

Fanwood Memorial Library Policy Manual

(Originally posted October 2009 / Updated 2019 / Updated 2023)

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Fanwood Memorial Library Policy Manual

Section: Policy Review Cover Sheet

Policy

Contingent on the approval of a quorum of the Board of Trustees, all Library policies are subject to revision at any time, subject to the approval of a quorum of the Board of Trustees.

Periodically, the Board of Trustees will review all policies at their annual meeting (the first meeting of the calendar year, which is normally in January). This policy review gives the Board and the Library Director the opportunity to revisit and analyze previous years' activities and address and respond to any policy related issues including, but not limited to:

- The need for new policy
- Imprecise wording of current policy
- Negative public response to current policy
- Problems with enforcing current policy
- Loopholes in the current policy
- Changes in representation on the board
- Changes in the law that affect the Library
- Changes in Library programs or services
- Changes in technology used by the Library

All Library policies are subject to revision at any time, subject to the approval of a quorum of the Board of Trustees.

The President of the Library Board and the Library Director will confirm the annual review on this form.

Affirmation of Annual Policy Review:

President, Board of Trustees

Date

Library Director

Date

Board of Trustees

Approved: June 8, 2009

Revised: February 8, 2016

Revised and Approved: October 10, 2023

Fanwood Memorial Library Policy Manual

Section: Mission, Goals & Philosophy

Subject: 1.1 Mission Statement and Roles

Mission Statement of the Fanwood Memorial Library

The mission of the Fanwood Memorial Library is to add value to the community by providing citizens of all ages with Library services of high professional quality; to meet their evolving and ongoing needs for educational, cultural, and recreational information; to promote literacy and lifelong learning; and to foster a love of reading.

To fulfill its mission, the Library:

- Affirms the right of all individuals to equal access to its resources and services.
- Employs a knowledgeable and well-trained staff committed to customer service.
- Keeps pace with, and uses effectively the ever-changing world of technology to access information needs.

Our Roles

Every library attempts to meet the variety of needs of its community and the Fanwood Memorial Library is no exception. To fulfill our mission and to help us to most effectively meet those needs, the Library staff will attempt to allocate resources to support these priority areas.

- Providing a gateway to the New Jersey Library Network and the global information superhighway
- Serving as a center for reading, literacy and lifelong learning -- a people's university which provides access to the acquired wisdom of the ages as well as exposure to contemporary ideas and information
- Connecting people who need information about community services, organizations and issues with local agencies
- Supporting intellectual growth and achievement for individuals of all ages who may be engaged in a formal course of study or self-directed learning
- Providing equal access to information needed for informed daily living, decision making, problem solving and thoughtful participation in community affairs
- Promoting early literacy with an emphasis on making lifelong readers of children and teens
- Offering community gathering space that provides opportunities for interaction consistent with the Library's emphasis on information and reading

Board of Trustees

Approved: June 8, 2009

Revised: February 8, 2016

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Fanwood Memorial Library Policy Manual
Section: Mission, Goals & Philosophy
Subject: 1.3 Confidentiality of Library records

Confidentiality Policy

Library ethical rules state, and the Board of Trustees of the Fanwood Memorial Library affirm, that it is a basic right of every individual to read what he or she wishes without fear of censure or legal consequences. Each person also has the right to privacy. The Fanwood Memorial Library will do all within its power to protect each user's right to privacy with respect to all information required for registration, for all information sought and received, and for materials consulted, borrowed or acquired. Such records, including computer use records, will not be made available to any individual, organization or government agency except pursuant to N.J.S.A. Education Code 18A:73-43:21, and under the authority of, and pursuant to, federal, state or local law relating to civil, criminal or administrative discovery procedures and with proper mandated paperwork

Procedures

All staff of the Fanwood Memorial Library will receive notice of and instruction in proper procedures to be followed in the event of a legal request from local, state or federal authorities.

1. The Library staff member receiving a request to examine or obtain information relating to registration records or circulation records, computer use records, or other records identifying the names of Library users, shall immediately refer the requestor to the Director, who is the official custodian of the records. To prevent any misunderstanding, the staff member should avoid discussing with the person making the request what user information may or may not be available, or what the Library can or cannot do. If the Library Director is not available, inform the requestor when the Director will be available. If pressed to act sooner, contact the Director immediately whether the Director is away on business or at home. In the event the Director cannot be reached, the highest ranking person on duty is responsible for working with the requestor.
2. The Library Director shall meet with the requestor of the information. If the requestor is a law enforcement officer the officer must have a properly drawn court order to receive the requested records. If the officer does not have a proper court order, such as a subpoena or warrant compelling the production of records, the Library Director shall refuse to provide the information. The Library Director may explain the confidentiality policy and the State's confidentiality law, and inform the agent or officer that users' records are not available except when a properly drawn court order has been presented to the Library.
3. If the records requested cover registration, circulation, computer use or other records protected under the New Jersey Code, and the Director is uncertain about whether the order, or subpoena presented to the Library Director is sufficient to require release of the records, the Library Director may immediately consult with legal counsel to determine if such process, order, or subpoena is sufficient to require release of the records. Legal counsel for the Fanwood Memorial Library is the Fanwood Borough Attorney.

4. If any written request, process, order, or subpoena is not in proper form or does not otherwise appear to be sufficient to support releasing the records, such defects must be cured before any records are released.
5. If the Library Director or the Director in consultation with Library's attorney determines that the order is sufficient and compels the release of the records, the Library Director shall release the records.
6. If the request is made pursuant to the USA Patriot Act, the Library Director is authorized to obtain legal counsel regarding the request. As required by the USA Patriot Act, the Library Director may not discuss the request with anyone other than legal counsel and other persons necessary to obtain such information.
7. If the requestor is not a law enforcement officer and has not presented any type of court or administrative order requiring release of the requested information, the Library Director shall refuse to provide the requested records.
8. Any threats or unauthorized demands (i.e. those not supported by a written request, process, order, or subpoena) concerning circulation and other records identifying the names of Library users shall be reported to the Director.
10. Any problems relating to the privacy of circulation and other records identifying the names of Library users that are not provided for above shall be referred to the Director.

REFERENCES

1. N.J.S.A. EDUCATION CODE 18A:73-43:2

"Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances:

- The records are necessary for the proper operation of the Library;
- Disclosure is requested by the user; or
- Disclosure is required pursuant to a subpoena issued by a court or court order.

L.1985, c 172, s. 2, eff. May 31, 1985.

2. Code of Ethics of the American Library Association:

"We protect each Library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Mission, Goals & Philosophy

Subject: 1.3.1 Staff Guidelines regarding requests by the police for confidential Library records

The following guidelines will be reviewed by all current Library staff on a regular basis.

What to do if the police approach the Library regarding access to Library records:

1 The Library staff member receiving a request to examine or obtain information relating to circulation or any other records identifying the names of users will immediately refer the person making the request to the responsible officer of the institution, normally the Director. If the Director is not on-site, a call will immediately be made to contact and inform the Director of the visit. If the Director cannot be reached, the highest ranking person on duty is responsible for working with the requestor.

2. Give the police a copy of New Jersey's Confidentiality of Library Records Law (NJSA 18A:73-43.2), which states that:

"Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances:

- The records are necessary for the proper operation of the Library,
- Disclosure is requested by the user, or
- Disclosure is required pursuant to a subpoena issued by a court or court order."

This means that Library records can only be disclosed if the police have a subpoena issued by a court or court order.

3. The Director, or the official designee, shall, upon receipt of such process, order or subpoena, consult with the appropriate legal officer from the Borough to determine if such process, order or subpoena is in good form and if there is showing of good cause for its issuance. Request should be made of the police for a twenty-four hour waive of disclosing records to allow counsel review and presence during the search.

4. The Director or designee shall immediately notify the Board President, Borough Attorney and Borough Administrator of any event regarding release of confidential records.

5. If the process, order or subpoena is not in good form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released or equipment turned over to authorities. If proper documentation is provided, turn records over and get a receipt from the governmental agency.

6. Any threats or unauthorized demands (i.e., those not supported by a process, order or subpoena) concerning circulation and records identifying the names of Library users shall be reported to the legal counsel of the Borough.

7. Any problems relating to privacy of circulation and other records identifying the names of Library users, which are not provided for above, shall be referred to the Director.

8. Upon approval legal counsel, the Director, and/or designated staff members, will compile and deliver all records identified in the process, order or subpoena.

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Mission, Goals & Philosophy

Subject: 1.4 Equality of access

Equality of Access Policy

The Fanwood Memorial Library encourages the use of our facility by all members of the community we serve regardless of any physical limitations or disability, whether physical or developmental. The Fanwood Memorial Library provides all patrons access to the full range of services and facilities offered by the Library.

The Library will accommodate Patrons with valid Library cards that are homebound or physically unable to come to the Library through a variety of Homebound Services managed by the Friends of the Fanwood Library. (See Section 2.3.2).

Please contact the Library with any concerns, questions and/or requests at (908) 322-6400 or by e-mail at: library@fanwoodLibrary.org. Any other correspondence may be directed to Library Director, Fanwood Memorial Library, 5 Forest Rd., Fanwood, NJ, 07023.

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Mission, Goals, Philosophy & By-laws

Subject: 1.5 - Board of Trustees Mission, Goals, Philosophy & By-laws

The Board of Trustees of the Fanwood Memorial Library serves as a conduit or voice for Fanwood's citizens to the Fanwood Borough Council in our joint effort to provide superior library service to the citizens of Fanwood. The Board pursues the continuing development of the free public Library, approves the Library's budgets, maintains and recommends expenditures from the Library accounts, governs all properties of the Library, hires the Library director, approves all full-time staff appointments and fixes compensation for the same, makes proper rules, policies and regulations for the government of the Library, reports Library developments and needs to the Borough Council, approves and develops policies and procedures for operating the Library and providing support for the Library staff, and does all things necessary for the maintenance of the free public Library services in the Borough of Fanwood, New Jersey.

The following are the By-laws of the Board of Trustees of the Fanwood Memorial Library:

Article I: Name

The name of this organization shall be the Board of Trustees of the Fanwood Memorial Library.

Article II: Purpose

It shall be the purpose of the Board of Trustees of the Fanwood Memorial Library to pursue the continuing development of the free public Library, to hold in trust and govern all properties of the Library, to hire the Library director and to approve all full-time staff appointments and to fix compensation for the same, to make proper rules and regulations for the government of the Library, and to do all things necessary for the maintenance of the free public Library services in the Borough of Fanwood, New Jersey.

Article III: Membership

Section 1. The Board of Trustees shall consist of the Mayor or his/her designee, the Superintendent of Schools or his/her designee, plus seven citizens appointed by the Mayor, at least four of whom shall be residents of the Borough. Appointments are for staggered terms of five years each, with the consent of the Mayor and approved by the Borough Council for 5-year terms, one trustee appointed by the Mayor as Liaison from the Borough Council, and one trustee appointed by the Superintendent of Schools as Liaison to the Superintendent.

Section 2. Trustee Attendance:

If absent for 4 consecutive regular meetings or 4 meetings within a calendar year, without an excused absence, the Board is required to declare the office vacant and notify the Mayor. Board has the discretion to excuse absences, but must excuse for legitimate illness

Section 2. Vacancies occurring on the Board of Trustees shall be filled for the unexpired term in the same manner as the original appointment was made.

Article IV: Officers

Section 1. The officers shall be a President, a Vice-President, a Secretary, and a Treasurer.

Section 2. The officers shall be elected yearly at the annual meeting to serve a one-year term. The officers may not serve more than two consecutive years in the same role unless there is agreement by a majority of the Board.

Section 3. The President shall preside at all meetings of the Board of Trustees, authorize all committees, serve as ex-officio member of all committees, save nominating; oversee the annual report to the Borough Council, and perform other duties as usually pertain to the office.

Section 4. The Vice-President shall perform the duties of the President in his/her absence, or at his/her request, and succeed to the office of the President in the event of a vacancy before the end of a term.

Section 5. The Secretary shall keep the minutes of all meetings of the Board of Trustees, record the names of the members present and absent at each meeting, see that the minutes are sent to the Director at least two weeks in advance of the next meeting, maintain a manual of Trustee policy decisions, and conduct the general correspondence of the Board.

Section 6. The Treasurer shall sign necessary vouchers for financial accounts.

Article V: Library Director

The Library Director shall be the Executive Director of the Library operating within the policies adopted by the Board of Trustees. Among the Director's duties and responsibilities shall be the selection and recommendation for appointment by the Board of the Library staff; the direction, supervision and evaluation of all employees in the performance of their duties; the presentation to the Board of monthly and annual reports; and the recommendation to the Board of such policies and procedures as will promote the efficiency of the Library in service to the community.

Article VI: Meetings

Section 1. The regular monthly meeting of the Board of Trustees of the Fanwood Memorial Library shall be conducted on the second Monday of each month, excepting July and August, at the Library. Alternate meetings may be scheduled at the discretion of the Board.

Section 2. The first meeting of the calendar year (normally January) shall be the annual meeting, during which officers will be elected and annual reports submitted. The regular meeting will follow the annual meeting.

Section 3. Special meetings may be held at any time at the call of the President or the call of any two members of the Board, provided that notice of the meeting and its special purpose be given to all Board members at least twenty-four hours in advance.

Section 4. Four members, at least one of whom shall be an officer, constitute a quorum.

Section 5. An affirmative vote of the majority of the members present is necessary to approve Board action. The President may vote upon, and move or second a proposal before the Board.

Section 6. Order of Business

- Call to order
- Statement in accord with NJ Open Public Meeting Law
- Roll call
- Minutes of previous meeting
- Committee reports
- Director's report
- Financial report
- Circulation report
- Young Adult Activities report
- Children's department report
- Correspondence, communications
- New business
- Adjournment

Article VII: Committees

Committees will be formed as needed to address issues as they arise.

Article VIII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised (10th ed., 2000) shall govern the proceedings of the Board of Trustees in all cases not covered in these by-laws.

Article IX: Amendments

These by-laws may be amended at any regular meeting by a two-thirds vote of the members present and voting, provided notice of the proposed amendment has been presented in writing to each member at least a week before the meeting at which it is to be considered.

These by-laws shall be reviewed every five years.

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Mission, Goals & Philosophy

Subject: 1.6 Friends of the Fanwood Memorial Library

The Library Board recognizes the vital role the Friends of the Fanwood Memorial Library play in promoting a wider knowledge and use of the library and its services, and in assisting the Board in developing a broader and better library program. As such, the Board formally recognizes the Friends of the Fanwood Memorial Library, which is a 501(c) (3) tax-exempt non-profit organization and is incorporated as an LLC, Limited Liability Company (see 1.6.1 for the By-laws of the Friends of the Fanwood Memorial Library) .

The purpose of the Friends organization is to support the aims of the Library Board and foster closer relations between the Fanwood Memorial Library and the citizens of Fanwood; to promote knowledge of the functions, resources, services and needs of the library; to lead in development of a program for the extension and improvement of the library services and resources and to aid in the provision of adequate facilities for the library. The Friends strives to create public interest in the Fanwood Memorial Library, to promote increased knowledge and understanding of its services and needs, and to foster public support for the necessary development of the Library to the end that it may serve adequately the needs of the community.

Whereas, the Library Board represents citizen control of the library, the Friends of the Library represents citizen participation. The Library Board sets policy and establishes the goals of the library; the Friends of the Library supports the policy and assists the Board in reaching its goals.

It is the policy of the Library Board to work closely with the Friends of the Library to keep them informed about library service and to seek their assistance in achieving the best possible library service for the citizens of Fanwood.

The Friends, which is a volunteer group with annual membership dues, meets the above goals through services including, but not limited to, Homebound Services (see 2.3.2) and financial contributions that are generated through a variety of activities and fund-raising initiatives, among which is the Friends Annual Book sale and the annual membership dues. Funds in support of the library are turned over to the Director at the discretion of the Board of the Friends of the Fanwood Memorial Library are used, by mutual agreement, for the betterment of the Library.

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Mission, Goals & Philosophy

Subject: 1.6.1 By-laws of the Friends of the Fanwood Memorial Library

Article 1: Name

The name of this association shall be The Friends of the Fanwood Memorial Library.

Article II: Purposes

It is recognized that the administration of the Fanwood Memorial Library is vested in the Director and the Board of Library Trustees.

The purpose of this organization shall be to maintain an association of persons interested in books and libraries; to focus public attention on library services, facilities, and needs; to support the library, its facilities, collection, programs and services as deemed appropriate by the Board and Director; and to encourage gifts, desirable collections, endowments, and bequests.

Article III: Membership

Section 1. Membership in this organization shall be open to all individuals in sympathy with its purpose, and to representatives of organizations and clubs when such representations is desired, in which case dues shall be paid by the organization.

Section 2. Each organization and individual member shall be entitled to one vote.

Article IV: Officers and Committees

Section 1. The officers shall be a President, Vice President/Program Chairperson, Secretary, and Treasurer. Their terms shall be for one year.

Section 2. The Standing committees shall be: Publicity, Program, Volunteers, Fund-raising, Service/membership and Book Sale.

Section 3. The officers and standing committee chairpersons, plus members-at-large and a Library Board liaison (the Library Director) shall be known as the Board of Directors and shall serve as the governing body of this association. The Board shall meet at the call of the President.

Section 4. The direction of affairs of this association shall rest with the Board, the President serving as Chairperson and appointing the Standing committee chairpersons, with the approval of the Board. A majority of the members of this Board shall constitute a quorum for the transaction of business.

Section 5. Such other special committees as may be necessary from time to time shall be appointed by the President, with the approval of the Board.

Section 6. The President is an ex-officio member of all committees, with the exception of the Nominating committee.

Section 7. Nominations for officers and the members at large may be made from the floor at the annual meeting. If no nominations are made, the existing office holder will, with their approval, automatically be nominated.

Section 8. The officers and the members-at-large shall be elected at the annual meeting.

Section 9. Vacancies arising on the Board shall be filled by appointment made by the remaining Board members.

Article V: Meetings

Section 1. This association shall hold its annual meeting in May for the purpose of election of officers, to receive various reports, and to enact any other business. A written notice shall be sent to each member in advance.

Section 2. Additional meetings shall be scheduled as recommended by the President and approved by the Board.

Section 3. A special meeting may be held as directed by the President, provided the membership is notified by mail, phone or e-mail (with business to be transacted stated) at least two weeks prior to the proposed date.

Article VI: Dues

Section 1. The annual dues shall be determined by the Board of Directors.

Section 2. The fiscal year of this organization shall begin July 1 of each year and end on June 30 of the following year.

Article VII: Funds

Section 1. Adequate books of accounts shall be maintained by the Treasurer who shall be responsible thereof.

Section 2. No funds shall be disbursed without the written authority of the President and Treasurer.

Section 3. The Board of Directors shall appoint an auditor, not an officer, to audit the Treasurer's books prior to annual meeting.

Section 4. Upon dissolution of the organization, all remaining funds after all debts have been paid shall be given to the Fanwood Memorial Library Board of Trustees.

Article VIII: Amendments

The Bylaws may be amended at any regular meeting of this association by two thirds of the members present.

Article IX: Parliamentary Authority

All meetings shall be conducted according to Robert's Rules of Order.

- **Adopted September 10, 1986.**
- **Amended January 10, 1997**
- **Amended May annual meeting, 2002**
- **Amended annual May Meeting, 2005**

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.1 Hours of Operation

The Fanwood Memorial Library will be open a minimum of 54 hours per week, under normal circumstances. The Library Board will determine days and daily hours of operation.

The Library will close on holidays approved by the Fanwood Memorial Library Board of Trustees, currently detailed in the Policy Manual: Personnel Section: Vacation and Holidays (see 4.2), and at other times deemed necessary by the Library Director with the approval of the Library Board. Except in cases of emergencies, notice of closing will be publicly posted.

Regularly scheduled hours of operation will be established to best meet the needs of Library users and will be evaluated by survey and/or public input on a regular basis.

CURRENT HOURS of OPERATION - as of 6/1/2023

Monday	9:30 a.m. - 7:30 p.m.
Tuesday	9:30 p.m. - 7:30 p.m.
Wednesday	9:30 a.m. - 5:00 p.m.
Thursday	9:30 a.m. - 7:30 p.m.
Friday	9:30 a.m. - 5:00 p.m.
Saturday	9:30 a.m. - 2:00 p.m.
Sunday	Closed

The Library will be closed Saturdays for 12 weeks during the summer months.

Building Closing: Emergency and Inclement Weather Detail

In the event of an emergency or inclement weather, the Library will be closed. The determination for such closings will be made by the Library Director. If the Director is unavailable, the determination will be made by the senior staff member on premises or available by phone.

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.2 Membership and Library Cards

Membership Policy

Fanwood Residents

Any resident of Fanwood, age three and up, may apply for a free Library card. Children under 14 are required to have a parent's contact information on their account. Proof of residence in the Borough is required at the time of application. This may be a driver's license, lease agreement, tax bill or utility bill with the address and name listed. Additional forms of identification may be acceptable if the information clearly determines address.

Cards are issued for three years, at which time card privileges expire until cardholder visits the Library to reconfirm address and phone number for our records.

Replacement cards may be obtained in the event of a lost card. Patrons should contact the library to get a replacement card.

Juvenile cardholders under age 14 must have a parent or guardian present identification and agree to have his/her contact information on the juvenile account so that the parent/guardian is contacted and responsible for any lost or damaged materials.

Temporary "Resident" cards

Temporary cards will be issued for a period of three months for those who are visiting or residing in the Borough for an extended period of time to visit or work. A letter must be presented by a Fanwood resident affirming the temporary residence of the individual applying for borrowing privileges.

Out-of-Town Residents

Three forms of membership are available for out-of-town residents:

1. Those who work or own a business within the Borough may apply for a courtesy card that is valid for three years or as long as the individual continues to work within the Borough. Proper home identification is required as well as proof of employment. This may be a worker's ID, pay stub or a letter from the firm confirming employment.
2. M.U.R.A.L. (Middlesex Union Reciprocal Associated Libraries) Residents from other Union and Middlesex County towns and cities that are not members of LMxAC, but participate in the M.U.R.A.L. reciprocal borrowing agreement may make use of the Fanwood Memorial Library. Patrons may take advantage of their M.U.R.A.L. borrowing privileges by presenting their home library card and having their data entered into the Fanwood circulation system. M.U.R.A.L. membership is issued for a one-year period from a patron's home library. Each year M.U.R.A.L. cardholders must renew their membership by providing proof of valid membership in their home library. A complete list of participating M.U.R.A.L. libraries may be found online at: www.fanwoodlibrary.org/mural.html
3. Residents of communities that are not participating M.U.R.A.L. members may purchase a Library card, which will afford them all borrowing privileges for the cost of \$40 per year.

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.3 Circulation

Circulation Policy

Personal account holders and/or the responsible adult on a juvenile account are responsible for any items checked out on their accounts and for any applicable fines or fees accrued on their accounts. If any Library card is lost or stolen the customer must notify the Library. Upon such notification, no materials will be loaned against that card. Patrons should contact the library for information on replacement cards.

- LMxAC patrons may borrow all materials except items restricted to Fanwood cardholders.
- M.U.R.A.L. patrons may borrow all materials except those items that are restricted to LMxAC and/or Fanwood cardholders.
- All services are available to Out-of-Town members who hold valid library cards.
- Interlibrary loan (ILL) requests will be honored for Fanwood residents only.
- The maximum number of Holds a patron can place is limited to 5 items.
- Customer borrowing privileges are suspended when the maximum limit set for fines or fees has been reached.

ONE WEEK CIRCULATION

TYPE	LIMIT	RENEWAL	HOLDS	FINE per day	MAXIMUM fine
Telescope	1	No	No	\$10	\$500.00

TWO WEEK CIRCULATION

TYPE	LIMIT	RENEWAL	HOLDS	FINE per day	MAXIMUM fine
DVDs	4	No	Yes	N/A	N/A
E-Reader	1	Yes	No	\$5	\$140.00
Magazines	4	No	No	N/A	N/A
Mobile Hotspot	1	No	No	\$10	\$100.00
New Adult Books	3	Yes*	Yes**	N/A	N/A
Summer Reading	4	No	Yes	N/A	N/A

FOUR WEEK CIRCULATION

TYPE	LIMIT	RENEWAL	HOLDS	FINE per day	MAXIMUM fine
Adult & YA Books	25	Yes*	Yes	N/A	N/A
Juvenile Books	40	Yes*	Yes	N/A	N/A
Books-on-CD	6	No	Yes	N/A	N/A

**Items automatically renew one time if there are no holds on the item. Patrons may request and be granted additional renewals at the discretion of Library staff.*

*** Only Fanwood and Scotch Plains cardholders can place new Fanwood Library items on hold.*

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.3.1 Charges for Lost & Damaged Items; Claimed Returned; Refunds

Policy

Charges will be assessed for lost and damaged items borrowed from the Library in accordance with the schedule below. Charges will be reviewed annually and as appropriate be adjusted after approval of the Board:

Assess following fees for loss and damage:

1. Lost item - Cost of the item as defined in the item record (or a default charge of \$25).
 - Patrons may not replace the lost book or title themselves.
 - The Library will retain the damaged book - we need barcode information and want to remove wet items from building quickly.
 - If any disc or part of a CD set is missing, the entire cost will be charged. The Library cannot replace individual items in set.
 2. Damaged Items
 - Damaged barcode - \$1.00
 - Lost DVD cover - \$2.00
 - Playaway box - \$5.00
 - Hanging Plastic Bag - \$2.00
 - Cracked CD cover - No Charge
 - **Staff Action Note:** Assess degree of damage - if ruined then charge the cost of item as defined in the item record
 - **Staff Action Note:** If coloring, pencil marks, etc., make sure damage is noted in item record, that comments are dated, and continue to circulate the item.
 3. Fees and fines will be waived for homebound patrons using Friends' Service.
 4. All damaged items must be checked in with special status of damaged and fines both added and clearly noted for charge.
 5. If a patron feels that an item on his/her record which is overdue has been returned, but not noted by the system, they may request that the item be marked Claimed Returned on their record. In this circumstance, patrons are encouraged to continue to search for the item. If the item is subsequently found and returned, any applicable overdue fees will be assessed.
 6. Refunds of replacement costs paid for lost items that have been found and returned by the patron to the library after payment has been made will be given when:
 - Patron provides the original item and a dated receipt for the amount paid.
 - Thirty days have not passed since the payment of the fine.
- The Library will refund only the amount of the item and not any associated overdue fines or processing fees.

Board of Trustees

Approved: June 8, 2009

Revised: February 8, 2016

Revised and Approved: October 10, 2023

Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.3.2 Homebound Services

Homebound Services

The Fanwood Memorial Library encourages the use of our facility by all members of the community we serve regardless of any physical limitation or disability. To this end, we will accommodate Patrons with valid Library cards who are homebound or physically unable to come to the Library through Homebound Services managed by the Friends of the Fanwood Library.

All materials in the current collection of books, tapes, and DVDs will be available for borrowing and subject to loan periods for Homebound clients based on the schedule maintained by the Friends of Fanwood Library.

Additional services available directly from the library to accommodate homebound patrons include telephone service for reference, referral and reader's advisory.

Please contact the Library with any concerns, questions and/or requests at (908) 322-6400 or by e-mail to: library@fanwoodlibrary.org.

Any other correspondence may be directed to:
Library Director, Fanwood Memorial Library, 5 Forest Road, Fanwood, New Jersey 07023.

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.3.3 Interlibrary Loan (ILL)

Fanwood Memorial Library Interlibrary Loan (ILL) Procedures

1. Who may request ILLs?

Any Fanwood resident with an up-to-date Fanwood Memorial Library card may request an ILL

Out-of-town residents must place ILL requests through their home libraries.

2. Loan Period/Renewals/Recalls/Charges

All materials may be borrowed for two (2) weeks. A one (1) week renewal can usually be granted within our system if requested.

ILLs may be recalled at any time. All ILL videos will be charged \$1.00 per week.

3. New Books:

The library will try to process ILL requests for items published within fewer than six (6) months of the request, but note that most libraries usually do not lend such new items via ILL

4. ILL Limit

Patrons may have up to five (5) items in process at any time (checked out/requested/sent to us). Items that patrons borrow from other LMxAC members, or in-person from other M.U.R.A.L. libraries do NOT count towards this total.

5. Unavailable Items

Some items may be unavailable through ILL. The Fanwood Memorial Library will decline an ILL request if the item is in our shared consortium collection (LMxAC), even if it is checked out or on hold. Exceptions will be made for lost or missing items. Items that have been borrowed and returned may not be requested again within a six (6) month period.

6. Overdue ILLs

Patrons with overdue ILL items will be notified by phone. If the item(s) remains outstanding, a notification letter will be sent. If the item is not returned within ten (10) days of the mailing, the patron's account will be billed for the cost of replacing the item(s), with a minimum charge of \$25.00 per item.

Interlibrary loan is a costly and time consuming process.

We urge patrons to check the LMxAC catalog and/or use their M.U.R.A.L. borrowing privileges to pick up books in-person at participating libraries whenever practical.

Library staff can help locate likely sources for books and other items.

Interlibrary loan should be reserved for non-local and hard-to-find items.

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.4 Programs

Policy

The Library supports its mission of adding value to the community by meeting their evolving and on-going needs for educational, cultural, and recreational information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of Library service that:

- Expands the Library's role as a community resource
- Introduces customers and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the Library

Ultimate responsibility for programming at the Library rests with the Director, who administers under the authority of the Board of Trustees. The Director oversees and shares this responsibility with designated staff. Library programming will, as a general rule, take place on the Library premises unless otherwise approved by the Director. In addition to presenting the content of the program, this is in an effort to promote increased awareness of the Library and its services.

The Library utilizes staff expertise, collections, services and facilities in developing and delivering programming. The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

All Library programs are open to the public. A fee may be charged for certain types of Library programs. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space is limited. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business. The Director will evaluate all requests for non-Library sponsored programs in this regard for appropriateness and conformity to the Library's mission and policies.

The Library welcomes expressions of opinion from customers concerning programming. If a customer questions a Library program, they should first address the concern with the Library director or senior staff member. Customers who wish to continue their request for review of Library programs may submit their concerns using the Request for Reconsideration of Materials form (see 3.2.1). Requests for review of programs will be considered in the same manner as requests for reconsideration of Library materials as outlined in the Library's Collection Development Policy 3.1

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.5 - General Conduct

Policy

The Fanwood Memorial Library believes all customers have the right to use Library facilities, services and materials safely and freely, in a comfortable and welcoming atmosphere. With these rights come responsibility for actions and conduct that respects the rights of other Library customers and staff members. Customers are expected to use the Library for its intended purposes and misconduct will not be allowed in the Library.

Customers who fail to recognize these rights may be asked to leave the premises. It is the Director or the senior staff member on duty who will decide on whether any patron will be asked to leave. In extreme circumstances, the Fanwood Police will be called.

Definition

1. The Library is not responsible for personal property left unattended. Personal items left by patrons who are not present on Library property are subject to disposal. (See 2.9)
2. All persons are welcome in the Library. Children under the age of ten must be under the direct supervision of a responsible adult or caregiver, over the age of thirteen, at all times. This caregiver is responsible for the children's behavior while they are in the building or on the library grounds. (See 2.11 and 2.12)
3. Please respect the rights of others to quietly study, read or work without interference. Please maintain low noise levels. Any listening devices should not be audible to anyone but the user.
4. Please turn all cell phones and/or beepers off or silence all ringtones and alarms when inside the Library building. If you wish to make or take a call, we ask that you step outside the building. Library telephones are for staff use only.
5. While welcoming the use of the Library and its property, we request that all furniture be used as intended, rather than as a lounging area. Sleeping is not allowed.
6. For safety and health reasons, shoes must be worn by all.
7. Appropriate street clothing is required.
8. Public restrooms may not be used for shaving, bathing, laundry or gathering.
9. Standards of personal hygiene are required to conform to community standards for public places. Persons whose bodily hygiene causes others to complain may be asked to leave.

10. The only animals permitted within the building are service animals.
11. Bicycling, skateboarding and roller-skating on Library property is a safety hazard to other patrons. Skateboards and roller blades must be carried while on Library property.
12. Patrons may be asked to leave the Library for abusive, threatening or obscene language or behavior. Weapons, alcohol, illegal substances, tobacco and vapes are also prohibited.
13. Patrons are not allowed to solicit, petition, canvas or sell anywhere on Library property. (See 2.5.4)
14. Food and drink are not allowed in the Library without prior approval by the Director or designee.
15. Damage or destruction of Library property is a crime and will be prosecuted to the fullest extent of the law.

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.5.1 Display and Distribution of Free Materials

Display & Distribution of Free Materials

The Fanwood Memorial Library provides space for display and distribution of free materials. This space includes a bulletin board (see 2.5.2) and information racks. Free materials include, but are not limited to, pamphlets, flyers, circulars, schedules, public documents and announcements that publicize non-profit, civic, educational, cultural, or recreational organizations and events.

All materials to be distributed posted or displayed on Library property must be submitted to the Library Director or authorized staff for approval prior to display or distribution. In general, items will be removed from posting after 30 days.

Commercial and personal announcements or active solicitations (see 2.5.4) of any kind are not allowed. Materials for display or distribution may not promote a specific religious concept, espouse partisan politics or demean groups or individuals. The library reserves the right to place limits on location, duration and size of materials.

In light of limited space, materials will be displayed subject to the judgment of professional Library staff, based on the criteria outlined in this policy. Distribution or posting of items by the library does not imply endorsement, support or co-sponsorship by the library.

Board of Trustees

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Revised and Approved: October 10, 2023

Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.5.2 Bulletin Boards

BULLETIN BOARD POLICY

The Fanwood Memorial Library has specified bulletin boards for use by the public to announce not-for-profit community organizations, to announce and advertise special events and/or fund raisers for the public domain of the Scotch Plains-Fanwood area.

1. Only non-profit organizations may post notices on the bulletin boards. This privilege is open to local community organizations to announce and advertise for the public domain.
2. All announcements and posters must be reviewed and posted by the library staff. Announcements and posters must be tastefully done, and the Library reserves the right to refuse to post any piece of material.
3. Items will be posted or made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented.
4. All items to be posted must be dated. No items can be returned by the library.
5. No selling of articles or pieces of artwork displayed in the Library is permitted, and no prices are to be posted on items displayed.
6. Posters, circulars, pictures or the like to be distributed or displayed on Library property must be submitted to the Library Director for approval prior to display or distribution.
7. Posting of a notice or placement of materials in a display rack does not imply endorsement by the Library staff or Board of Trustees.

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.5.3 Exhibits

Policy

The Fanwood Memorial Library provides display case(s) and exhibit space consistent with the Library's mission, programs and services, and which contribute positively to the Library's environment.

1. All exhibits and displays are to be reviewed by the Library Director or designee prior to set-up, with an agreed upon term of exhibit.
2. Exhibits and displays are presented in an equitable basis, regardless of beliefs or affiliations of individuals and groups representing space.
3. Religious and political exhibits and displays are permissible for informational purposes only; displays, which proselytize for a single point of view, will not be permitted.
4. Exhibits and displays may not involve the sale, advertisement, solicitation or promotion of commercial products.
5. The Fanwood Memorial Library is not responsible for any items that are lost, damaged or stolen while on exhibit or display. Insurance is the responsibility of the individual or group seeking permission to display inside the Library.
6. The presentation of any display or exhibit does not imply any endorsement of the content by the Fanwood Memorial Library, its Trustees or staff.

Board of Trustees

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Revised and Approved: October 10, 2023

Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.5.4 Solicitation and Surveys

Solicitation

The Board of Trustees of the Fanwood Memorial Library does not permit non-library affiliated persons, groups or organizations to sell, solicit or collect for goods or services on library property except by special arrangement and with the specific approval of the Library Board and Director.

Surveys

The Board of Trustees of Fanwood Memorial Library does not permit surveys to be conducted within the library or on library property with the following exceptions:

- With the approval of the Library Board, surveys may be conducted by the library itself or by library-related groups such as the Friends of the Library, when information from such surveys will benefit the library and its patrons.
- Requests may be made to the Library Board to conduct surveys of informational or educational nature.

Board of Trustees

Approved: June 8, 2009

Revised: February 8, 2016

Revised and Approved: October 10, 2023

Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.6 Meeting Room Use

Policy

The Fanwood Memorial Library offers two conference rooms and Community Room that may be divided into two community spaces to further the Library's mission. These meeting spaces will be made available equitably, according to the details below.

Details:

1. The business of Fanwood Memorial Library takes precedence over all other activities in the use of its meeting areas.

2. Priority in scheduling will go to primarily Library-oriented activities such as book reviews, lectures, discussion groups, concerts, film and art programs, children's story hours, and Library institutes and training programs.

3. Conference rooms and the Community room may be used by groups holding meetings of a civic, cultural, or educational nature. The rooms may also be used by established non-partisan organizations for the discussion of current events or of current election issues by candidates for public office provided that all candidates for the same office have been invited.

4. Groups, wherein the point of view is wholly partisan or sectarian, may NOT use meeting rooms or community space for meetings, nor may the meeting spaces be used for the benefit of private individuals or for commercial purposes.

5. Application for use shall be by a registered patron who lives or works in Fanwood or Scotch Plains.

6. Application for use shall be made to the Library between two and six weeks in advance of the date: and the rooms shall be reserved no longer than three months at a time.

7. Until further notice, there will be no charge for the use of the Community Room. If use of the rooms proves to be a financial or administrative burden to the Library, a fee may be imposed.

8. Payment of gratuities to any Library employee is prohibited.

9. Donations to the Fanwood Memorial Library Fund in lieu of any fees are graciously accepted.

10. Any incident must be reported to the Library staff member in charge who will fill out the mandated incident report.
11. Organizations should use the meeting rooms as they exist; therefore, no furniture or equipment may be moved or used without prior permission. Chairs should be returned to the original location upon completion of the meeting, and lights should be turned off.
12. Coffee and light refreshments may be served with the approval of the Director. All food and serving utensils must be removed at the end of the meeting. The Library cannot provide storage for any group's supplies.
13. All meetings arranged through the Library must end fifteen minutes before the Library closing time to allow cleanup and exit before the Library is locked. No individual may be inside the Library without staff present. All public should exit through the main door unless an actual emergency evacuation is required. After-hours meetings shall follow pre-arranged guidelines.
14. For meetings during Library hours, a representative from the group must both sign in at the circulation desk as well as sign out with the actual number of attendees to be recorded.
15. A disclaimer shall be posted outside all meeting areas stating that the use of the meeting room by a group does not imply endorsement by the Fanwood Memorial Library of the policies or purpose of that group.

Board of Trustees Approved: June 8, 2009

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Revised and Approved: October 10, 2023

Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.7 Use of Meeting and Community Rooms

Policy

1. All groups wishing to use Library space must make application in writing using the Application for Permit to Use Library Grounds and Facilities.
2. Permission to use Library facilities or grounds is to be approved by the Library Director or designee. The Library Director or designee reserves the right to approve or deny any application. Permission to use Facilities and Grounds is not transferable.
3. The Director or its designee must be assured that adequate supervision has been provided prior to approval.
4. The granting of a permit for the use of facilities or grounds confers no privilege for the use of any area equipment or materials other than that approved on the application.
5. The user assumes full legal responsibility for breakage or damage to Library property.
6. Smoking shall not be permitted in the Library facility.
7. No food or beverage shall be served in the Library without prior approval from the Director or designee.
8. Any misuse or abuse of facilities or grounds shall cause termination of permit.
9. The Board carries insurance to cover its legal liability. It assumes no liability of the lessee. The Board requires that the lessee complete the Hold Harmless Agreement on the Application Form.

CONDITIONS FOR USE

1. All groups wishing to use Library Facilities and Grounds must fill out the application for use and have such application approved by the Board of Trustees. Approved applications are not transferable. The Board of Trustees or its agents reserve the right to approve or deny an application for use of Library facilities and grounds.
2. The Library Director must be satisfied that adequate provisions for supervision have been made prior to approval.
3. Permits may be cancelled by the applicant by notifying the Library Director forty-eight hours in advance of the date reserved.
4. Violation by a permit-holder of any of the regulations governing the use of the Library building or grounds may be the cause for cancellation of all existing permits and the denial of any permits in the future.

Board of Trustees

Approved: June 8, 2009

Revised: February 8, 2016

Revised and Approved: October 10, 2023

Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.7.1 Application for Permit to Use of Conference and Community Rooms

APPLICATION FOR PERMIT TO USE Conference and Community Rooms

The undersigned is fully authorized to apply for Permit to Use Facilities and make application for the use of Fanwood Memorial Library: (check one):

- Full Community Room
- Half Community Room
- First Floor Conference Room
- Second Floor Conference Room
- Other: _____

Additional needs (e.g., tables, chairs, kitchen use, or technology):

Between the hours of _____ and _____ on _____, 20____.

This application is made to use the facility for _____.

Number of adult participants: _____ Number of participants under age 18: _____

Certificate of Insurance

The Board carries insurance covering legal liability. The Board assumes no liability of the lessee. The Board of Trustees requires that the lessee complete the Hold Harmless Agreement on the application.

Hold Harmless Agreement

The applicant does hereby covenant himself, his executors, and administrators and assigns that he will keep and save harmless, the Board of Trustees, their successors, occupancy of the application, including but not limited to property damage and/or personal injury as well as all attorney fees cost, etc. incurred as a result.

The undersigned further acknowledges receipt of a copy of this application and agrees to comply with the condition of use herein stated, as well as all rules and regulations of the Borough of Fanwood.

Approved _____ Denied _____

Director

Signature of Agent

Organization

Address

Telephone

Email address

Board of Trustees

Approved: June 8, 2009

Revised: February 8, 2016

Revised and Approved: October 10, 2023

Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.7.2 Piano Use Guidelines

Piano Use Guidelines

1. The piano is available for public use in conjunction with programs, recitals, and special events where no admission fee to such recital or program is charged.
2. Each application for use of the piano will be considered separately and approved by the Director or designee.
3. The piano is not available for piano lessons or practice by the general public.
4. If a musician, piano teacher, etc., wants to have the piano tuned for a program beyond the regular tuning schedule, the library will employ its regular tuner/technician and the requestor will compensate the library in advance for the tuning. The piano must be tuned to equal temperament/standard pitch with no historical (non-equal) temperaments.
5. Only Fanwood Memorial Library Staff are allowed to move the piano.
6. Users will be responsible for any damage incurred to the piano or the bench beyond natural wear and tear.

Board of Trustees

Approved: December 16, 2015

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Revised and Approved: October 10, 2023

Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.8 Use of Public Computer and Other Equipment

Public Computer Guidelines

1. Anyone may use the public computers. You must log on to a computer session using your Library card number. If you are not a member of the Library and don't have a Library card, a guest-pass number or password will be provided for you at the Circulation Desk.
2. Computer sessions in the Business Center are 1 hour. Users may continue at the discretion of Library staff if no one is waiting.
3. Computer sessions in the Children's Department are limited to one hour from 3 to 6 PM on school days.
4. A time limit of 2 hours per day, per patron may be enforced at the discretion of Library staff.
5. Children under 10 years old must be accompanied and supervised by someone 14 or older.
6. Public Computers are virus-protected but the Library cannot guarantee against or assume responsibility for damage to USB memory sticks or their contents.
7. Viewing of certain materials in the public Library and other uses of the Internet may be considered improper in time, place or manner. The Library's Internet public computers provide filtered content in the Children's Department, but not on the workstations in the Adult area. Viewing of sites that allow access to potentially offensive and/or illegal materials will not be tolerated and Public Computer use privileges may be suspended in the Library's sole discretion.
8. The Library may end a computer session if a patron is in violation of the Library Rules of Conduct.

The Library's Public Computers:

- Provide free Internet access and access to the MS Office suite of programs: Word, Excel, and PowerPoint.
- Permit uploading, downloading, printing, and saving to and from USB flash drives. (Patrons must provide their own drives)
- Do not permit CD-ROM access.

Printing

- The Library provides for both color and black and white printing.
- Every page printed from the public computers will be charged at \$.50 each for color and \$.20 each for black and white.
- No refunds will be given for pages printed by mistake or inadvertently.
- It is the patron's responsibility to make sure that ALL pages sent to the print release station are ones meant to be printed.
- Print preview in the web browser and/or help from the library staff is available to ensure that no unwanted pages are printed.
- The public printer is located in the Business Center near the public workstations.
- Wireless printing is also available from laptops and mobile devices.

Wireless Internet Access

The Library provides free wireless Internet connectivity for patrons who wish to bring laptop computers, tablets, iPads, phones or other devices with wireless capability.

NOTICE: All library patrons should be aware that computers utilized by them may be subject to evaluation by the appropriate authorities in accordance with New Jersey and federal law.

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.8.1 Internet Use

Policy

The Internet is an electronic network providing access to information via computers worldwide. Connections can be made to government agencies, private institutions, libraries, museums, universities, businesses and more throughout the world. The Internet offers access to many valuable local, national and international sources of information. However, some of the information found on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. An information consumer must evaluate the validity and appropriateness of any information, especially that found on the Internet.

To fulfill our mission of providing open public access to information of all types in a wide range of formats for all users, the Fanwood Memorial Library provides free access to Internet resources. Unlike other library resources, not all of the information and sources found on the Internet are subject to the selection policies of the library. Although the workstations in the Children's Department provide filtered content, the workstations in the Adult area are not filtered, and the library cannot control the information that is posted to the Internet worldwide. Parents or guardians, not the library or its staff, are responsible for information selected and/or accessed by their children. Supervision of and participation in minors' Internet sessions by parents or guardians is encouraged and advised.

The staff and Board of Trustees of the Fanwood Memorial Library support the American Library Association's stand on intellectual freedom. See specifically the ALA's Library Bill of Rights, the Freedom to Read and Freedom to View statements.

Viewing of certain materials in the public Library and other uses of the Internet may be considered improper in time, place or manner. If patron behavior when using Internet resources becomes inappropriate for a library setting, the library reserves the right to end the session in its sole discretion.

Downloaded files, images and data from the Internet may contain viruses. The Fanwood Memorial Library is not responsible for damage to a patron's, flash drive, computer, or other device that may occur from use of the library's computers or the library's Wi-Fi network.

Although information is cleared from the computer after logging off, your privacy could still be at risk. We strongly encourage you to log off your own accounts. The library disclaims any and all liability for loss of confidential information or damages resulting from that loss, and accepts no responsibility for breach of privacy.

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.8.2 Photocopier & Fax

Policy

The Fanwood Memorial Library provides a photocopy machine for public use. Black and white copies are available for 10 ¢ per copy. The machine can accept nickels, dimes, quarters, and one- and five-dollar bills. If required, change and refunds are available from the Circulation Desk.

A Fax machine is available at the library for public use. Faxes can be sent at the following rates:

For the first 5 (five) pages sent or received:

- \$3 in or out of state
- Additional pages are charged at .50¢ each
- A single fax can be no more than 35 pages. Anything over 35 pages requires a second fax with charges

Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyright material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.8.3 E-Reader Lending Agreement and Borrower’s Agreement

- E-readers are only available to Fanwood residents who are 18 years or older and whose account is in good standing (with fines less than \$5 and no "long overdue" items: more than 60 days). The lending period is 2 weeks, one renewal is allowed if no one is on hold for the device.
- My signature below indicates that I have read the following statement and that I agree to abide by these conditions of use when checking out an E-reader from the Fanwood Library:
- I agree that the E-reader MUST be returned to a staff member at the Fanwood circulation desk. There will be a \$25 fine if the E-reader is returned in the book drop.
- I will not tamper with the E-reader accessories or the digital books, and I will not attempt to load digital books, apps or attach any equipment not designed for use with the E-reader.
- I agree to accept full financial responsibility for the E-reader and accessories while they are in my possession.
- I agree to pay all costs associated with damage to, loss of, or theft of the E-reader and accessories while it is checked out to me, and will pay a late fee of \$5.00 per day if I fail to return this E-Reader to the Library by the time it is due.
- In the event of complete or partial damage to the E-reader or any of the equipment, the final determination as to amount due will be made by the library director.

Replacement Costs:

E-reader device \$140 | Charger/adapter \$20 | Inner Case \$20 | Outer Case \$20 | total: \$200

Failure to comply with any of these rules and guidelines will result in the loss of borrowing privileges.

Patron Name: _____ Phone # _____

Patron Email Address _____

Patron Address: _____

I have received E-reader with barcode #: _____ in good working order.

Patron Signature: _____ Date: _____

Staff use only

Patron Library Card Number: _____

Checked out _____ Due date: _____ Checked in _____

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.8.4 Mobile Hotspot Lending Policy and Borrower’s Agreement

Mobile Hotspots are available to Fanwood residents who are 18 years or older with a Fanwood Memorial Library card in good standing, with no fines. To checkout a Mobile Hotspot, the patron must complete the Mobile Hotspot Borrower’s Agreement:

- Mobile Hotspots can be checked out for two weeks. Mobile Hotspots cannot renewed after the initial loan period, and the same borrower (or anyone in their household) may not borrow it again for 30 days.
- Mobile Hotspots are available on a first-come, first-served basis and cannot be reserved.
- Hotspots must be returned at the Circulation Desk and cannot be returned in the Book Drop.
- There is a \$20 fine (plus the costs of any damage) if the hotspot is returned in the Book Drop.
- The overdue fine is \$10 per day.
- All components (hotspot device, USB cord, charger, case) must be present and in good condition upon return.
- There is a \$100 replacement fee if the device is lost and a \$25 each for a lost USB cord, charger and/or case.

The Borrower, by signing below, acknowledges that they have read and understand the Borrower’s Agreement and are responsible for all charges accrued and for any damage to the mobile hotspot during the lending period and for the full replacement cost if the mobile hotspot is lost.

Signature _____ Date _____

Name (Print) _____ Phone _____

Address _____

Staff Use Only

Hotspot Check-in: Case, charger, cord and hotspot returned (circle one)? Yes No

Items Missing/Damaged: _____

Fees charged: _____

Staff initials _____

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.8.5 Telescope Lending Policy and Borrower's Agreement

The Library's telescope is available to Fanwood residents who are 18 years or older with a Fanwood Memorial Library card in good standing, with no fines. The cardholder must sign a new Borrower's Agreement each time the Telescope is borrowed.

- The telescope can be checked out for a maximum of one week with no renewal. Once the telescope has been checked out to a particular household, the household members must wait one month before taking it out again.
- The telescope must be returned to staff at the Circulation desk during library hours. DO NOT leave the telescope outside of the library, in the lobby, or unattended at any library desk.
- The overdue fine for the telescope is \$10.00 per day. Please be aware that library staff must check multiple aspects of the telescope before accepting it back. In addition, all materials contained in the telescope package must be present for the item to be considered returned. If the telescope is overdue 14 days or more, the full replacement cost (\$500) will be charged to the borrower.
- Borrowers must return the telescope and all accompanying materials in good condition. When borrowing the telescope, patrons accept full financial responsibility for it and its accessories while in their possession and understand that they shall be responsible for all costs up to \$500 associated with damage to, loss of, or theft of the telescope during the period it is checked out. The condition of the returned telescope will be determined by library staff.
- The telescope may not be loaned to anyone other than the borrower who signs the agreement with the library. **CHILDREN SHOULD USE THE TELESCOPE ONLY UNDER THE SUPERVISION OF A RESPONSIBLE ADULT.**
- Please treat the telescope with care, keeping it in a clean, dry, dust-free place and safe from liquids, extreme temperatures, and from being dropped. All covers should be kept attached to the Telescope at all times. Do not attempt to clean the telescope with any chemicals or liquid or store the telescope outdoors. Keep the dust caps on the front of the telescope and on the eyepiece when not in use. Make sure to turn off the viewfinder when not using it.
- The borrower is responsible for reading the instruction manual for proper care and use of the telescope. The borrower agrees to assume all risks with use of the telescope and not to hold Fanwood Memorial Library liable for any damages to the borrower or others as a result of telescope use.
- **NEVER LOOK DIRECTLY AT THE SUN WITH THE TELESCOPE. BLINDNESS COULD RESULT.**

The Borrower, by signing below, acknowledges that they have read and understand the Telescope Borrower's Agreement and are responsible for all charges accrued and for any damage to the mobile hotspot during the lending period and for the full replacement cost if the mobile hotspot is lost.

Signature _____ Date _____

Name (Print) _____ Phone _____

Address _____

Staff Use Only—Please check off each item as it is reviewed

CHECKOUT CHECKLIST

- Telescope Tips booklet is in the bin
- Telescope is functional with no damage
- Dust caps and eye piece are attached
- Telescope is inside its carrying case
- Pouch is attached to telescope and includes:
 - o National Audubon Society Pocket Guide: Constellations
 - o Laminated instruction manual
 - o Flashlight
 - o Lens Pen and instructions
- SEPARATE and include the TELESCOPE LENDING POLICY in the telescope bin

Staff initials _____

CHECK-IN CHECK LIST

- Telescope is functional with no damage (Remove telescope from the bin to check)
- Inside mirror and eyepiece lens are in one piece and not cracked
- Dust caps and eye piece are attached
- Pouch with all additional materials are included
 - o National Audubon Society Pocket Guide: Constellations
 - o Laminated instruction manual
 - o Flashlight
 - o Lens Pen and instructions
- Telescope Tips booklet is in the bin
- Damage/Missing _____
- Fees charged _____

BEFORE STORING/DISPLAYING THE TELESCOPE:

- Wind the eyepiece all the way down
 - Make sure the clamp around the telescope is tight
 - Turn off viewfinder
- Staff initials _____

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.9 Lost & Found

Policy

1. Patrons are responsible for their personal items when visiting the library. The library is not responsible for personal items left in the library by patrons.
2. Items or money lost in the Fanwood Memorial Library and found by the staff, or turned in by another patron, will be kept at the Circulation Desk for three months.
3. If a patron whose items have been turned in to the Library can satisfactorily identify their property, the item(s) will be returned to its owner.
4. If the owner of the item can be determined, staff will attempt to contact the owner in a timely manner.
5. Hazardous and perishable items are discarded immediately.
6. Items left unclaimed after three months will be disposed of by being discarded, turned over to the Police Department, or donated to charity, as appropriate.

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.10 Exam Proctoring

Policy

The Fanwood Memorial Library Staff will offer to proctor student exams under the following guidelines:

1. To arrange to have an exam proctored, the student should come to the Library to arrange date and time for exams, and to complete any preliminary paperwork. It is the student's responsibility to verify that the proctoring conditions provided by Fanwood Memorial Library meet any requirements of the school administering the test.
2. A library staff member will proctor the exam, which must be completed in the adult section of the Library, during open library hours.
3. The student must show ID before taking the exam.
4. If required, the student should provide postage for mailing the examination, but the Library will mail the exam within twenty-four hours of the actual test.
5. If required, all examinations should be mailed to the Fanwood Memorial Library, 5 Forest Rd., Fanwood, NJ, 07023.

Any examinations not taken as scheduled will be held for one week and then returned to the school.

Board of Trustees

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.11 Unattended Children

Policy

The Fanwood Memorial Library welcomes library use by children. Staff members are available to assist children with Library materials or services. The Library desires to provide a safe and appropriate environment for visitors of all ages. The library, however, is a public building with staff trained to provide public library services. It is not the library's role, nor is it equipped to provide long- or short-term child care.

For the safety and comfort of children, a responsible adult or caregiver must accompany children younger than 10 years old while they are using the Library. While in the Library, parents and caregivers are responsible for monitoring and regulating the behavior of their children, who are expected to behave appropriately.

Parents and caregivers are reminded that libraries are public places. In libraries, as in all public places, "stranger danger" is a concern. Library staff cannot prevent children from interacting with or leaving the library with persons who are not appropriate caregivers. The library cannot be responsible for any consequences of caregivers forfeiting their responsibilities.

Library staff members will be guided by this policy in situations, such as:

- An unattended child is found frightened or crying in the library.
- An unattended child is perceived to be endangering themselves, or another person in the library poses a perceived threat to the unattended child.
- An unattended child has not been met by a responsible caregiver at closing time.

After evaluating the situation, Library staff members will attempt to contact the parent or guardian of an unattended child. If the parent or guardian cannot be reached, the child will be placed in the care of the Fanwood Police Department.

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.12 Afterschool policy

Policy

The Fanwood Memorial Library welcomes library use by all students. Staff members are available to assist children with library materials or services. It is not the library's role, nor is it equipped to provide long or short-term childcare.

The Fanwood Memorial Library has designated the hours of 2:30 to 6:00 p.m. during the school year as Homework Time. For the safety and comfort of children, a responsible adult or caregiver over age 13 must accompany children younger than 10 years old at all times while they are using the library. Children 10 years old and older, at a parent or guardian's discretion, can be left unattended in the Library for a period of up to 2 hours to complete homework or special projects. All children left unattended should know how to reach a parent or guardian.

Disruptive behavior will not be tolerated. The child creating the disturbance will be reminded of the rules of conduct. This will be the first warning. If the behavior continues, the child's parent or guardian will be contacted or the child will be asked to leave the building. If the child does not cooperate, the Fanwood Police will be contacted.

To accommodate students, computers are available to use from 3:00 to 6:00 p.m. on school days. Internet sessions are one hour and restricted to one session only.

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.13 Exhibits

Policy

The Fanwood Memorial Library provides display case and exhibit space consistent with the Library's mission, programs and services, and which contribute positively to the Library's environment.

1. All exhibits and displays are to be reviewed by the Library Director or designee prior to set-up, with an agreed upon term of exhibit.
2. Exhibits and displays are presented on an equitable basis, regardless of the beliefs or affiliations of individuals and groups representing the display space.
3. Religious and political exhibits and displays are permissible for informational purposes only; displays which proselytize for a single point of view will not be permitted.
4. Exhibits and displays may not involve the sale, advertisement, solicitation or promotion of commercial products.
5. The Fanwood Memorial Library is not responsible for any items that are lost, damaged or stolen while on exhibit or display. Insurance is the responsibility of the individual or group seeking permission to display inside the Library.
6. The presentation of any display or exhibit does not imply any endorsement of the content by the Fanwood Memorial Library, its Trustees, or staff.

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.14 Incident Report

Policy

FANWOOD MEMORIAL LIBRARY INCIDENT REPORT

Complete the following report for any accident/injury involving a patron occurring on Library premises.

IMPORTANT: This report should be sent or presented to the Library Director or library representative within 24 hours of the accident/injury.

Date: _____ Time: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Location of incident: _____

Describe Event: _____

Were the Police or Rescue Squad summoned? _____ Was a Police Report Filed? _____

Staff members Present at time of Incident: _____

Eyewitnesses to accident:

Name	Age	Address	Phone No.
------	-----	---------	-----------

_____	_____	_____	_____
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_____	_____	_____	_____
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Name of person completing form: _____ Date: _____

Additional information or comments: _____

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Fanwood Memorial Library Policy Manual

Section: Library Operations

Subject: 2.16 Tutoring

The Library premises are available for the use of members of the public to meet their needs in accessing information, and for the use and enjoyment of library materials, programs and equipment. As part of its educational mission, the Library permits tutoring on the premises in accordance with this policy.

The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use library space. All arrangements must be made between the tutor, student, and parents.

Guidelines

Tutors are asked to observe the following guidelines when tutoring in the library:

1. Tutoring activities are to be confined to staffed areas of the library.
2. Scheduled public library programs will take precedence over tutoring activities, which must be suspended for the duration of the program or continue in an unobtrusive manner in an area not being used for the program. It is the tutor's responsibility to adjust tutoring sessions based on such scheduled programming.
3. Tutoring sessions must end 10 minutes prior to closing time.
4. Tables and chairs are available on a first-come, first-served basis. Furniture may not be moved and tables cannot be reserved for tutoring.
5. The Library reserves the right to assign tutoring locations or relocate tutors in the building.
6. Library staff cannot watch personal belongings, including coats, briefcases, handbags, laptop computers, calculators, etc.
7. Tutors and their students, as with any library users, must conform to the library's General Conduct Policy (see Library Operations, Subject: 2.5).
8. Access to the public computers for tutors and their students will be on the same basis as any library patron and must conform to the Library's Public Computer Guidelines (see Library Operations, Subject: 2.8).
9. Tutors are responsible for the behavior of the students being tutored during the tutoring session.
10. Library staff is happy to assist tutor teams, as is possible, just as they assist any patron of the library.

11. Tutors are responsible for establishing communications protocols for their students and the student's parents. Library staff will not relay messages to tutors or students.

12. Tutors must provide their own supplies, including paper, pens, hole-punchers, staplers, etc. The public photocopier is available if copies are needed (10¢ per page). Faxing and printing service is available at the regular public rates.

13. Library phones are not available for use for incoming or outgoing calls. Cell phones must be set to silent/vibrate while in the Library and use of the **phone is limited to the vestibule area or outside of the building. Texting is allowed if done silently.**

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Fanwood Memorial Library Policy Manual

Section: Collection Development

Subject: 3.1 Collection Development

AUTHORITY AND RESPONSIBILITY FOR COLLECTION DEVELOPMENT

The Library Director will be responsible for the collection development for the library in accordance with general policies established by the Library Board of Trustees. The Director may delegate material selection and withdrawal responsibilities for specific areas within the collection to members of the staff who are qualified to perform collection development duties.

ACCESS TO THE COLLECTION

Reading, listening to, and viewing Library materials are individual and private matters. It is the right and responsibility of each individual Library user to select the materials that they will use. Parents have the primary duty and responsibility to guide and supervise the reading, listening, and viewing habits of their children. The Fanwood Memorial Library cannot assume the role of "in loco parentis."

The library does not mark or identify materials to show approval or disapproval of their contents. Materials are not labeled to restrict their use by age, nor will they be sequestered, except to protect valuable items from injury or theft. Placement in a special location does not imply censorship.

CRITERIA FOR SELECTION OF LIBRARY MATERIALS

The selection of materials for the libraries' collection is based on accepted professional standards.

Recommendations may come from any of the following sources:

- Professional review journals
- Standard bibliographic sources
- Media reviews
- Publisher's catalogs
- Suggestions from Library patrons
- Any other appropriate reviewing media

Suggestions from Library patrons will be accommodated when the item requested meets the libraries' selection standards. If the item is not purchased, every effort will be made to obtain the item through Interlibrary Loan for the patron's use.

Materials will be selected to meet high standards in quality, format, content and expression. These criteria will include, but may not be limited to the following:

- Maintaining an integrated and well balanced collection
- Appeal and relevance to the community
- Informational or educational value
- Popularity of the author or particular title
- Opinion of critics and reviewers
- Literary merit
- Recreational value
- Relevance to the existing collection's strengths and weaknesses
- Usefulness to the staff as a professional tool

- Timeliness of the materials
- Suitability of format
- Budgetary limitations
- Relevance to the libraries' mission and goals
- Relevance to the history of the Borough of Fanwood

GIFTS

The Fanwood Memorial Library is pleased to accept donations of both money and materials to support our Library services.

Money donated to the libraries as a memorial, in honor of a person, or as a gift, will be used to purchase items needed for the collection. These items will be selected according to the Criteria for Selection of Library Materials. If the donor requests items be purchased in a particular subject area, every effort will be made to purchase in that area.

The library accepts gifts of materials without commitment as to their final disposition. Materials that are donated to the library will be evaluated by the same criteria as purchased materials. Once accepted, donated materials become the exclusive property of the Library. The Library will assume responsibility for the disposition of these materials in the manner it deems appropriate.

COLLECTION MAINTENANCE

The collection as a whole is not archival. In order to maintain a collection that is current, accurate, and inviting to Library users, materials are withdrawn on a systematic and continuing basis. The choice of materials to be withdrawn is determined by the professional staff under the supervision of the Director. The following factors will be taken into consideration:

- Timeliness
- Subject coverage available in the collection
- Age of material
- Physical condition
- Frequency of circulation
- Number of copies
- Compliance with the Criteria for Selection of Library Materials

Board of Trustees

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Fanwood Memorial Library Policy Manual
Section: Collection Development
Subject: 3.2 Request for Reconsideration of Materials

Policy

1. Patrons who feel that an inappropriate item has been selected for the collection may request that said item be reconsidered or withdrawn. In such a situation, the following steps shall be taken:

The staff member to whom the question is first addressed will discuss the complaint with the patron. If the patron is not satisfied with the result of this discussion, the patron will be provided with a Request for Reconsideration of Materials form. This completed form will be given to the Director.

2. The Director will review the request, evaluate the original reason for purchase, and consider the objection in terms of the **Collection Development Policy**. The Director will then reply in writing to the patron. A patron who is not satisfied with this reply may request in writing a review by the Library Board of Trustees.

3. When such an appeal is received by the Library Board of Trustees, it will discuss the complaint at the next regularly scheduled meeting. The patron will be invited to attend this meeting. The Board's decision will be communicated to the patron within 45 days of their meeting.

During the process of reconsideration, the questioned item shall remain in the collection.

Please see "Challenged Materials: An Interpretation of the Library Bill of Rights" in the Appendix: Guidance Documents.

Board of Trustees

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Fanwood Memorial Library Policy Manual
Section: Collection Development
Subject: 3.2.1 Form - Request for Reconsideration of Materials

Fanwood Memorial Library
Request for Reconsideration of Materials

Title _____

Author _____

Type of material (book, magazine, video, etc.) _____

Request initiated by _____

Address _____ Telephone _____

I represent myself _____ Organization _____

What brought this title to your attention? _____

Have you read/listened to/viewed the entire work? YES NO

Please comment on the work as a whole. _____

Please describe the specifics of the work that concerns you. _____

Are you familiar with reviews of this title by literary or other critics? YES NO

What would you like the Library to do about this title? _____

Signature _____ Date _____

Please return this form to:

Library Director
Fanwood Memorial Library
5 Forest Road
Fanwood, NJ 07023

Board of Trustees

Approved: June 8, 2009

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Fanwood Memorial Library Policy Manual

Section: Personnel

Subject: 4.1 General Personnel Policy Statements

As employees of the Borough of Fanwood, Library employees are bound by the rules, guidelines and regulations detailed in the **Borough of Fanwood Employee Manual** adopted by the Mayor and Borough Council of Fanwood on December 16, 2019 (effective as of December 16, 2019). Exceptions are noted in the addendums following in the Personnel Section.

The Board of Trustees of the Fanwood Memorial Library supports the following personnel policy statement affirming the significance of the human element in Library service:

"No Library can render effective service without adequate and competent personnel. The Library's unique function of serving as the one unbiased, non-partisan bureau of information for all the people, calls for personnel of the highest competence and integrity. The selection of qualified staff members as well as the organization and conditions under which they work, are basic considerations in an institution dedicated to public service."

("Public Library Service; A Guide to Evaluation, with Minimum Standards". Chicago, American Library Association, 1956, p. 38.)

The Board acknowledges their personnel-related responsibilities as detailed in Article II of the **Board of Trustee Bylaws and N.J.S.A 40:54-9. Section 40:54-12 which reads, so far as here pertinent, as follows:**

"The board shall... hire librarians, and other necessary personnel, and fix their compensation, make proper rules and regulations for the government of the Library, and generally do all things necessary and proper for the establishment and maintenance of the free public Library in the Municipality."

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Fanwood Memorial Library Policy Manual

Section: Personnel

Subject: 4.2 Vacation, Holidays and Staff Development

Vacation

Full-time employees will conform to the Fanwood Borough Vacation Allowance policy, with exceptions as specified by the Board of Trustees, and/or for employees employed prior to 12/31/08 whose negotiated vacation exceeds the specified allowance.

Holidays

The Board of Trustees of the Fanwood Memorial Library has approved paid time-off for the following holidays each calendar year for all Full-time employees (see below). The Floating Holiday is considered a personal day to be used as needed with the Director's approval. On all other Holidays the Library will be closed. When a holiday falls on a Sunday, the following Monday shall be observed. When a holiday falls on a Saturday (and the library would ordinarily be closed, as in the summer months) the previous Friday shall be observed. If a holiday falls on a staff member's regularly scheduled time off, the employee shall be entitled to a different day off within that fiscal year at a time approved by the Director.

Approved Holiday Listing:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Good Friday/Passover Observance
5. Memorial Day
6. Juneteenth
7. Independence Day
8. Labor Day
9. Indigenous People's Day/Columbus Day
10. Election Day
11. Thanksgiving Day
12. Thanksgiving (Friday after - exchanged for Veterans Day)
13. Christmas Eve Day
14. Christmas Day
15. New Year's Eve
16. Floating Holiday (1)

Staff Development

The Board of Trustees of the Fanwood Memorial Library recognizes the importance of a knowledgeable staff and encourages their professional growth and development through participation in educational and training programs. Staff members are encouraged to develop themselves professionally and to take advantage of state and regional offerings. Attendance at and participation in professional library functions

is recognized as beneficial to both the Library organization and to the public it serves. Staff attendance at training and continuing education sessions must be approved by the Director. Any fees and/or expenditures for such training must be approved by the Director in advance.

Staff Development days organized around current library needs and topics will be scheduled periodically at the discretion of the Director with the approval of the Board of Trustees. Attendance at these sessions will be required by all staff. The library may be closed or have a delayed opening to accommodate Staff Development sessions at the Board's discretion.

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Fanwood Memorial Library Policy Manual

Section: Personnel

Subject: 4.3 Job Descriptions

Subject: 4.3.1 Director

Director

Under the direction of the Board of Trustees, the Library Director is responsible for the development and management of all Library services, personnel and facilities and any other operations in order to assure the highest quality of Library service to the citizens of our community and Library users. Toward that end, the Director is responsible to the Board and must keep it informed of the needs of the Library and make recommendations to the Board in matters of operations and policy. Specifically, the Director shall perform duties in the following areas, in line with the Library Mission and Strategic Plan.

1. Core Services: The Director shall

- Develop and implement a Strategic Plan that supports the Library Mission and goals.
- Develop and manage Library materials selection, procurement, processing and weeding policy.
- Manage/Oversee the maintenance of materials collections (both traditional and electronic), services, programs and other activities that support the strategic plan.
- Manage/Oversee procurement and payment processes.
- Maintain an accurate public access catalog.
- Respond to research, reading and other media requests and information needs.
- Develop and keep accurate metrics to support the Evaluation of collection, service and facility use, including tracking of circulation, membership, and usage trends.
- Develop and deliver innovative programs for children, teens and adults.
- Market the Library services, collection and facilities, develop and deliver positive and effective communication with the public, and promote literacy.
- Keep abreast of, and implement as needed, new and existing technologies, including (but not limited to) the Internet, online databases, and other computer or cloud based applications and services.
- Be responsive to staff and public.
- Demonstrate interest and commitment to public service.
- Model good director/staff and librarian/public behavior through professional conduct.
- Attend professional meetings and network with peers.
- Be a liaison to the LMxAC Consortium and maintain participation in the services and offerings of the consortium.
- Complete a self-evaluation 2xs annually. One in preparation of board annual review of performance the other for mid-year realignment of activities.
- Formulate and Recommend policies in support of the Mission and Plan.
- Set agenda for board meetings.
- Provide timely reports, agendas, and minutes for board meetings or as requested by the Board or Town council.
- Keep board informed on operational and policy issues.

2. Financial management: The Director shall

- Direct the annual budgeting process, including preparation, review and submission of a budget based on philosophy and goals of the Library.
- Direct and supervises cost-effective expenditures of public funds.
- Manage revenues (fines, gifts, etc.), handle insurance and related financial matters.
- Seek grants and other forms of outside funding.
- Oversee the Processing of bills and pay them in accordance with Borough and other policy guidelines.

3. Personnel management: The Director shall

- Hire, train, and supervise Library staff.
- Set job responsibilities and performance objectives and standards.
- Establish work schedules and monitor attendance and related matters.
- Develop, implement and maintain (self) evaluation models and perform annual evaluations of all staff.
- Motivate staff.
- Communicate with staff and hold regular staff meetings.
- Involve staff in Library programs and decision making.
- Define and Provide continuing education and retraining as required.

4. Physical plant, grounds and equipment: The Director shall

- Regularly Inspect physical plant, grounds, and equipment and identify problems.
- Liaise with Public Works and/or contactors to determine the most efficient, cost effective solution (outsource or internal).
- Make solution recommendations to Board and Town Council.
- Support improvements or repairs thru, but not limited to, specification development, bid analysis and project oversight.
- Provide regular reports on current status and improvements/repairs while ongoing.

5. Planning/Evaluation: The Director shall

- Identify community's service needs and expectations and propose recommendations for improvements.
- Manage quarterly reviews and annual revisions of strategic plan.
- Research new technologies and services.
- Regularly review use of facilities and provision of services, including hours of operation, staffing.

6. Community outreach: The Director shall

- Develop and implement an outreach plan to schools and community organizations.

- Keep public informed by regular communication using newspapers, TV, Internet and the like on Library services, programs, material and policies.
- Conduct periodic surveys to measure satisfaction and need.

7. Professional development: The Director shall

- Attend professional meetings and network with peers.
- Prepare annual self-evaluation in preparation of board annual review of performance.

8. General governance: The Director shall

- Recommend and formulate policies in support of the above.
- Set agenda for board meetings.
- Provide timely reports, agendas, and minutes for board meetings.
- Keep board informed on operational and policy issues.

In addition to the above, the Director shall

- Be responsive to staff and public. Demonstrate interest and commitment to public service. Model good director/staff and librarian/public behavior through professional conduct.

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Fanwood Memorial Library Policy Manual

Section: Personnel

Subject: 4.3 Job Descriptions

Subject: 4.3.2 Technology Manager - Systems Administrator

Technology Manager / Systems Administrator

1. Core Services:

The Technology Manager / Systems Administrator, who reports to the Director, has full responsibility for planning, implementing, operating, budgeting and training for the Library's automation, computer and information systems, and other technologies for both staff and public.

2. Essential Functions of the Job:

- Manages the Library's automation services, networks and technology projects.
- Oversees the development and maintenance of the Library's web site.
- Oversees the development of internal and external web services and user interfaces.
- Oversees the integration of technology and Library services.
- Coordinates technical support for all hardware and software.
- Prepares an annual budget request for technology.
- Maintains security of systems.
- Maintains inventory and license records.
- Provides technical support and training to staff in the use of computer systems.
- Selects and works with outside consultants who provide hardware and software support and web site design.
- Oversees and participates in developing instructional modules and training sessions for the staff and the public.
- Recommends hardware and software upgrades.

3. Knowledge, Skills, Abilities:

- Strong analytical, problem-solving and troubleshooting skills.
- Ability to anticipate needs and plan for implementation of new technologies.
- Ability to communicate complicated technology issues to individuals with varying degrees of technical knowledge.
- Experience with integrated library systems and client-server environments.
- Familiarity with library automation hardware and software.
- Experience with networking protocols and Ethernet.
- Familiarity with MAC and PC environments, LINUX, UNIX, NT, NOVELL, TCP/IP.
- Experience with Cloud technology, LANS, WANS and video teleconferencing.
- Knowledge of information technology trends and their impact on library services.
- Ability to communicate complicated technology issues to individuals with varying degrees of technical knowledge.

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Fanwood Memorial Library Policy Manual

Section: Personnel

Subject: 4.3 Job Descriptions

Subject: 4.3.3 Head of Youth Services

Head of Youth Services

The **Head of Youth Services** will promote literacy, foster a love of reading, and assure the highest quality of Library service to the children and families of Fanwood. They will demonstrate interest and commitment to public service by interacting with the staff and public in a professional, courteous and friendly manner.

Under the direction of the Library Director, the **Head of Youth Services** is responsible for the development and management of all Youth Services for children, tweens, and teens. The **Head of Youth Services** will be certified in New Jersey as a professional librarian, with a M.L.S. from an ALA accredited college or university, and a minimum of five years experience that includes collection development, programming, and supervisory responsibilities

Core Responsibilities – The Head of Youth Services will:

- Evaluate and select library materials for children based on knowledge of community needs and collection development. Maintain a well-rounded and diverse collection by weeding, replacing lost materials, and ordering materials as needed.
- Design, prepare, implement, promote, and evaluate a summer reading program in conjunction with the statewide reading program.
- Conduct outreach services to local public and private schools, other local educational organizations, town departments, and at special events in the area.
- Promote community awareness of Youth Services and facilities through outreach services, website, social media, and fliers.
- Perform circulation duties such as patron registration, checking books in and out, and placing reserves.
- Assist patrons with research, reading and other information requests.

- Provide Reading Advisory to children, teens, and parents.
- Create attractive displays and exhibits.
- Develop, promote, execute, and evaluate youth programs and events, including but not limited to: storytimes, crafts, book clubs, summer reading, performers, and STEAM activities.
- Work a variety of shifts, with some evening and weekend hours required.
- Perform other tasks, as assigned. Support overall library operations and services through projects, outreach and other duties as appropriate and assigned.
- Keep abreast of, and implement, as needed, new and existing technologies, including, but not limited to research databases, digital platforms, and other computer-based applications and services.

Additional Administrative Responsibilities

- Report to the Director with regard to planning, programming, scheduling, budgetary needs, department problems and suggestions.
- Along with the Director, and in line with overall circulation needs and scheduling, participate in establishing work schedules and monitor attendance and related matters.
- Assist in the hiring, training, and supervision of staff, including annual reviews.
- Participate in policy discussions, programming meetings and scheduling updates; Communicate with staff and hold department meetings as needed, and involve staff in Library programs and department decision-making
- Manage the budget assigned to Youth Services; Seek grants and other forms of outside funding.

February 1, 2024

Fanwood Memorial Library Policy Manual

Section: Personnel

Subject: 4.3 Job Descriptions

Subject: 4.3.4 Supervising Library Assistant

Supervising Library Assistant

Under the general direction and supervision of the Library Director, the Supervising Library Assistant performs paraprofessional, nonprofessional and/or technical duties of considerable difficulty in one or more areas.

Service results from a general assignment, and the employee must devise ways of accomplishing the work and the sequence of operations. (S)he may either personally carry out the work and/or issue assignments and instructions to other personnel.

Completed assignments are reviewed primarily for overall effectiveness and compliance with general policies and procedures.

The Principal Library Assistant must keep the director and children's librarian informed of Library needs, and make recommendations in matters of operations and policy and perform related work as required.

I. Common Core Services:

- The Principal Library Assistants shall understand all aspects of, be responsible for, and perform all general Library operations including both adult and children's services daily operations.
- Oversee Library operations in the absence of the supervising librarian.
- Perform all responsibilities of a Library Assistant as needed (see below).
- Supervise all aspects of circulation activities, including scheduling, developing and maintaining policy.

- Follow established policies and procedures with responsibility for revising work methods or processes to increase efficiency, issue assignments and train support personnel.
- Perform reference duties as able – redirect to other reference resources when necessary.
- Compile numerical reports on circulation, acquisitions and other aspects of Library operations.
- Have and/or develop necessary technical computer skills and general understanding related to specialized Library integrated systems (circulation, OPAC, processing, etc.).
 - Strive toward Fanwood Memorial Library Policy Manual Page 65 proficiency in other computer activities including, but not limited to basic troubleshooting, general word processing, database searching and online skills related to the Internet.
 - Keep abreast of, and be conversant with new and existing technologies involved in Library operations and management, including (but not limited to) the Internet, databases, and other PC based applications and services.
- Promote positive and effective communication with the public.
- Promote maximum use of the Library collection and facilities, and maintain a commitment to customer service.
- Perform other duties as assigned.

II. Bookkeeping:

- Vouchers, Invoices, Tracking of Daily Fines & Budget.
- Liaison with vendors.
- Order and maintain necessary supplies for processing materials, Library computers, general office use, and general janitorial use.
- Tracking of Daily Statistics.
- Banking (deposit of fine money, etc., with regular frequency).
- Post Office (purchasing stamps, handling outgoing mail, etc.).

III. Page & Part-Time Staff Scheduling and Supervision.

IV. Materials selection:

- Collection development in assigned areas
- Periodical Control.

V. Other Responsibilities:

- Work as liaison with other area libraries regarding matters related to reciprocal borrowing agreements.
- Materials processing, cataloging, etc.
- Development and presentation of programs.
- Mail Sorting & Routing.

Fanwood Memorial Library Policy Manual

Section: Personnel

Subject: 4.3 Job Descriptions

Subject: 4.3.5 Library Assistant

Library Assistant

Under the general direction and supervision of the Library Director, the Head of Youth Services and the Supervising Library Assistant, the Library Assistant performs paraprofessional, nonprofessional and/or technical duties.

Service results from a general assignment, and the employee can review best practices with the Library Director, the Children's Department Supervising Librarian and the Principal Library Assistant before, during and/or after assignments.

Completed assignments are reviewed primarily for overall effectiveness and compliance with general policies and procedures.

I. Common Core Services:

- Assist all patrons, including adults, young adults, children and their parents, in identifying age-appropriate, desired materials and resources to satisfy information needs.
- Interact with, advise, and assist patrons with all available Library resources to satisfy their information requests.
- Answer patrons' inquiries pertaining to Library hours, various Library computer systems, physical location of Library materials, etc.
- Explain to, and train patrons in the use of basic index systems, OPACs (Online Public Access Catalogs), the Internet, etc.
- Perform reference duties as able – redirect to other reference resources when necessary.
- Oversee Library operations in the absence of the supervising librarian and/or Principal Library Assistant.

- Perform all aspects of circulation activities.
 - Charge and discharge Library material to users.
 - Compute and collect fines, make change and inspect materials for damage.
 - Review Library membership applications for completeness and record changes in such information.
 - Process interlibrary loan requests, reserve requests, overdue fines and fees.
Work as liaison with other area libraries regarding matters related to reciprocal borrowing agreements.

II. Other Responsibilities:

- Opening and closing the Library
- Materials processing, cataloging, repair, etc., as assigned
- Development and presentation of programs (e.g., Storytimes), as assigned
- Mail Sorting & Routing.

Fanwood Memorial Library Policy Manual

Section: Appendix: Guidance Documents

Subject: American Library Association (ALA) Library Bill of Rights

American Library Association (ALA) Library Bill of Rights

<https://www.ala.org/advocacy/intfreedom/librarybill>

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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of Page reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. **See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.**

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Fanwood Memorial Library Policy Manual
Section: Appendix: Guidance Documents
Subject: Code of Ethics of the American Library Association (ALA)

Code of Ethics of the American Library Association (ALA)
<https://www.ala.org/tools/ethics>

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, Library trustees and Library staffs. Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all Library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor Library resources.
3. We protect each Library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of Library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

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Fanwood Memorial Library Policy Manual

Section: Appendix: Guidance Documents

Subject: The American Library Association (ALA) Freedom to Read Statement

The American Library Association (ALA) Freedom to Read Statement

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

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

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

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

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

We therefore affirm these propositions:

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

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

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

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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

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

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

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

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Fanwood Memorial Library Policy Manual

Section: Appendix: Guidance Documents

Subject: The American Library Association (ALA) Freedom to View Statement

The American Library Association (ALA) Freedom to View Statement

<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979.

This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

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Fanwood Memorial Library Policy Manual

Section: Appendix: Guidance Documents

Subject: Challenged Materials: An Interpretation of the Library Bill of Rights

Challenged Materials: An Interpretation of the Library Bill of Rights

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

Libraries: An American Value states, "We protect the rights of individuals to express their opinions about library resources and services." The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged materials. Selection of online resources, including Web sites, should also be governed by this collection development policy and be subject to the same procedures for review of challenged materials. This policy reflects the Library Bill of Rights and is approved by the appropriate governing authority.

Challenged materials should remain in the collection during the review process. **The Library Bill of Rights** states in Article I that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in Article II, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Supreme Court has held that the Constitution requires a procedure designed to examine critically all challenged expression before it can be suppressed.¹ A hearing is a part of this procedure. Materials that meet the criteria for selection and inclusion within the collection should not be removed.

Therefore, any attempt, be it legal or extra-legal,* to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981; amended January 10, 1990; January 28, 2009 by the ALA Council, and July 1, 2014 by the ALA Council.

* "Extra-legal" refers to actions that are not regulated or sanctioned by law. These can include attempts to remove or suppress materials by library staff and library board members that circumvent the library's collection development policy, or actions taken by elected officials or library board members outside the established legal process for making legislative or board decisions. "Legal process" includes challenges to library materials initiated and conducted pursuant to the library's collection development policy, actions taken by legislative bodies or library boards during official sessions or meetings, or litigation undertaken in courts of law with jurisdiction over the library and the library's governing body.

1. *Bantam Books, Inc. v. Sullivan*, 372 U.S. 58 (1963)

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Fanwood Memorial Library Policy Manual
Section: Appendix: Guidance Documents
Subject: Library Laws of New Jersey

Library Laws of New Jersey

The Board of Trustees of the Fanwood Memorial Library acknowledges their commitment to the adherence to all New Jersey Library Law statutes and regulations related to the Establishment and Operation of Libraries, State Aid to Libraries, Library Employees, Financial Governance, Purchasing and other Miscellaneous.

Complete and up-to-date Library Laws of New Jersey are available online at the New Jersey State Library website:
www.njstatelib.org/LDB/Library_Law/

NOTE:

To the extent that there are any conflicts between the Policy Manual and applicable New Jersey law, the law shall prevail.

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