
300.01- Accessibility/ADA Statement

Statement of Purpose

The purpose of this policy is to affirm that the Haxton Memorial Public Library complies with the Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The ADA as applied to cities, counties and other local governmental entities, requires that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of local government services, programs or activities. Requests for accommodations can be addressed to the Library Manager by phone, email, or in person.

Guidelines

Unattended Vulnerable Adult Policy

The Haxton Memorial Public Library strives to provide a warm, welcoming and safe environment for all community members. The Library is particularly concerned for the safety of vulnerable adults in and around the Library. A vulnerable adult is an individual over the age of 18 who is mentally or physically challenged to a degree that significantly impairs the individual's ability to provide adequately for his/her own care or manage his/her own behavior without assistance. A parent/guardian or caregiver 18 years of age or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits. Staff cannot be expected to monitor or prevent vulnerable adults from leaving the building/grounds or to assume responsibility for monitoring their behavior. The Library will adhere to the following guidelines concerning the care and behavior of vulnerable adults:

- Vulnerable adults, who can understand and follow the Code of Conduct and can care for themselves, are welcome in the Library unattended.
- Vulnerable adults will be expected to follow the Patron Code of Conduct (Policy #300.04).
- Vulnerable adults should have contact information for a parent/guardian or caregiver who can assist them in an emergency.
- Vulnerable adults who are unable or unwilling to care for themselves must be accompanied a parent/guardian or caregiver 18 years of age or older and have adequate supervision at all times.
- Staff will attempt to contact a parent/guardian or caregiver when a vulnerable adult's:
 - health or safety is in doubt
 - behavior disturbs other Library users
 - actions violate the Code of Conduct
 - parent/guardian or caregiver is not present at closing time.

Every reasonable effort will be made by the staff to assist the vulnerable adult in contacting the parent/guardian or caregiver. If no responsible adult is reached, or the vulnerable adult is not picked up within fifteen (15) minutes of the Library closing, staff may notify the police.

Adopted: August 19, 2024

Reviewed:

Revised:

300.02– Exhibit/Posting

Statement of Purpose

As an educational and cultural institution, the Haxton Memorial Public Library welcomes exhibits and displays of interest, information, and inspiration to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The Library Manager shall accept or reject material offered for display based on its suitability and availability.

Guidelines

The Library Manager shall accept or reject material offered for display based on its suitability and availability. The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are displayed at the owner's risk.

Bulletin board materials may be submitted for posting by community organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The Library Manager must approve and initial all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly. Each item posted must be dated. The library will not be responsible for returning materials.

Adopted: August 19, 2024

Reviewed:

Revised:

300.03 - Meeting Space Policy

Statement of Purpose

The primary purpose of meeting space at the Haxton Memorial Public Library is for library-sponsored activities, such as adult and children programs presented by library staff. However, when not needed for library purposes, meeting space may be available for community use at no charge for community groups whose aims are educational, cultural, intellectual, and/or for civic betterment. The fact that a group is permitted to use the space does not in any way constitute an endorsement of the group's policies or beliefs.

Guidelines

Request for Use of Meeting Space:

- Facility Use Request Form (Form 300-B) must be completed and receive the approval of the Library Manager prior to using the facility on the requested date.

Rules of use:

- All meetings must be free and open to the public.
- Requests for use of the meeting space, as well as notifications of cancellations or change of meeting dates or times, shall be made to the Library Manager who shall maintain a log of reservations.
- Use of the meeting space is permitted only within regular library hours. Programs should be planned so that the meeting space will be vacated 15 minutes before closing time.
- Reservations will be canceled when the Library is closed because of weather or other emergencies.
- The meeting space may not be used for religious services, sales promotions, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sale of merchandise is prohibited other than at exhibits approved by the Board of Trustees.
- Political meetings are acceptable for the discussion of issues but not for campaign or candidate purposes or party caucuses.
- Groups of children or teenagers must be supervised by at least one adult.
- Light refreshments may, with prior approval, be permitted in designated meeting spaces. No alcoholic beverages may be served. Smoking is prohibited.
- There is no charge for use of the meeting space.
- The reserving party is responsible to leave the room in the same condition as it was when they arrived.
- Meetings must be conducted in such a way as not to disturb regular library operations.
- Library personnel will not move or rearrange heavy furniture or equipment.
- The library will not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
- The reserving party accepts liability for any damage to or loss of library equipment or library property.
- The library reserves the right to monitor all meetings conducted on the premises to ensure compliance with these policies.
- The library reserves the right to request a Certificate of Insurance.

Infringement of any rule of use as stated above shall be grounds for denial of future use of meeting space.

Adopted: August 19, 2024

Reviewed:

Revised:

300.04 - Outside Space Use Policy

Statement of Purpose

The library endeavors to be a community asset and as such the library grounds may be available for community organizations whose aims are educational, cultural, intellectual, and/or for civic betterment. The fact that a group is permitted to use the space does not in any way constitute an endorsement of the group's policies or beliefs.

Guidelines

Request for Use of Meeting Space:

- Facility Use Request Form (Form 300-B) must be completed and receive the approval of the Library Manager prior to using the facility on the requested date.
- Upon request, organizations may be required to provide a Certificate of Insurance under certain circumstances.

Rules of use:

- Use of the library's utilities (electric and water) must be requested at the time of application and, in anticipation of added library expenses, may be subject to a usage fee as established by the Library Board of Trustees
- Public recognition of the library's sponsorship would be appreciated.
- Use of grounds must not disrupt regular library business.
- Requests for use of the library grounds, as well as notifications of cancellations or change of meeting dates or times, shall be made to the Library Manager who shall maintain a log of reservations.
- Reservations will be canceled when the Library is closed because of weather or other emergencies.
- The library grounds may not be used for religious services, political activism, sales promotions, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sale of merchandise is prohibited other than at exhibits approved by the Board of Trustees.
- Groups of children or teenagers must be supervised by at least one adult.
- No alcoholic beverages may be served on library grounds.
- Smoking is prohibited on library grounds.
- The reserving party is responsible to leave the grounds in the same condition as it was when they arrived.
- The reserving party accepts liability for any damage to or loss of library property.
- The library reserves the right to monitor all activities conducted on the premises to ensure compliance with these policies.

Infringement of any rule of use as stated above shall be grounds for denial of future use of meeting space.

Adopted: August 19, 2024

Reviewed:

Revised:

300.05- Patron Code of Conduct

Statement of Purpose

The mission of the Haxton Memorial Public Library is to encourage lifelong learning and provide equal access to a multitude of collections, programs and technologies. To this end, the Library Board of Trustees has developed the following code of conduct to allow all patrons to utilize our facility to the fullest extent.

Code of Conduct:

- Respect and courtesy toward others is required at all times.
- Library property and equipment must be used for its intended purpose.
- Proper attire, including shirt and shoes, along with personal hygiene are required.
- Headphone volume must be low enough so as not to disturb staff and/or other patrons.
- Talking, including via cell phones, must be kept to a minimum and must be low enough so as not to disturb staff and/or other patrons.
- Cell phone use in a disruptive manner is prohibited.
- Non-alcoholic beverages in covered containers are permitted in most areas of the library; no other food or beverages are allowed unless they are offered during a library program.
- Children under the age of 12 must be accompanied and supervised at all times.
- Library restrooms must be used for their intended purpose.
- Service animals are permitted in the Library; pets are not allowed.
- Library entrances, exits, stairways and aisles may not be blocked. Personal items may not prevent others from using library resources.
- Unattended backpacks, luggage, and packages are subject to search and possible seizure.
- Bicycles, skateboards, and rollerblades are not permitted inside the library or on library stairs or ramps.
- Unlawful behavior or behavior that disrupts library use or that threatens library patrons or staff is prohibited.
- Smoking and vaping on library property is prohibited.
- Distribution of political information for the purposes of public advertising or political campaigning is prohibited.
- No persons are permitted behind service desks or in staff office areas unless accompanied by a staff member.
- All firearms and other weapons are prohibited on library property with the exception of law enforcement personnel, pursuant to New York State (NYS) Penal Code 265.01e.
- Defacing or destroying library property may be subject to criminal and or civil penalties under NYS law.
- Interference with library staff performance is prohibited.
- Inappropriate personal comments, sexual advances, and physical and/or verbal harassment is prohibited and may be subject to criminal and or civil penalties under NYS law.

Consequences of Misconduct

Any person who refuses to adhere to the Code of Conduct Policy will be asked to leave the Library premises. Law enforcement officials may be called to enforce compliance with such a request. An Incident Report Form (Form 300-A) will be completed to document any violations of library policies.

A violator of the Code of Conduct Policy will be barred from entry into all library facilities for a period of time commensurate with the nature of the violation, at the discretion of the Library Manager or the manager's designee. A person will be considered in violation of this policy if they refuse to comply with the direction of the staff or if they repeatedly demonstrate behavior that is not permitted in the Library.

The following penalties will be generally imposed, subject to the discretion of the Library Manager, manager designee, and/or the Library Board of Trustees:

- First Offense: excluded for the remainder of the day
- Second Offense: excluded for up to one week
- Third Offense: excluded for up to one month

The Library Manager may exclude a habitual or severe offender for a longer period in accordance with NYS law.

Responsibilities of the Patrons

Unattended Personal Belongings

Patrons are responsible for safeguarding their personal belongings, which should not be left unattended at any time.

Supervising Children's Behavior

It is the Library's policy that parents or guardians must assume responsibility for the behavior of their children and for deciding what library resources are appropriate for their children. Parents or guardians are expected to supervise their children while in the library.

- The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems or any consequences thereof.

Statement of Inclusivity

Diversity is a fundamental value of the Haxton Memorial Public Library. It is the goal of the Library to create an environment that acknowledges and appreciates differences by functioning and communicating effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, creed, mental/physical disabilities and cultural backgrounds. The Haxton Memorial Public Library values and provides services to everyone regardless of race, color, creed, religion, sex, gender identity or expression, national origin or citizenship status, mental/physical disabilities, age, or sexual orientation. The Library creates and maintains a working environment that embraces diversity among employees and strives to deliver inclusive service to its staff and community. We believe libraries are for everyone.

Adopted: August 19, 2024

Reviewed:

Revised:

300.06– Patron Complaints

Statement of Purpose

While the Haxton Memorial Public Library endeavors to provide quality library services, we recognize that occasionally patrons wish to raise a complaint pertaining to an issue which interferes with their use and enjoyment of the Library.

Guidelines

A patron may raise his or her complaint on an informal, verbal basis with the library's staff. In the event that the patron elects not to do so or that the complaint is not satisfactorily resolved, the patron may submit a written complaint to the Library Board of Trustees or address the Board at one of its monthly meetings.

The Library Board of Trustees will promptly review all complaints presented to it, provide a verbal and/or a written response to the complainant, and take any further remedial action warranted by the particular circumstances.

The decision of the Library Board of Trustees will be final.

Adopted: August 19, 2024

Reviewed:

Revised:

300.07 - Programming Policy

Statement of Purpose

The Haxton Memorial Public Library routinely offers programs and classes that provide additional opportunities for information, life-long learning, recreation, and entertainment. This policy outlines considerations for programming.

Programming is an integral component of library service that:

- Extends the library's role as a community institution
- Introduces the community to library resources
- Expands the visibility of the library

The Library Manager oversees library programming under the authority of the Board of Trustees. At the discretion of the Library Manager, programming administration may be assigned to qualified staff.

Program Criteria

The Library Manager uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

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

Haxton Memorial Public Library programs are open to the public.

Guidelines:

- When selecting programming, the library will work to accommodate and include all community members.
- Registration may be required for planning purposes or when space is limited.
- Any sales of products at library programs must be approved by the Library Manager and benefit the library.
- Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.
- The library reserves the right to cancel a program. Rescheduling is at the discretion of the Library Manager.

Outside Presenters

The Haxton Memorial Public Library may partner with other 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 and compensated for their time and talent.
- Library staff who present or facilitate programs do so as part of their regular job and are not hired as outside contractors for programming.
- External organizations or individuals partnering with the library on programs must coordinate marketing efforts with the Library Manager.
- Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by facilitators, presenters, and/or participants.
- Performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy.

Access Statement

The Haxton Memorial Public Library's philosophy of open access to information and ideas extends to library programming. According to the American Library Association's interpretation of the Library Bill of Rights:

"[The] right to use a library encompasses all the resources the library offers, including the right to attend library initiated programs. Libraries do not deny or abridge access to library resources, including library initiated programs, based on an individual's economic background or ability to pay." (See Appendix B)

Imposing monetary fees on program participation or attendance presents a barrier to access and does not support the Haxton Memorial Public Library's mission.

Reconsideration of a Library Program

Patrons wishing to express their opinion on the suitability of a library program or service shall be referred to the Library Manager. If the patron is not satisfied, the patron must follow the procedure outlined in Policy 200.01 Section 5 which includes completing and submitting a Request for Reconsideration Form (Form 200-A).

Adopted: November 18, 2024

Reviewed:

Revised: