



MAYWOOD PUBLIC LIBRARY

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POLICIES

MAYWOOD PUBLIC LIBRARY POLICIES

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MAYWOOD PUBLIC LIBRARY POLICIES

LIBRARY BILL OF RIGHTS

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

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948; amended February 2, 1961, June 27, 1978, and January 23, 1980, by the ALA Council.

Approved by the Maywood Public Library Board of Trustees June 17, 2015

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THE FREEDOM TO VIEW

The freedom to view along with the freedom to speak, 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, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Adopted February, 1979, by the Educational Film Library Association, and in June, 1979, by the ALA Council.

Approved by the Maywood Public Library Board of Trustees June 17, 2015

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THE FREEDOM TO READ

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 books from sale, to censor textbooks, to label “controversial” books, 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 avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens. We trust American citizens to recognize propaganda, and to reject it. We do not believe that they need the help of censors to assist them in the task. 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.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressure being brought against education, the press, films, radio, and television. 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.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

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 less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which 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 towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and

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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 which are unorthodox or unpopular with 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 which 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 contained in the books 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 books 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 determine the acceptability of a book on the basis of the personal history or political afflictions of the author.

A book should be judged as a book. 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 men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

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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 literature is shocking. But is not much of life shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have the 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 taste differs, and taste cannot be legislated; nor can machinery be devised which 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 with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. 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.

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 each individual is free to determine for himself what he wishes 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 concepts 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.

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, bookmen 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 expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his 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 principle means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to

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society, requires of all bookmen the utmost of their faculties, and deserves of all citizens 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 books. We do so because we believe that they are good, 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 15, 1953; revised January 28, 1972, by the ALA Council.*

Approved by the Maywood Public Library Board of Trustees June 16, 2015

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MISSION STATEMENT

The Maywood Public Library is a vibrant center for community life and learning, offering people of all ages abundant opportunities to enrich their lives.

The Library serves as a free community cultural center, a focus point for community activities and a forum for community issues.

Adopted by the Maywood Public Library Board of Trustees December 16, 2015.

MAYWOOD PUBLIC LIBRARY POLICIES

LIBRARY HOURS OF OPERATION

Hours of Operation

It is the intention of the Library Board of Trustees that the Maywood Public Library will be open forty plus hours each week. The Library Director, with the approval of the Board of Trustees, will determine days and hours of operation. A summer and closing schedule may be established to optimize staffing during periods of heavy and light library usage.

Regularly scheduled hours of operation will be established to best meet the needs of the library users and will be evaluated on a regular basis.

Scheduled Closings

The Library will close on holidays established annually by the Board of Trustees and at other times deemed necessary by the Library Director with the approval of the Board of Trustees. Except in the case of emergencies, notice of closings will be posted in the library two weeks in advance.

Unscheduled Closings

It may, on rare occasions, be necessary to close the library for an emergency (e.g., excessive ice and snow, inclement weather, lack of heat or electricity in the building). When a potential emergency arises, the Library Director must accurately report the conditions to the President of the Board of Trustees for approval to close. When the board President is not available, one of the other officers of the Board of Trustees will be contacted for approval to close. Emergency closings will be posted as follows where possible:

- Front door of the library
- Library website
- BCCLS “Closing” website
- Library’s answering machine

Approved by the Maywood Public Library Board of Trustees June 17, 2015

MAYWOOD PUBLIC LIBRARY POLICIES

ISSUANCE AND USE OF A LIBRARY BORROWER'S CARD

In order to assure equal access to library materials and services by the residents of the Borough of Maywood, the following policy shall be in effect:

Issuance of a Library Borrower's Card

All applications for a library borrower's card must be completed in the library.

1. Residents

Any current resident of the Borough of Maywood who is at least five (5) years old and can write his or her name may complete an application for a library borrower's card. Borrower cards for residents are provided at no charge.

Proof of residency must be established using one of the following:

- Valid New Jersey driver's license with the current street address
- Lease or property deed
- Utility bill or other significant mailed item delivered via U.S. Mail. Mail addressed to a post office box number will not be accepted without a street address noted.

Applications from children between the ages of five (5) and eighteen (18) must be signed by a parent or legal guardian residing in the Borough of Maywood and providing proof of residency. The signature of the parent or legal guardian on behalf of a minor child constitutes acknowledgment of responsibility for all items charged to the card.

The borrower's card will be issued for a three-year period and is renewable upon verification of address.

2. Non-Residents

An employee of the Borough of Maywood, or an employee or owner of a business located within the Borough of Maywood, is eligible to apply for a library borrower's card. A letter on company letterhead listing the company name, address and the individual's name will be used as proof of local employment.

Individuals who attend school in Maywood, but do not live in a town with a BCCLS library, are also eligible for a courtesy card upon appropriate documentation.

Courtesy cards are issued for a one-year period and are renewable upon verification of employment or school enrollment. Courtesy borrower cards for non-residents are provided at no charge. The use of courtesy cards is limited to materials owned by the Maywood Public Library

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3. Temporary Residents

A Courtesy Card may be issued an individual who temporarily resides (one year or less) with a resident of Maywood. The applicant must produce a photo ID and an affidavit from the person with whom they reside stating the duration of stay. See above for a description of Courtesy Card privileges.

4. Non-Residents Not Eligible for a Courtesy Card

Non-residents who are not eligible for a Courtesy Card may obtain a borrower's card by paying a fee consistent with the policies of the Bergen County Cooperative Library System. The card is valid for the individual purchaser only. See above for a description of Courtesy Card features.

5. Library borrower cards that have been lost or damaged will be replaced for \$3.00.

Use of a Library Borrower's Card

No books or materials may be checked out without a valid borrower's card from the Maywood Public Library or from another library with which the Library has an arrangement for borrowing privileges.

A library borrower's card is non-transferable and may be used only by the person whose name appears on the card and in the computer record. Presentation of a library card to borrow library materials, or for any other library function requiring presentation of a card, constitutes representation that the presenter is the legitimate card holder. BCCLS libraries are entitled to request identification from any patron presenting a library card.

To protect the patron's privacy and security, the library will assign or reassign a PIN when the patron applies *in person* and presents his or her valid library card.

All patron records are, by New Jersey State law, considered to be confidential.

Approved by the Maywood Public Library Board of Trustees June 17, 2015

MAYWOOD PUBLIC LIBRARY POLICIES

LOAN PERIODS, FINES AND FEES

The Maywood Public Library maintains collections of books, audio visual materials and periodicals for use by the public. All circulation is restricted to patrons with a library borrower's card that is valid for use at the Maywood Public Library.

Loan periods, fines, and number of renewals are defined in the chart below.

Material	Loan Period	Renewals	Daily Fine	Maximum Fine
Books – Regular Juvenile, Adult & YA. Includes Adult New Non-Fiction	28 days	2	25¢	\$20.00
Books - New Fiction Books for Adults	14 days	2	25¢	\$20.00
Audiobooks - Juvenile, Adult & YA	28 days	2	25¢	\$20.00
Movies – Regular Juvenile & Adult	7 days	1	\$1.00	\$20.00
TV Series	14 days	1	\$1.00	\$20.00
Music CDs	14 days	2	25¢	\$10.00
Video Games	Na	Na	Na	Na
Games (Realia)	14 days	1	25¢	\$5, \$10, or \$20 as marked in ILS & pkg
Magazines	14 days	2	25¢	\$5.00
Newspapers	No	None	NA	NA
Reference Materials	No	None	NA	NA
Headphones – for use in library only	1 day	None	\$1.00	\$20.00

Note: For lending of specialized equipment please see library staff.

Fines and Fees

- Any item exceeding the loan period specified is subject to a fine as defined above.
- Fines are not assessed for days the library is closed.
- Patrons are expected to pay the price indicated on the item record for lost or damaged materials. Upon evaluation of individual cases, the Director may authorize the patron to replace the material in lieu of payment. An item is considered lost when it is overdue 90 days.
- A patron's borrowing privileges will be blocked when outstanding fines reach \$10.00

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Renewals

Books and other materials may be renewed according to the information in the table above.

Materials from Other Libraries

- The loan period for materials loaned from other libraries is established by the owning library, not the Maywood Public Library.
- Overdue fines for books owned by other libraries may be collected by the Maywood Public Library using the fine schedule for the owning library and vice versa.
- Patrons are responsible for resolving issues for lost or damaged items directly with the owning library, not the Maywood Public Library.

Lending Restrictions

- The library reserves the right to limit the number of books or materials borrowed to two (2) on any one subject.
- The daily limit for borrowing DVDs is three.
- From time to time it may be necessary for the library to limit loan periods or further limit the number of books or materials for checkout because they are in high demand, such as books for book discussion groups or materials needed for class assignments.
- BCCLS has established a maximum of fifty (50) items borrowed on a patron's card at any point in time.
- Some items in high demand may be designated as "local request only" to make them more accessible to Maywood residents. This designation is applied at the discretion of staff and will last no more than three months, or per BCCLS policy, whichever is less.

Compliance with BCCLS Circulation & Borrowing Policies

The Maywood Public Library is a member in good standing of the Bergen County Cooperative Library System (BCCLS) and abides by its circulation, lending, or borrowing policies as defined in the BCCLS *Policies and Procedures Manual* which is available online at the "staff page" at www.bccls.org.

Approved by the Maywood Public Library Board of Trustees June 17, 2015

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CONFIDENTIALITY OF LIBRARY PATRON RECORDS

The Maywood Public Library supports every patron's right to have his or her library records remain confidential. Library records include patron registration data, circulation records, overdue and reserve records, participation in library sponsored programs, record of library visits, and/or any data that contain information that links a specific patron to specific materials or services used. Each patron has individual control over his or her borrower's card and presentation of the card permits access to information about the borrower's current circulation record. Except during the actual period of transaction (circulation, maintenance or record on unpaid fines, reservation of materials) the library will not maintain a record of transactions. When no longer needed for library administration purposes, records will be expunged.

In compliance with N.J.S.A. 18A: 73-43.2¹, no information will be released to any person, agency, or organization, except in response to a valid court order or subpoena, properly presented to the library administrator, or when disclosure is requested by the legally registered borrower.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties.

¹N.J.S.A. 18A: 73-43.2. Confidentiality of library users' records

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:

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

Approved by the Maywood Public Library Board of Trustees June 17, 2015

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STAFF USE OF LIBRARY MATERIALS AND EQUIPMENT

The staff of the Maywood Public Library shall adhere to the following:

- Staff must exercise care and caution in the access and use of materials and equipment placed in their trust.
- Large quantities of material should not be held out of the collection for extended periods for staff use.
- Staff will not be charged for overdue fines, but will be subject to disciplinary action if materials are not returned and discharged before the system generates a second overdue notice.
- Staff will not be charged for reasonable use of library equipment.
- All library property must be checked out if removed from the library.
- The library fax machine, computers, internet facilities, e-mail and telephones are for business use only; therefore, use of these items for personal use is not permitted except in emergencies.

Violation of any part of this policy may be considered theft of property or services and subject to disciplinary or legal action.

Approved by the Maywood Public Library Board of Trustees June 17, 2015

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USE OF VOLUNTEERS

The Maywood Public Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers are expected to conform to all policies of the Maywood Public Library and are selected and retained for as long as the library needs their services.

Volunteers may be used for special events, projects, and activities or on a regular basis to assist staff. Services provided by volunteers will supplement, but not replace, regular services, and volunteers will not be used in place of hiring full time or part time staff.

Volunteers may apply for paid positions under the same conditions as other outside applicants.

In accordance with labor laws and the policies of the Maywood Public Library Board of Trustees, paid staff may not volunteer their services to the library except with written permission from the library Director and the Board of Trustees. Staff may volunteer in other departments of city government outside the library.

Approved by the Maywood Public Library Board of Trustees June 17, 2015

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PATRON CONCERNS, COMPLAINTS, and SUGGESTIONS

The Board of Trustees of the Maywood Public Library seeks to make every attempt to meet the needs of the residents of the Borough of Maywood in regards to the operation of the library.

On occasion a patron may have a concern, complaint or suggestion that he or she feels should be addressed. In order to enable the library to address these concerns, complaints or suggestions, the patron is encouraged to write pertinent comments on the appropriate form and submit it for review by the Library Director and the Board of Trustees.

Every effort will be made to address the patron's concerns in a timely manner.

Approved by the Maywood Public Library Board of Trustees June 17, 2015

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GIFTS FROM THE GENERAL PUBLIC

The Maywood Public Library welcomes gifts of new and used books, audio books, videos, and similar materials. Items will be added to the collection in accordance with the Collection Development policy of the library. Once donated, items become the property of the Maywood Public Library and may be given to other libraries or non-profit organizations, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library also reserves the right to decide when a gift added to the collection must be withdrawn.

The library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with the Collection Development policy of the library. If address information is provided, notice about books, movies and other materials purchased with bequests, memorial or honorary contributions will be sent to the family of the person being recognized.

Acceptance of donations of equipment, stock, artifacts, works of art, and other items will be determined by the Library Board of Trustees based on suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.

Approved by the Maywood Public Library Board of Trustees June 17, 2015

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COLLECTION DEVELOPMENT

The mission of the Maywood Public Library is to provide educational, informational, recreational and cultural materials and services to all residents of the community. These goals will be considered in the development of the collection and will receive priority in the allocation of resources and funds.

Selection and purchase of library materials rests with the Library Director who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions. Materials will be selected based on positive reviews in professional journals, actual examination and evaluation of materials and, at times, popular demand. Suggestions from the community for items to be considered for purchase are strongly encouraged, but materials must meet selection criteria.

The Maywood Public Library does not acquire textbooks that support local curricula, but may acquire textbooks for general use by the public. Multiple copies and paperback books may be purchased to meet demand. The library will have material available in a variety of formats when available and practical. Video and audio recordings will be selected for potential long-term use. Regardless of an item's popularity, the library may choose not to select it, because its format is not durable enough to withstand reasonable library use, or it would require excessive staff time to maintain.

Objections to items in the collection should be made in writing to the Library Director.

Materials that no longer meet the needs of the community and no longer support the library's collection development goals will be withdrawn from the collection. This may include materials that are damaged, include obsolete information or are no longer used. Decisions will be based on accepted professional practice and the professional judgment of the Library Director or designated staff. When necessary, local specialists will be consulted to determine reliability of the information provided by the materials.

Items withdrawn from the collection will be disposed of in accordance with local law, which permits discarding into the trash or recycling of paper or transfer to a non-profit organization that supports the Library for sale. Discarded magazines and newspapers may be given to other area libraries or social service agencies at the discretion of the Library Director.

Approved by the Maywood Public Library Board of Trustees June 17, 2015

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PAYMENT FOR MILEAGE

When a Maywood Public Library employee uses his or her personal vehicle to travel on library business, such as to attend training or meetings, the employee will be reimbursed for each mile at the rate of 100% of the maximum allowable by the IRS at the time of the trip.

Mileage is reimbursed for the difference in excess of the employee's normal commute, not to and from the library itself.

Approved by the Maywood Public Library Board of Trustees June 17, 2015

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LIBRARY INVESTMENT

Decisions to invest library funds in a new account will be reviewed at a Board of Trustees meeting. A roll call vote is required to approve a decision to create a new investment.

Approved by the Maywood Public Library Board of Trustees June 17, 2015

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CODE OF CONDUCT

The Maywood Public Library (“Library”) encourage people of all ages to visit the Library. Patrons using the Library and Library staff have a right to expect a safe, comfortable environment that supports appropriate library services the Library board of Trustees has the authority to establish reasonable rules in a Code of Conduct (“Code of Conduct” or “Code”) regarding the Library and to exclude anyone who violates the Code of Conduct or the rules contained therein. The Library staff will enforce this Code and we ask for your cooperating in helping us provide a safe and pleasant environment for all our patrons and staff.

This Code of Conduct shall apply to the building interior and exterior, and all groups controlled and operated by the Library Board of Trustees (hereafter “premises”) and to all persons entering into or on the premises.

Rules of Behavior

- A. Persons engaged in any of the following behaviors may, by authority of the Library’s Board of Trustees, be ejected from the premises and excluded for all Library premises and services:
1. Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal statute or ordinance.
 2. Directing a specific threat of physical harm against any individual, or group of individuals.
 3. Engaging in conduct that disrupts or interferes with the normal operation of the Library, or disturbs Library staff or patrons, including but not limited to conduct that involves the use of abusive language or gestures, conduct that creates unreasonable or offensive noise, and/or conduct that consists of loud or boisterous physical behavior or talking.
 4. Disobeying the reasonable direction of a Library staff member.
 5. Abusing, damaging or destroying Library materials, equipment, furniture, fixtures, or buildings.
 6. Using personal electronic equipment at a volume that disturbs others, including, but not limited to, mobile devices, iPods, iPads, computers and televisions. If using headphones, the volume must be kept at a level that does not disturb others.
 7. Conducting meetings that have not been approved in advance by the appropriate Library staff.

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8. Photographing or videotaping/ recording without the permission of the library director anywhere on library premises.
 9. Leaving a child unattended at the Library. Please refer to the Policy on Children in the Library.
 10. Placing personal belongings or other objects in, or against buildings, furniture, equipment, and fixtures anywhere in or on the premises in such a manner that interferes with Library staff or patron use of the Library facility, or interferes with safe passage.
 11. Taking Library materials into restrooms, or to the lower level of the Library unless checked out at the circulation Desk.
 12. Concealing Library materials consistent with NJSA 2C:20-12. All bags and briefcases may be subject to inspection.
 13. Engaging in any sexual conduct as defined by NJSA 2C:14-1, including but not limited to, the physical manipulation or touching of a person's intimate parts through a person's clothing.
 14. Being under the influence of alcohol or any illegal controlled substance.
 15. Possessing, selling, distributing or consuming any controlled substance as defined by NJSA 24:21-12
 16. Smoking of any kind on Library premises.
 17. Sleeping in or on Library premises.
 18. Improperly using Library restrooms, including, but not limited to, for bathing, shaving, washing hair or changing clothes.
 19. Soliciting, petitioning, canvassing or selling merchandise anywhere on library premises without the prior written consent of the Library Director.
 20. Exhibiting bodily hygiene and/or attire which is offensive so as to constitute a nuisance to other persons.
 21. Riding or using a bicycle, Roller Blades, skateboard, scooter or similar device in or on Library premises.
- B. The following items are things that are prohibited from being inside the Library or outside on the Library premises:
1. Bicycles or scooters must be parked or left outside at the bicycle rack.

MAYWOOD PUBLIC LIBRARY POLICIES

2. Food, unless approved by the Library Director in accordance with a Library program.
3. Alcoholic beverages in closed or open container.
4. Beverages of any kind at computer stations. Patrons are permitted to have water bottles in other areas of the Library.
5. Animals, except service animals or animals that are part of an approved program, inside the Library building or leaving any animal tethered and/or unattended on the Library's premises.

C. The following may, at the sole discretion of the Library staff, be permitted in the Library:

1. Skateboards, or sports equipment in vestibules or doorways. Please note that for the safety of other patrons, such items may be collected the Library staff until the owner leaves the Library.

D. Miscellaneous

1. All patrons must be fully clothed including a shirt and shoes when entering the Library. No bare feet or chest.
2. All mobile devices must be set to silent/vibrate when inside the Library. If you wish to make or take a call, please step into the entrance vestibules or outside the building.
3. The Library is not responsible for the personal property of its patrons. Personal items left by patrons who are not present on library property are subject to disposal.
4. Bags are not to be left unattended.

E. Review and appeal

A Library patron, whose library privileges are suspended as a result of a Code of Conduct violation, may request, in writing, a review of the decision by the Library director. If the Library Director upholds the suspension, the patron may appeal the decision, in writing, to: the Maywood Public Library Board of Trustees. The decision by the Board of Trustees shall be final.

Reviewed and approved by the board of Trustees, November 19, 2014

Approved by the Maywood Public Library Board of Trustees June 17, 2015

MAYWOOD PUBLIC LIBRARY POLICIES

CHILDREN IN THE LIBRARY

In an effort to provide a library environment that allows all patrons to utilize library materials and information sources in a safe, relaxed manner, the Maywood Public Library Board of Trustees has adopted a policy concerning children in the library.

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

NJSA 30:5B-1 prohibits the library from functioning as a child care center unless licensed by the State of New Jersey.

The safety of children cannot be guaranteed in any public place, including inside the Maywood Public Library (“Library”) and also including outside on the Library property (“Library premises”). An Adult may not leave children under the age of nine (9) years at the Library and is responsible for their child’s behavior while anywhere in/on the Library premises. Children and young people who are disruptive in the Library or on Library premises interfere with the Library’s service to all patrons. The Library is not a child care provider but is a public institution where all patrons have an equal right to quality library services in a safe and relaxed environment.

Therefore:

1. Children under the age of 9 may not be in the Library or on its premises unless accompanied by a parent/guardian/responsible caregiver (“Parent”) at all times, including without limitation, during story time or during other children’s programs.
2. If a Parent wishes to leave a child 8 or under for a short period of time in the Children’s Room, the Parent must inform the children’s Room staff. The Parent must never leave the Library premises at all.
3. Children age 9 – 14 may be in the Library without a Parent for a reasonable period of time, particularly after school, but Parents will be responsible for their behavior and will be contacted if necessary. (Reasonable period of time may vary with a child’s maturity, but generally one to two hours, but no longer than 3 hours is an acceptable period of time.) Children age 9 – 14 are expected to be quiet and well behaved while in the Library (See Code of Conduct). If a problem arises with a child while on the Library premises and the child is not accompanied by a Parent, the Library staff will attempt to contact a Parent. If the Library staff is unable to reach a Parent, the Library staff will contact the Maywood Police Department (“Police”) to take custody of the children.
4. Children age 14 and over are old enough to use the Library responsibly and for extended periods of time unaccompanied by an Adult. If a problem arises, the child may be asked to leave the Library premises or an Adult or the Policy may be contacted.

MAYWOOD PUBLIC LIBRARY POLICIES

5. A Parent must be at the Library at least fifteen (15) minutes before closing to pick up their child. All patrons must leave the Library promptly at closing time. At closing, if an unattended child is still in the Library, the Police will be called to take custody of the child. **Under no circumstances will staff transport children in a vehicle or accompany them home.**

Parents are responsible for the behavior of their children in or about the Library premises and shall be held liable for any damage they cause.

Reviewed and approved by the board of Trustees, November 19, 2014

Reviewed and approved by the Maywood Public Library Board of Trustees June 17, 2015

MAYWOOD PUBLIC LIBRARY POLICIES

UNUSUAL INCIDENT REPORT POLICY

The Maywood Public Library Board of Trustees seeks to make every attempt to maintain the library as a safe establishment for the community. From time to time incidents occur which are unfortunate. These may include inappropriate behavior, verbal assaults, damage to property, as well as accidents.

Whoever is in charge at the time of the incident should ensure that an unusual incident report, as well as any other relevant forms be completed and submitted. Unusual incident reports will be submitted to the Library Director. The Library Director will review unusual incident reports with the Policy Committee Chairperson periodically for possible policy implications.

Approved by the Maywood Public Library Board of Trustees June 17, 2015

MAYWOOD PUBLIC LIBRARY POLICIES

USERS OF THE CHILDREN'S ROOM

The Children's Room is intended for children under the age of 13 or those accompanying a child under the age of 13. Adults over the age of 18 and not accompanying a child may visit the children's room to retrieve materials or browse, though sitting or reviewing materials in depth must be done in the adult area of the library.

Adopted by the Maywood Library Board of Trustees: July 18, 2012

MAYWOOD PUBLIC LIBRARY POLICIES

PIANO USE POLICY

The Maywood Public Library's piano was a gift from the Hackbarth Foundation.

Its intended purpose is for use during programs and performances sponsored by the library.

The piano is not for use by the public. Therefore we ask that patrons refrain from using the piano and leaning against or placing objects on it.

Adopted by the Maywood Library Board of Trustees: October 21, 2016

MAYWOOD PUBLIC LIBRARY POLICIES

MEETING ROOM POLICY

This policy applies to the use of the Library for outside groups and may not necessarily apply to Library programs, Library-sponsored programs, or approved by Maywood Public Library or groups affiliated with the Borough of Maywood.

The Library Board of Trustees reserves the right to change any or all of the Meeting Room Policy without notice.

The Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation, and for making it available to the public.

Only the Maywood Public Library Board of Trustees may approve appeals for exceptions to the policies stated in this document.

To promote the accessibility of the meeting rooms to a wide variety of community groups, the Library may limit meetings for any particular organization.

The Library endorses the American Library Association's "Statement of Meeting Rooms." The Board of Library Trustees does not endorse the views of any group using the meeting room.

Mission Statement

The Maywood Public Library provides meeting rooms for public use. The Meeting Room Policy is developed in accordance with the Library's stated purpose. Meeting rooms in the Library provide an opportunity for bringing together the resources of the Library and the activities of the community for educational, cultural, civic, and intellectual purposes. The meeting rooms are available to all community and nonprofit groups on equal terms regardless of opinion or affiliation.

Failure to Comply

Failure to comply with this Policy and the accompanying procedures may result in denial of future use of the Library meeting rooms, financial liability for damages, and/or immediate removal from the meeting rooms.

Appeal

A group denied permission to use the meeting room may file an appeal to the Library Board of Trustees in writing at least one week prior to the next regular Board meeting. A copy must be sent to the Director. The Trustees will review the appeal and notify the organization of its decision in writing. The decision of the Library Board of Trustees is final.

MAYWOOD PUBLIC LIBRARY POLICIES

Eligibility

The Library Meeting Manager will review all requests for meeting room use and determine eligibility prior to granting an approval. The Meeting Manager or Director will refer to the Board of Library Trustees any request that in his/her opinion presents substantial question. The Maywood Public Library Board of Trustees will be the final authority in granting or refusing permission to use the Library's meeting rooms.

The Maywood Public Library meeting rooms are for use on a reserved-only basis to non-profit organizations, government agencies and organized groups engaged in educational, civic, cultural, and intellectual activities.

With the exception of Library support groups, Library meeting rooms are not available for commercial purposes. Such commercial use includes but is not limited to bazaars, special benefit sales, and programs or presentations designed to promote the purchase of products or services. Only Library sponsored programs and activities conducted by the Library may pass charges for tuition, supplies, or material to the program registrants.

All meetings must be open to the public at no charge; meetings must not be restricted to any particular group.

Fees

Non-profit organizations may use the meeting rooms free of charge. Donations to the Library are welcomed and appreciated. No fees, dues, or donations may be charged or solicited from persons attending meetings in meeting rooms. Exceptions may be made for meetings sponsored by the Maywood Public Library or its affiliated organizations involving fees for short-term classes, institutes, workshops, etc.

Waiver

The Library does not assume liability for injury or damage to personal property, which occurs as a result of the actions of the sponsors or participants in meetings scheduled at the Library.

The person responsible for the group must sign a Hold Harmless Agreement. If Library equipment is to be used, a Hold Harmless Agreement for the equipment must also be signed.

Registration

Each group must register by completing a meeting room application form. The signing of this application form implies the group's intent to comply with this policy and the procedures regarding the use of Library's meeting rooms. Additionally, groups may be asked to provide updated information throughout the year.

MAYWOOD PUBLIC LIBRARY POLICIES

Any organization applying to use one of the Library's Meeting Rooms may make a room reservation no more than once per month. Groups meeting on a monthly basis must submit their request for meeting dates at least one month prior to the beginning of the calendar year.

Reservations

Reservations must be made by an adult member authorized by the group. The person applying shall be the contact person, unless specified otherwise, and is the only person authorized to make changes in room arrangements.

All groups must submitted a completed Meeting Room Application to the Library Meeting Manager or their designee. These requests will be considered in the order received. Reservations for meeting room space are on a first-come, first-served basis. Library sponsored programs will have preference.

Notify the Library meeting room manager if a meeting is to be cancelled.

The Library reserves the right to cancel permission to use a meeting room and/or to substitute facilities.

Hours

Rooms are available beginning 30 minutes after the beginning of the business day. In keeping with the policy of all downstairs Library facilities and rooms, rooms must be cleaned and vacated 30 minutes before closing time. Meeting rooms are available during regular business hours only.

Unscheduled Closing

If the Library is closed due to inclement weather or an unforeseen emergency, use of the meeting room is automatically cancelled. Weather alerts and Library closings are found on the www.bccls.org website. (The Library website and telephone message will be updated with weather closings when possible).

Activities

The Library meeting rooms are open to not-for-profit organizations, local groups, or individuals engaged in educational, cultural, intellectual, or charitable activities.

Smoking, alcoholic beverages and illegal drugs are prohibited on Library property. Groups shall abide by all applicable laws, ordinances, codes, and other rules. Violations of any regulation may result in the immediate removal of the group from the meeting room and Library. Violators may also be subject to prosecution for violations of any local ordinances, state or federal law.

Solicitation for signatures on petitions are not allowed on Library property.

MAYWOOD PUBLIC LIBRARY POLICIES

Responsibilities

Persons attending activities in the meeting rooms of the Maywood Public Library are subject to all Maywood Public Library rules and regulations. Use of the meeting rooms must not disrupt the use of the other parts of Library by other patrons. Each group shall designate an adult (age 21+) who will be responsible for the behavior of participants.

Materials are not to be attached to walls, windows, doors, or furnishings except at the approval of the Meeting Manager.

Groups and individuals using Library meeting rooms are responsible for basic cleanup and returning the room to order. Any equipment or displays brought in for a meeting must be removed at the end of the meeting.

The Library is not responsible for lost or stolen items.

Damage to the premises, equipment, or furnishings as a result of meeting room use will be charged to the group responsible for causing damage. Table and floor coverings must be used if activities that may damage property are scheduled, such as arts and crafts involving paint, glue, scissors, etc. The Library does not provide table and floor coverings.

The group or organization and its members, jointly and severally, will assume and bear responsibility for loss of, or injury, or damage to, any property of the Library caused or inflicted by the organization, its members, affiliated persons, guests, or invitees.

The Library reserves the right to refuse or discontinue any use which is disruptive to the normal operation of the Library, destructive to the building or equipment, or if information is falsified on the meeting room application. Meeting room use that generates excessive noise will be considered disruptive.

Failure to vacate a room as scheduled will be considered disruptive.

The Maywood Public Library is not responsible for providing extra chairs, tables, equipment, etc. needed for the group's functions beyond the existing tables, chairs, equipment, etc. located in the Library's meeting rooms at the time/date the registration form request is signed by the group or individual.

With prior permission by the meeting room manager, groups may temporarily bring extra tables, chairs, equipment, etc. needed for a particular meeting. All non-Maywood Public Library property brought onto the premises must be immediately removed from meeting room when the meeting is finished.

Equipment

It is the responsibility of the applicant to provide necessary equipment.

MAYWOOD PUBLIC LIBRARY POLICIES

The Library provides wireless access to the Internet, which patrons may use with their own equipment. Patrons are responsible for configuring their own computers. It is up to the patron's own abilities to make it work. Library staff cannot assist patrons with connections or troubleshooting.

The use of the Library's audiovisual equipment requires permission of the Library Director. A Hold Harmless Agreement specifically for the use of this equipment must be signed. Use is also contingent on the availability of Library staff. Library staff must set up and take down the equipment to ensure its safety and proper handling.

A fee of \$50 an hour will be charged for a Library technical support member to set up, run, and monitor Library-owned audiovisual and computer equipment should the group require its use. Only a Library employee or Trustee may enter the equipment closet in the Hackbarth Auditorium and handle the equipment.

Room Capacity

Each Meeting Room has different room capacities and features. The Library Meeting Manager or designated staff will determine which room is appropriated based on anticipated number of attendees, room availability, and other factors. Room capacities are described in the Meeting Room application.

Please note: Capacity limits will be enforced to ensure safety according to fire codes established by the Maywood Fire Department.

Room Capacities:

Board Conference Room: Maximum Occupancy 12

Trinka Meeting Room: Maximum Occupancy 45

Hackbarth Auditorium: Maximum Occupancy 250 (chairs) or 125 (tables and chairs)

Refreshments

Food is not allowed in any of the meeting rooms. The Library does not offer kitchen facilities. No garbage is to be left in Library meeting rooms after the completion of a meeting.

Advertising/Publicity/Endorsements

Groups using the Library meeting rooms must not use advertising and publicity which imply that their programs are sponsored, co-sponsored or approved by the Library, unless written permission to do so had been previously given by the Director. The group must submit all flyers and press releases which mention the Maywood Public Library for pre-approval by the Director.

The fact that a group or organization is permitted to use a meeting room shall not in any way constitute an endorsement of the beliefs or affiliations of such group or organization.

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The following legend must prominently appear on any sign, advertisement, invitation or other notice or announcement of an event to be held in the Maywood Public Library Meeting Facilities which sign, advertisement, invitation or other notice of announcement has been approved by the director:

“This event is neither sponsored nor endorsed by the Maywood Public Library.”

Failure to include such legend will result in forfeiture of the right to use the applicable Meeting Facilities. Publicity must NOT include the Library telephone number.

Indemnity/Insurance

All persons, groups, or organizations using the Library facilities under the permit take the premises “as is” and assume all risks of injury, including death, to members of the group, organization, event participants, and event spectators (which might arise out of activities or out of conditions present on the Library facilities and grounds).

- A. Every person, group, or organization shall inspect the Library facility for unsafe or dangerous conditions prior to use. Any discovered unsafe condition must be reported in writing, to the Meeting Manger or other designated staff member.

- B. Every person, group, or organization using Library Meeting facilities under a permit shall indemnify, hold harmless and defend the Borough of Maywood, the Maywood Public Library, its Trustees, officers, and employees from any and all liability or financial loss, costs, or expenses (including attorney’s fees and costs) resulting from any suits, claims, losses, or actions brought against the Borough of Maywood, the Maywood Public Library, its Trustees, officers, and employees, which results directly or indirectly from the wrongful or negligent actions of permittee (including its sponsor, spectators, participants, members, officers, directors, or agents). Wrongful or negligent actions included failure to adequately inspect, discover, and remedy or warn of defects in the premises or grounds.

- C. Every person, group, or organization using Library facilities under a permit shall procure and maintain in full force and effect, during the period of permitted use, a policy of insurance satisfactory to the Library which shall insure the Library, and all others named in Section (B) above, against any liability whatsoever nature on account of bodily injury (including death) or property damage arising out of or in connection with the event or activity or the use of said premises by permittee (including sponsor, participants, officers, directors, partners, or agents), including all costs of defending any claim arising as a result thereof. The insurance policies required herein shall be in an amount and on forms approved by the Library. The Library, at the Library’s sole option, may waive all or part of the foregoing requirements regarding indemnity and insurance, or require the user to obtain similar insurance coverage, either through

MAYWOOD PUBLIC LIBRARY POLICIES

the Library or by other arrangement approved by the Library, and user shall be required to reimburse the Library for the cost of any insurance provided pursuant hereto.

Storage

The Library will not provide storage for any group. Exceptions may be made for Library-sponsored groups on the approval of the Director.

Set-Up

Tables and chairs may be available for use. The Library will not provide special room set-up or arrangements. All furniture arranged by the group prior to the meeting must be returned to the same arrangement the room was found in upon leaving the Meeting room at the end of the event.

Parking

Groups expecting large attendance should provide attendees with alternate or off-site parking options and encourage carpooling in their publicity and announcements so as not to impede Library patrons from parking the Library's parking lot.

Supervision

The Library does not provide baby-sitting services. At least one responsible adult must be in attendance when the rooms are used by minors with the minimum ratio being one adult per ten minors. Children of meeting room attendees may not be left unattended in the Library as per the Children in the Library Policy.

Adopted by the Maywood Library Board of Trustees: June 17, 2015

MAYWOOD PUBLIC LIBRARY POLICIES

INTERNET POLICY

The Maywood Public Library is pleased to offer Internet access to patrons as part of our mission to meet the recreational, informational, and educational needs of our public.

The Internet is a world-wide network of computer networks that contains material and opinions from a wide variety of sources. Since the Internet is an unregulated medium, it allows access to information that may be inaccurate, unreliable, illegal or considered to be disturbing or offensive. The library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. **As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or guardian.**

The Internet, like all of the library's information sources, must be shared and used in a manner which respects the rights of others. Library personnel do not monitor or supervise Internet access except for the length of time. Internet time limit is 60 minutes per session for computers in the adult section and 30 minutes per session for computers in the children's section. Patrons may extend their session if no one else is waiting to access the computers.

The library does reserve the right to intervene and terminate a session if the display of information and images is inappropriate for the library, or is creating a disturbance.

Wireless Internet access is available to those patrons who have an appropriately equipped electronic device. Please note that the staff is not available to help patrons with their electronic devices. There is no time limit for access to the wireless network

Patrons who use either network agree to refrain from any illegal activity online.

The library reserves the right to modify this policy at any time.

Adopted by the Maywood Public Library Board of Trustees on April 20, 2016

MAYWOOD PUBLIC LIBRARY POLICIES

MUSEUM PASS PROGRAM POLICY

The Museum Pass Program allows Maywood Library card holders, ages 18 and over, to borrow our membership passes for free admission to several museums. Patrons must possess valid library cards in good standing (no fines or overdue items). Patrons must present the Maywood Public Library Card used to reserve the museum pass when picking it up.

Passes are reserved on a first-come, first served basis. Passes should be reserved online through the museum passes link on the Library's website.

Passes are reserved for the day that they will be picked up from the Library. Passes are loaned for four days, including the day reserved for pick-up. Please return your pass on time so that the next reservation can be honored.

A patron can only reserve one pass at a time, and reservations are limited to one per month per patron. Patrons can reserve a pass up to 60 days in advance.

A refundable cash deposit of \$25 (exact change) is required when picking up the pass. The deposit will be returned when the pass is returned on time.

Passes must be returned to the Library no later than one hour prior to closing on its due date.

Passes cannot be returned in the book drop. Passes placed in the book drop will result in a loss of deposit. **If passes are not returned on time, the fine per day is \$10.00. Lost passes will be billed to the patron at the replacement rate determined by the museum and the deposit will be forfeited. Patrons consistently late with returns may be ineligible from borrowing passes.**

Disposable, non-reusable passes, such as the American Museum of Natural History passes, are limited to 2 vouchers per family per year and do not require a deposit.

It is the patrons' responsibility to verify museum hours and days of operation, closing days, directions, parking availability and cost, and charges for special exhibits. Please note that some museums reserve the right to ask for your Library card.

Acceptance of this pass signifies agreement with Maywood Library's Museum Pass Policy, including forfeiture of deposit and the addition of any replacement costs should the pass be lost while in the patron's care. Patron agrees not to hold the Library responsible for any loss, damage, or legal liability.

Approved by the Maywood Library Board of Trustees on July 26, 2017.