

The Board of Trustees shall formulate and adopt the written operating policies of the library. The Board shall delegate the responsibility of the administration of the policies to the Library Director.

A. BORROWING PRIVILEGES

P2100

1. To obtain materials from this library, any resident of the area served by the Southern Adirondack Library System or member of a New York Library Intersystem Borrowing Cooperative (NYLIB) must become a registered borrower. New applicants will be required, and borrowers renewing library cards may be required, to present acceptable proof of address.
2. A child may have a library card when he/she has enrolled in Kindergarten. The parent or guardian must sign the application card.
3. Students in seventh grade or above are not required to obtain the signature of a parent or guardian when registering for a library card.
4. Library privileges may be extended to temporary residents of the local area.
5. The library is not responsible for any damages to borrower's equipment caused by items borrowed from the library.
6. The loan period for circulating material shall be determined by the library director. The library may limit the number of items that a cardholder may borrow at one time.
7. The library is unable to extend borrowing privileges to corporate bodies, such as churches, schools, community organizations, clubs or agencies. Members of such groups who reside within the library's service area may use and borrow, library materials and resources with their personal library card for their organization's use. The individual borrower of such materials shall be personally responsible for the same.

B. FINES, FEES AND OTHER CHARGES

P2200

1. Fines and processing fees for overdue or unreturned materials shall be set by the Board of Trustees.
2. When the maximum fine ceiling is reached, library privileges for that cardholder shall be suspended until the fine is paid.
3. Replacement charges for lost or mutilated books, records, or other materials shall be determined by the Library Director.
4. Borrowers will be charged for the replacement of a lost card, the fee to be determined by the Board of Trustees.
5. The director shall establish and periodically review policies to prevent theft of library materials and property. Inventory of valuable items shall be completed as necessary and incidents of theft reported to the board.

C. DISPLAYS AND EXHIBITS

P2300

1. The Library Director may grant the use of the library facilities for temporary public exhibits when such use is in keeping with the purposes of the library. The Library Director will determine scheduling, duration, and assignment of the available display spaces in the library. Exhibits shall be open to the public only during the regular library operating hours unless special arrangements are made.
2. The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item exhibited. When the exhibit is installed the exhibitor will provide a full list of the items to be displayed, including the monetary value. All items must remain on display until the end of the show, unless arranged for otherwise in advance. The exhibitor shall remove the exhibit promptly on the agreed upon date.
3. The library reserves the right to reject any part of an exhibit or to change the manner of display.
4. Although exhibitors' materials may be available for sale, the attachment of prices or the use of overt commercial devices may not be used in the exhibit or display. Artists may make price lists available. However, the library shall not be responsible for handling any money from the sale of items.

D. LIBRARY HOURS

P2400

The Board of Trustees shall establish and publicize hours of library operation and a holiday schedule.

E. INTERNET USE

P2500

The Town of Ballston Community Library recognizes that the Internet is a valuable source of information and greatly extends the resources the library can make available to its patrons.

Internet users should be aware that information found there is not subject to review in the way that books and articles are when they are edited, published, reviewed and selected for purchase. Therefore the Internet may contain material that is inaccurate, outdated, controversial, and that may be offensive to some users. The library merely provides access to the Internet and is not responsible for its content or any consequences that may arise from its use.

To encourage fair and responsible use, the following Internet access rules apply:

1. Users must sign in at each computer using their own valid library card number. Patrons under 17 must have a signed permission form or have a parent with them. Those patrons not having a valid library card must show a valid picture ID and if under the age of 17 must have an adult with them. Guest passes for using the computer are available for visitors from outside of the Southern Adirondack and Mohawk Valley Library Systems.
2. Computer usage is on a first come first served basis. The computer may be used by each person for 2 hours per session and the patron may ask for a limited additional time if no one is waiting. Patrons may have a second session after an interlude of 1 hour.
3. As long as other patrons are not being disrupted, there is no limit to the number of patrons on each computer.
4. Patrons may not install programs or save files to the computer. To save files patrons may use their flash drive or a 3.5" floppy disk, which may be purchased at the Circulation Desk. The library does not provide headphones; they may be purchased at the Circulation Desk. Printed copies may be made for a per page fee.
5. If a patron fails to adhere to library computer use rules, deliberately misuses the computer in any way, or views material that is

inappropriate in a public place, it will result in the suspension of the patron's internet privileges and the possible dismissal from library grounds.

6. This policy is subject to periodic review and change.

#### F. EMERGENCY PROCEDURES

P2600

The director shall establish and maintain specific procedures concerning:

1. Closing of the library due to weather, power failure or other incident.
2. Steps to be taken in the event of injury to an employee or patron including, but not limited to incident reports and notification of the board president.
3. Actions which may be taken with regard to unruly or disruptive patrons.

#### G. SPECIAL REGULATIONS

P2700

1. Service animals are welcome in the library. No other animals of any kind are permitted, unless part of a library-sponsored program.
2. Shirts and shoes must be worn in the building.
3. Smoking in the library or on library grounds is prohibited.
4. Charities and organizations are not permitted to solicit donations on library property.

#### H. SAFE CHILD POLICY

P2800

The Town of Ballston Library is dedicated to providing a warm, welcoming, exciting and safe environment for people of all ages. The safety of children left alone in the library is a serious concern of the library staff. The staff, however, has many duties to perform in order to serve all the patrons and cannot monitor the behavior and assure safety of children using the library. The responsibility for the behavior and safety of children in the library rests with the parent/caregiver and not with the library staff.

1. Children under the age of 10 must be supervised at all times by a responsible caregiver. If a child under the age of 10 is attending a library program, a parent/caregiver must be in the building and aware of the location and behavior of his/her child.

2. Youths ages 10--17 may use the library on their own provided that they comply with all library rules and the Patron Code of Conduct. Unattended youths are expected to display appropriate behavior, conducive to maintaining a peaceful atmosphere in the library for all patrons. A youth will be asked to leave the premises if proper behavior is not maintained. Youths left unattended must be able to reach a parent or caregiver in case of an emergency or if removal from the library is necessitated for any reason.

3. The library is not responsible for children or youth without a ride home at closing. Library staff will exercise appropriate procedures to ensure the safety of unattended children when the library is closing.

- a) Children may use the library phone without charge in this situation.
- b) If the child is under 14, two staff members will remain with the child and attempt to contact the parent. After 15 minutes local authorities will be contacted.
- c) Parents/caregivers are responsible for being aware of the library's hours of operation, and must also keep in mind that the library may close unexpectedly for reasons out of control of the staff. Unattended children and youth should know what to do should this occur.
- d) Library staff cannot give rides to any child.

4. Violation of this policy may result in suspension of library privileges for the family.