
600.01- Emergency Closing Policy

Statement of Purpose

The primary goals of Haxton Memorial Public Library's Emergency Closing Policy are to establish:

- The types of emergencies which may cause the Library to close or suspend services
- The power of the Library Manager to close the Library due to an imminent or immediate emergency
- If the Library's Emergency & Disaster Plan needs to be implemented

Haxton Memorial Public Library is a public service organization and will make every reasonable effort to remain open during posted hours. The decision to close, shorten hours, or cancel programs due to emergency conditions rests with the Library Manager, and in the Library Manager's absence will fall to the staff member listed under the Chain of Command in consultation with any member of the Library Board of Trustees. Directives issued by the national, state or local governments will be adhered to by the Library.

Inclement Weather

We use the Oakfield Alabama School District weather related closings as a guide to make our decision. If you hear that Oakfield Alabama School District is closed or has a delay due to road conditions, it means **pay attention to the below-mentioned communication channels, because we MAY also have a closing or delay, but we do NOT automatically follow the school's decision.**

Generally, the Library does not close or delay due to extremely cold temperatures unless there is an issue with heating the building.

A decision for a delayed opening or closing of the Library will be based upon several factors that may include:

- General condition of the roads;
- Projected forecast for worsening conditions;
- Conditions of the Library's parking lot and walkways;
- Availability of staff to open and operate the Library;
- A state of emergency for the immediate area declared by local, county or state law enforcement agencies.

If we have a weather-related closing or delay, there are many ways employees and the public will be notified. They may include:

- Email and text alerts are sent out to staff/volunteers and the Library Board of Trustees.
- Local TV stations are notified and a listing specific to Haxton Memorial Public Library should be seen on those stations and their websites. We do not have control over how and when they post this information.
- Notice is posted on the Homepage of our website.
- Notice is posted to our social media accounts.
- When possible, signs will be posted on doors.

- Will do our best to contact outside groups who have reserved the meeting rooms, but they are also advised to check the public notifications.

Power Outage

If the building loses electrical power, staff should make certain all patrons have left and then remain in the building. If power is not restored at the end of 60 minutes or the normal closing time (whichever comes first), the building should be closed. In the Library Manager's absence, responsibility for closing will fall to the staff member listed under the Chain of Command in consultation with any member of the Library Board of Trustees.

The Library may re-open if it can be done safely and at the discretion of the Library Manager.

Other Emergencies

For emergencies other than weather or power outage, staff will maintain operations if the safety of the staff and public are not endangered.

Extended Closure

In a situation where the Library is closed to the public for an extended period of time, patron services will be modified or temporarily suspended during the closure:

- The Library's website, HaxtonLibrary.org, will have the latest information regarding closures and Library services.
- All programs will be cancelled or postponed.
- All meeting room reservations will be cancelled or postponed.
- Although patrons may be able to place holds on Library materials using the NIOGA system, they may not be able to pick them up.
- Checking out all physical Library materials may be halted.
- Unless the emergency affects online resources, they should still be available for patrons to use from outside the Library.
- Check the Library's website regarding the ability to return Library materials through the book drop.
- When the Library re-opens, it may do so with limited hours and/or services, temporarily.

FOR STAFF:

If Closing the Building:

- Contact all staff/volunteers scheduled to arrive at a later time.
- Place appropriate signage at the entrance.
- Follow normal procedures to close building.
- Send closing messages to news/social media.

Adopted: November 18, 2024

Reviewed:

Revised:

600.02-Records Retention Policy

Statement of Purpose

The primary goals of the Haxton Memorial Public Library's Records Retention Policy is to manage and protect important records for a specific amount of time. These records can be paper documents or electronic records, such as spreadsheets, word documents, or scanned versions of physical documents. Records retention policies help to ensure that records are not mishandled and that temporary records are disposed of promptly.

Retention Schedules

The Haxton Memorial Public Library will follow the guidelines for all applicable records outlined in the Retention and Disposition Schedule for New York Local Government Record (LGS-1) by referencing this link:

<https://www.archives.nysed.gov/records/local-government-record-schedule/lgs-1-title-page>

Important Sections to note are: Library/Library System and General Administration

Adopted: September 16, 2024

Reviewed:

Revised:

600.03 – Freedom of Information Law (FOIL)

Statement of Purpose

In compliance with Public Officers Law, Article 6, and Executive Law, §206-a [1§] §208, the Board of Trustees of Haxton Memorial Public Library adopts this Freedom of Information Law (FOIL) policy.

Records Access Officer

The Library Manager is designated as Records Access Officer of the Library.

The Records Access Officer shall:

- Respond to all inquiries relating to the availability to the public of the library's records pursuant to the Freedom of Information Law within five business days (Monday–Friday, excluding holidays) following receipt of the request. An extension of an additional 15 working days may be necessary to properly respond, and if so, the reason for this extension will be explained.
- Receive and process requests for access to records in the manner prescribed by law.
- Maintain a current list of records, indexed according to subject matter, for public inspection.
- Comply with these and all other duties as itemized in Section 50.3 of the law.

Subject Matter List

The Records Access Officer shall maintain and make available for public inspection and copying a correct list, by subject matter, of all records maintained by the library. "Records" are defined as any information kept, held, filed, produced, or reproduced by, with, or for the Library in any physical form. This includes, but is not limited to, reports, statements, memoranda, files, books, manuals, pamphlets, forms, papers, photos, letters, including emails. The Library shall not be required to create or compile records in order to comply with a request. The subject matter list shall be updated no less frequently than twice per year and shall be available to the public within thirty (30) days of passage of this policy.

FOIL Requests

- Shall be submitted to the Records Access Officer (Form 600-A) and shall specify whether the petitioner wishes to see and read the requested item or receive a copy. Email requests for records submitted to the Library shall be made to the email address of the Library Manager. Email requests for records received after 4pm Monday – Friday, on weekends, or when the library is closed shall be considered to have been received on the next business day.
- Shall be answered within five business days (Monday–Friday, excluding holidays) of the date the form is received. If the document/information is not immediately available, the Records Access Officer shall notify the requesting individual when and how the records will be available.
- Shall be sufficiently detailed to identify the specific document requested.
- Shall include the name, mailing address, and telephone number of the requesting individual.
- May require payment for copies or any other costs incurred by the Library.

Inspection and/or copying records

When access to records is granted, records may be inspected by the public at the library in the presence of the Records Access Officer or their designee during regular hours of library operation, as arranged in advance by the Records Access Officer. If the original of the record includes information, details, and/or particulars requiring deletion, the individual requesting shall only be permitted to inspect a copy of the record with deletions.

Copying of the record will be performed by the Records Access Officer upon payment of the fee established by the Board of Trustees.

No original record may be removed from the Library or custody of the Records Access Officer or their designee.

Denial of Requests

Under NYS Public Officers Law, Article 6, §87 - Freedom of information Law, the Library may deny access to records or portions thereof that:

- Are specifically exempted from disclosure by state or federal statute;
- If disclosed, would constitute an unwarranted invasion of personal privacy;
 - The Library may, from time to time, disclose Personally Identifiable Information (PII) from records, if satisfied as to the authorized representatives' legal authority to obtain such information, the library may alternatively opt to redact Personally Identifiable Information to the extent permitted by law.
- If disclosed, would impair present or imminent contract awards or collective bargaining negotiations;
- Are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which, if disclosed, would cause substantial injury to the competitive position of the subject enterprise;
- Are compiled for law enforcement purposes and which, if disclosed, would
 - Interfere with law enforcement investigation or judicial proceedings,
 - Deprive a person of a right to a fair trial or impartial adjudication,
 - Identify a confidential source or disclose confidential information relating to a criminal investigation, or
 - Reveal criminal investigative techniques or procedures, except routine techniques and procedures;
- If disclosed, would endanger the life or safety of any person;
- Are internal library materials which are not
 - Statistical or factual tabulations or data;
 - Instructions to staff that affect the public; or
 - Final Library policy or determinations; or
 - External audits, including but not limited to audits performed by the comptroller and the federal government;
- If disclosed, would jeopardize the capacity of an agency or an entity that has shared information with an agency to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures.

Should a particular FOIL request be denied, it may be appealed, in writing, to the Library Board of Trustees within 30 days from the date of the denial.

Fees

Fees for copies and the cost of reproducing records will be charged in keeping with Public Officers Law, Article 6, and Executive Law, §206-a [1§] §208. As provided by that law, the fee is \$0.25/page for letter or legal size black & white copies; additional charges for color, oversized, or digitally scanned materials are based upon the cost incurred by the Library to copy materials; payment by cash or check is required prior to providing the materials.

If copies are not needed, there is no cost associated with viewing or photographing the documentation. In determining the actual cost of reproducing a record, the Library may only include:

- An amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record;
- The actual cost of the storage devices or media provided to the person making the request in complying with such request;
- The actual cost of engaging an outside professional service to prepare a copy of a record, but only when the Library's information technology equipment is inadequate to prepare a copy; and
- Preparing a copy shall not include search time or administrative costs and no fee shall be charged unless at least two hours of Library employee time is needed to prepare a copy of the record requested. A person requesting a record shall be informed of the estimated cost of preparing a copy of the record if more than two hours of an employee's time is needed, or if an outside professional service would be retained to prepare a copy of the record.

Public Notice

The Records Access Officer shall cause public notice to be posted on the Library's website informing the public of the Records Access Officer's business address and email address.

Freedom of Information Law

Any details not specified in this policy should be located in the actual law, which may be found at <http://www.dos.ny.gov/coog/foil2.html>

Adopted: November 18, 2024

Reviewed:

Revised:

600.04 - Public Relations

Statement of Purpose

The Public Relations objectives of Haxton Memorial Public Library are to:

- Promote the library's mission and vision effectively.
- Ensure that the library's services are understood by local patrons, community leaders, and the general public.
- Actively promote services offered by the library to everyone in our community, using a variety of platforms available.
- Encourage open and widespread communication to ensure a successful future for our library.

Guidelines

1. The Board recognizes that public relations involve every person who has a connection with the Library. It is important that all Board of Trustees and staff members recognize that they represent the library in every public contact. Providing good service supports good public relations.
2. The Board will designate a spokesperson and an alternate to speak for the Board on board policy and decisions. If neither is available, the Library Manager may speak for the Board. Board members, the Library Manager, or designated employees may speak for the library on library activities and programs.
3. The Library Manager, designated staff members, and Board spokespersons will make presentations and participate in community activities to promote library services. Materials to be used by press, radio, television, or other media will be approved by the Library Manager; any controversial topics will be reviewed by the Board of Trustees.
4. The Board of Trustees and the Library Manager will use the local media, newsletters, emails, social media, and the library's website to the fullest extent possible to keep the community informed of library activities, upcoming events and meetings. The Library Manager or a designated staff member will have the responsibility for coordinating the library's public relations and public information activities.
5. Haxton Memorial Public Library may sponsor programs, classes, exhibits, and other library-centered activities and will cooperate with other groups in organizing these to promote a good understanding of the Library's objectives and services.

Crisis Communication Plan

Statement of Purpose

The Haxton Memorial Public Library will provide a framework for effective communication during a crisis to protect the library's best interests and ensure community trust.

Identify Potential Crises

- Natural disasters (storms, floods, etc.)
- Vandalism or theft
- Public health emergencies
- Staff or patron safety incidents
- Data breaches or privacy concerns

Crisis Communication Team

- Library Manager: Spokesperson
- President, Board of Trustees: Secondary spokesperson and support
- Board of Trustees: Assist with communication and strategy

Communication Protocols

- Immediate Response:
 - Assess the situation and gather facts
 - Convene the crisis communication team within one hour of incident
- Initial Notification:
 - Use the library's website, social media, and local news outlets to issue an initial statement
 - Ensure consistent messaging that acknowledges the issue and outlines steps being taken
- Ongoing Updates:
 - Provide regular updates as the situation evolves, at least once a day or as necessary
 - Use library website and social media for updates

Key Message

- Acknowledgement: Recognize the situation and its impact on the community
- Action Taken: Clearly outline what the library is doing to address the crisis
- Community Support: Reassure the community about the library's commitment to safety and service
- Future Prevention: Share steps being taken to prevent similar incidents in the future

Communication Channels

- Website: Central hub for official information and updates
- Social Media: Quick updates and engagement with the community
- Local Media: Press releases for broader outreach
- Email Lists: Direct communication with library patrons

Post-Crisis Review

- Conduct a debriefing meeting within two weeks after the crisis
- Review what went well and what needs improvement, and update the crisis communication plan accordingly
- Consider holding a community forum to address concerns and rebuild trust

Adopted: November 18, 2024

Reviewed:

Revised:

600.05 – Sustainability

Statement of Purpose

The Haxton Memorial Public Library will continually strive to establish best practices that are environmentally sound, economically feasible, and socially equitable.

Guidelines

The following are examples of sustainability strategies the Haxton Memorial Public Library will strive to practice when possible:

- Use environmentally friendly equipment and infrastructure,
- Promote environmental literacy,
- Incorporate digital collections and services when economically feasible,
- Recycle and reuse materials,
- Provide shared spaces, resources and facilities,
- Commit to general environmental goals and programs.

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