmly, that they are in the library to study, read, or listen to tapes, all quietly; that their misbehavior prevents others from concentrating. If they are old enough, they will be asked to read the Rules of Conduct which are posted or available at the library desk. They will be warned that they will have to leave if their misbehavior persists.

Students will be made aware that the library permits only the number of persons to a table as the number of chairs permits. All must be seated; any conversation must be minimal and at a low volume.

If the library staff or volunteer monitor must speak to a student a second time, and there appears to be no chance of cooperation, the staff or monitor may ask the person to accompany them to a designated area remote from his/her peers for consultation on a one-to-one basis.

If the student refuses to meet with the staff member or monitor, nor leave the building when asked to do so, the library staff/monitor may decide to call the police.

If, however, the person accompanies the staff member or monitor to a designated area:

1. He/she will be reminded that the library welcomes him/her in the library as long as the person is behaving properly; that the library supports educational and cultural endeavors as much as possible; that studies are very important.
2. It will be explained that because this educational process is important to him/her as well as to other students and patrons the library cannot permit others to be disrupted.
3. The student will be asked for name, age, parents' names, and phone number.
4. The student will be assured that if misbehavior persists, parents/guardians will be contacted by phone and/or letter.

Adopted by Board of Trustees, Town of Johnsbury Library 2/5/96

Town of Johnsbury Library

Policy on Unattended Children in the Library

The Town of Johnsbury Library is a public building. In order to provide for the general safety of children using the library, the general welfare of all persons using the library, and to prevent disruption of library activities, the following rules are the policy of the library:

1. All children age ^{eleven} ~~eight~~ or younger shall, at all times, be attended and adequately supervised by a responsible person, e.g. an adult or mature adolescent. Adequate supervision requires that the responsible person be in the same room with the child/children.
2. Children over eight years old and older may use the library unattended subject to the general rules set forth for all users of the Town of Johnsbury Library concerning conduct. However, the Town of Johnsbury Library staff assumes no responsibility for any child left unattended.
3. Parents are reminded that numerous unexpected events may occur while their children are in the library unattended: the child could wander out of the library on his/her own, be approached by untrustworthy people or be physically injured. The child could be asked to leave if misbehaving, or be stranded at closing time or during an unexpected closing. In this situation, if no parent or responsible person is available or reachable by telephone, police will be requested for the safety of the child.
4. Persons responsible for children with special needs, related to physical or mental ability, disruptive behavior, emotional problems, lack of adequate attention span, incomplete social skills, etc., shall remain with these children at all times, including during scheduled library programs.

The Town of Johnsbury Library assumes no responsibility for any child left unattended on library premises.

Town of Johnsbury Library
Mission Statement

The Town of Johnsbury Library was established as a reading center by the Johnsbury Town Board on June 15, 1996 to provide library services to the people of the Town of Johnsbury and surrounding areas.

The Board of Regents of The University of the State of New York granted the library a provisional charter, valid for five years, on September 19, 1997.

Mission Statement

The mission of the Town of Johnsbury Library is to:

1. Promote reading and literacy in our service area.
2. Collect, preserve and distribute printed and other materials to help meet the day-to-day educational, informational, cultural and recreational interests and needs of the people of the Town of Johnsbury.
3. Serve as a cultural center of the township.
4. Provide all services in an open and nonjudgmental environment.

Adopted by the Board of Trustees, Town of Johnsbury Library, 5/9/01

Town of Johnsbury Library
Long-Range Plan

Goal#1: To promote reading and literacy in our service area.

Objectives:

A. Encourage library use by engaging in outreach with community groups, institutions, and individuals.

Action Steps:

1. Raise the library's profile in town by giving presentations to the Rotary, the Chamber of Commerce and other business associations;
2. Continue and deepen ties with the Johnsbury Central School to encourage students, teachers and school groups to use the library's resources;
3. Work with Literacy Volunteers to reduce the number of adult non-readers;
4. Write a weekly library column for the North Creek News Enterprise informing readers of library activities and new books;
5. Design and maintain a Town of Johnsbury Library home page on the World Wide Web that highlights recent acquisitions, recommends and reviews items in our collection, provides a venue for user feedback, and establishes links with other regional libraries, with SALS, and with other library and research sources;
6. Work with the local adult day care center and the Tri-County Nursing home to bring library services to their clients;
7. Establish ties with the area home-schoolers, in order to introduce them to the library and familiarize them with its resources.

B. Enhance the library's permanent collection

Action Steps:

1. Increase the number of books in the permanent collection to approximately 20,000 volumes by adding new fiction and nonfiction, as well as filling in gaps in the collection;
2. Working with the librarians at the Johnsbury Central School, make a concerted effort to supplement our young adult book collection;
3. Develop a strong Adirondack collection, including a section on local history and genealogy;
4. Increase the number of such non-print, high-demand material as videos and books-on-tape, as well as large print books.

C. Automate the circulation process

Action Steps:

1. Appoint a committee to investigate the most efficient method of automating

circulation;

2. Work with the regional library system to select and implement a method.

D. Become A Full-Fledged Public Library

1. The board of trustees will continue to take the steps necessary to obtain a state library charter and to meet the requirements for registration.
2. The board will review and update its long-range plan annually to ensure that the library is meeting its goals and the needs of the community.

Goal #2: Become the cultural center of the township

Objectives:

- A. Offer programs for all segments of the population

Action Steps:

1. Continue preschool story hour and work with the Johnsburg Central School to co-sponsor events for school-aged children;
2. Work with regional groups to bring an annual summer lecture series to the library and supplement that program with local talent; offer a winter lecture series, too;
3. Work with local and regional groups to bring a music series to the library;
4. Continue the association with North Country Radio's "Readers and Writers on the Air" program, which includes sponsoring a monthly book group that meets at the library;
5. Continue running two free film series/discussion groups each year (approximately 18 films), possibly increasing the number to three series (24 films);
6. Continue to sponsor, with the Johnsburg Youth Commission, a summer reading/events program for school-aged children; if possible financially, expand this program.
7. Conduct a user-survey to assess the needs and desires of local residents regarding library services and programming.

Goal #3: To acquire more space so that the library may continue to expand its collection and better serve users

Objective:

- A. Establish a building committee to develop a plan for enlarging the library's physical plant

Action Steps:

1. Appoint liasons to work with the town board;

2. Enlist the aid of architects, contractors and others with related expertise;
3. Promote the library expansion project through articles in the local newspapers, presentations to area groups, and fund-raising events.

B. Initiate a capital campaign

Action Steps:

1. Work with the Friends of the Johnsburg Library to organize and run a two-year-long effort to raise the funds necessary for expansion;
2. Work with the town board to obtain town funding;
3. Work with town and county officials to identify and apply for grant monies;
4. Keep the public apprised of the capital campaign, and of its importance, through articles in the local media, through our presence on the World Wide Web, and through hand-outs and brochures describing the library's needs and our plans for expansion.

Goal #4: Maintain a level of funding that allows the library to be responsive to the needs of patrons and to meet its goals

Objective:

A. Ensure reasonable per capita support from the town

Action Steps:

1. Continue close alliance with the town board through liasons, as well as attendance at town board meetings by members of the library board of trustees;
2. Demonstrate to the town board and to town residents at large the library's usership figures, its needs, and its per capita spending;
3. Publicize the library's services and its role in the community.

B. Increase gifts and grants from non-public sources

Action Steps:

1. Develop a fund-raising strategy;
2. Develop fund-raising materials (brochure, newspaper articles, etc.);
3. Working in concert with the Friends of the Johnsburg Library, identify and approach local residents and former residents (or summer residents) who might become library donors;
4. Identify and approach regional and national foundations with an interest in libraries, literacy and programs;
5. Explore connections with publishing houses and other corporations

C. Increase grants from county and state sources

Action Steps:

1. Identify, on an ongoing basis, grants for which the library is eligible and apply for them. This includes state grants, grants through the Southern Adirondack Library System, county youth grants, and arts grants, among others;
2. Work with our local representatives to make sure the Town of Johnsburg Library is in line to receive various state and county funds.

D. Promote involvement in local, county and state legislative funding efforts and decisions

Action Steps:

1. Assemble and distribute to relevant office-holders, materials about the Town of Johnsburg Library and its positive impact on town residents;
2. Organize letter-writing and other lobbying campaigns when library budgets are at risk on state and regional agendas;
3. Keep library trustees, town board members and the public apprised of legislative action relevant to library funding.

*Goal #5: Expand computer access for Johnsburg residents*Objective:

A. Promote technological learning

Action Steps:

1. Ensure that residents know the range of computer services offered by the library through brochures, articles in the local newspaper, and the library web site.
2. Develop materials to assist patrons who wish to connect to the Internet, and for those who wish to use the internet for research purposes;
3. Offer hands-on instruction in using the library's computer system, including its word processing program, electronic card catalog, and internet services;

B. Keep computer services current and in line with demand

Action Steps:

1. The Town of Johnsburg will endeavor to keep up with public demand for computer services by appointing a technology committee to assess the situation and make recommendations;
3. The board of trustees will work with the Johnsburg Central School, SALS and other institutions to offer the widest range of computer services to all patrons.

Town of Johnsburg Library

Internet Policy

The mission of the Town of Johnsburg Library is to: 1) promote reading and literacy in our service area; 2) collect, preserve and distribute printed and other materials to help meet the day-to-day educational, informational, cultural and recreational interests and needs of the people of Johnsburg, and 3) serve as the cultural center of the township. In keeping with this mission, the Library offers public computer terminals with access to the Internet. All Internet resources accessible through the Library are provided equally to all Library users.

The Internet is a global, unregulated electronic resource that allows the Library to offer a wide range of information and resources. The Library cannot be responsible for the content of Internet sites. Users must evaluate sources of information for accuracy, currency or completeness. As with print materials, it is the right and responsibility of parents to monitor their children as they explore this resource. Library staff cannot act as a substitute parent or be responsible for unsupervised children on Internet terminals.

The Library reserves the right to limit time spent on its computers and terminals and to charge for paper used in printing. The use of the Internet for illegal activities is forbidden and could result in suspension of Library privileges and/or legal action. All Users are required to follow Library Rules for Computer Use (see attached).

Due to the constantly changing features of the Internet, the Library reserves the right to change this policy without notice.

Adopted by the Board of Trustees

April 12, 2000

Town of Johnsbury Library

Library Rules for Computer Use

Access

All Internet resources accessible through the library are offered equally to all Library users. It is the right and responsibility of parents to monitor their children's use of the Internet. Library staff cannot be responsible for unsupervised children on Internet terminals.

Time

There is a thirty (30) minute time limit per user. If no one is waiting, one additional thirty (30) minute slot may be scheduled. Sign up sheets are available at the circulation desk. Please see a member of the library staff to add your name to the list.

Printing

Printing is allowed if it can be accomplished within your time slot. For students working on school assignments there is no charge. Other patrons will be charged \$.10 a sheet. Please pay for copies at the desk.

Assistance

Library users are free to browse the Internet. Staff will be glad to help you get started or answer questions, but may not be able to offer in-depth training or assistance.

Caution!

Your privacy is not guaranteed when using the Internet. You must evaluate the source of any information you find for accuracy.

You may not use Library computers to perform illegal activities. Illegal use may result in loss of library privileges and/or legal action.

Restrictions/Illegal Activities

Library patrons are expected to comply with all local state and federal laws while using the Internet. Library policies on the proper use of materials also apply to electronic resources. Illegal or restricted activities include:

1. Access to "obscene material" as defined by state and federal statutes.
2. Damage of computer equipment or software; degradation of system performance.
3. "Hacking" or alteration or destruction of software configurations.
4. Violation of Copyright Law (Title 17, U. S. Code) or software licensing agreements.
5. Use of workstations or networks to circumvent or violate local, state, federal or

international laws.

6. Engaging in any activity which is disruptive, libelous or slanderous to other persons.

7. Engaging in commercial activities involving on-line-financial transactions which might incur costs to the library.

Failure to adhere to these restrictions and prohibitions may result in the suspension of Internet/ and/or library use privileges and could subject the user to prosecution under local, state, or federal law.

April 12, 2000

TOWN OF JOHNSBURG LIBRARY

Policy for the 1999 Addition

- 1) Coffee and other refreshments are to be served and consumed in the original part of the library.**
- 2) No tape, nails or fasteners other than fishing line are to be used to attach things to the ceiling beams in the addition.**
- 3) No tape, nails or fasteners other than fishing line are to be used to attach materials to the end pieces of the shelving.**
- 4) No tape is to be used to attach materials to the windows.**
- 5) Fishing line should be removed from the beams or other locations when each display is taken down.**

Adopted June 9, 1999