Southeast Steuben County Library
Policies
Rights, Privileges & Responsibilities
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MISSION AND VISION

MISSION STATEMENT

The Southeast Steuben County Library provides free and open access to collections, electronic resources and innovative services which anticipate, support and respond to the ever-changing informational, cultural and leisure needs of all people within our community.

VISION STATEMENT

Informing, Inspiring, Enriching, Amazing - Creating an environment that fosters lifelong learning and community connections.

LIBRARY BILL OF RIGHTS

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that 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 by the Southeast Steuben County Library Board of Trustees on September 8, 2011

THE FREEDOM TO READ STATEMENT

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 These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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.

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

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

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.
We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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


– Adopted by the Southeast Steuben County Library Board of Trustees on September 8, 2011

**FREEDOM TO VIEW**

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

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

– Adopted by the Southeast Steuben County Library Board of Trustees on September 8, 2011
AMENDED AND RESTATED BY-LAWS
OF
SOUTHEAST STEUBEN COUNTY LIBRARY

ARTICLE I:

Membership

§ 1. Members.

The members of the Southeast Steuben County Library (the “Library”) are all residents of the chartered service area eighteen (18) years old or older who hold a valid library card (“Members” or, collectively, the “Membership”). Members who are also serving on the Board of Trustees (the “Board”) are the only members entitled to vote (the “Voting Members” or, collectively, the “Voting Membership”).

§ 2. Meetings.

The Membership shall hold its annual meeting each year at the place and time determined by the Voting Members. Meetings of the Membership may be held within the United States at such place as may be determined from time to time by the Voting Members.

Special meetings of the Membership shall be held upon the written request of the Board, the President, or any Voting Member. Any special meeting called by a Voting Member shall be held not less than two (2) nor more than three (3) months from the date of the Voting Member’s written demand for such meeting.

§ 3. Notice of Meeting.

Notice of each meeting of the Membership shall be served personally or by first class mail, fax or e-mail, upon each Voting Member at least ten (10) but not more than fifty (50) days before the date of the meeting and shall state the place, date, and hour of such meeting. Notice of any special meeting
shall also state the purpose(s) of such meeting. Every notice shall identify the person(s) who called the meeting.

§ 4. Waiver of Notice of Meetings.

Notice of any meeting of the Membership may be waived in writing by any Voting Member, either before or after the meeting, or may be waived by the Voting Member’s attendance at the meeting without protest of the lack of notice prior to the conclusion of the meeting.

§ 5. Consent of Voting Members Without Meeting.

Any action required or permitted to be taken by the Voting Membership or a committee thereof may be taken without a meeting if all Voting Members of the Voting Membership or committee consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the Voting Members of the Voting Membership or committee shall be filed with the minutes of the proceedings of the Voting Membership or committee.

§ 6. Quorum.

A majority of the Voting Membership shall constitute a quorum at any meeting of the Membership, but fewer than a quorum shall have power to adjourn any meeting, from time to time, without notice other than announcement at the meeting, until a quorum is present. The act of a majority of the Voting Members present, at any duly assembled meeting of the Membership at which a quorum is present, shall be an act of the Membership, except as may be otherwise specifically provided by law or herein.
ARTICLE II

Gifts to the Library

§ 1. Form.

All amounts and properties given, devised or bequeathed and the income therefrom shall be funds, assets and income of the Library, as such terms are used herein or in the Certificate of Incorporation, whether given, devised or bequeathed directly to the Library or to a bank or trust company for the Library.

§ 2. Refusal of Gifts.

The Library shall refuse or renounce all grants, gifts, devises, bequests and legacies, the acceptance of which would cause it to be treated as other than a charitable organization duly qualified under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or any similar section in any subsequent federal tax law. The Library reserves the right to refuse a gift without justification.

§ 3. Reservation of Powers by Library.

All grants, gifts, devises, bequests and legacies to the Library are made and accepted subject to all the terms, restrictions, requirements and powers contained in these By-Laws and the Certificate of Incorporation, as such documents may be amended, whether before or after the making of such grants or the like, and the donor or testator, by making such grant or the like, and in consideration of the acceptance thereof by the Library, accepts and agrees to such terms, restrictions, requirements and powers.


A grantor may, with respect to a grant or the like to the Library, give directions:

(a) as to the field of charitable purposes or objects for which the gift is to be held and used; and
(b) as to whether such gift shall be a permanent fund or whether both principal and income may be utilized by the Library.

The Library will use its best efforts to follow the directions of the grantor and to carry out his, her or its intent and purposes; however, all gifts to the Library are made and accepted subject to (1) the provisions of Section 3 of this Article II of these By-Laws and (2) the power and duty of the Trustees to modify any such directions, restrictions or conditions if the distribution of funds for the specified charitable purposes becomes, in the sole judgment of the Trustees, unnecessary or incapable of fulfillment.

ARTICLE III

Board of Trustees

§ 1. Powers.

The Board shall have and may exercise full power in the management, control, and governance of the business and affairs of the Library.

§ 2. Duties.

The Board shall discharge its duties in good faith and with the care an ordinarily prudent person in a like position would exercise under similar circumstances.

§ 3. Number.

The Library will be overseen by a board of fifteen (15) Trustees who shall normally have terms of three (3) years with no Trustee being permitted to serve more than three (3) consecutive terms. Each Trustee shall be at least eighteen (18) years of age.

§ 4. Election, Term, and Removal

The Board shall have one Trustee representing each of the following municipalities: City of Corning, Town of Corning, Town of Erwin, Town of Campbell, Town of Caton, Town of Lindley and Town
of Hornby. Trustees must be a resident of the municipality and will be elected by the Board. In addition, the Board shall elect and approve eight (8) Trustees from the population at large of the chartered service area. The trustee selection policy will be made available to the municipalities and those interested in serving.

For the purpose of staggering the terms of office, the initial election of Trustees shall be as follows for terms beginning in January, 2016:

(a) 3 year initial term:

(1) one City of Corning resident;
(2) one Town of Caton resident;
(3) one Town of Erwin resident; and
(4) two at large residents.

(b) 2 year initial term:

(1) one Town of Corning resident;
(2) one Town of Hornby resident; and
(3) three at large residents.

(c) 1 year initial term:

(1) one Town of Lindley resident;
(2) one Town of Campbell resident; and
(3) three at large residents.

Trustees to fill vacancies may be elected at any time by the Board, with the advice of a nominating committee, to complete the term of the vacant position. Such vacancies may be filled from the population at large, notwithstanding the municipality requirement set forth in the first paragraph of this Section 4. A Trustee may resign at any time. Trustees may be removed by two-thirds vote of the entire Board, without regard to vacancies.
If any Trustee shall fail to attend three (3) consecutive meetings without excuse accepted as satisfactory by the Board, he or she shall be deemed to have resigned, and the vacancy shall be filled.

§ 5. Meetings.

The Board shall hold its annual meeting on such date and at such place and time as from time to time determined by resolution of the Board.

Regular meetings of the Board may be held without formal notice at such regular times and places as the Board shall from time to time determine. The Board will meet at least once per quarter on a regular basis to oversee the business of the Library.

Special meetings of the Board shall be held upon the written request of the President or any two (2) Trustees at the time and place stated in the respective notice thereof. Business transacted at such special meetings shall be limited to the business stated in such notice.

The meetings of the Board, its committees and sub-committees shall be conducted pursuant to Article 7 of the Public Officers Law (i.e. “Open Meetings Law”), including but not limited to the availability of the minutes of said meetings to the public. A roster of attendance of Trustees at all meetings will be maintained and made available to the public.

§ 6. Notice of Special Meeting

Notice of each special meeting of the Board shall be served personally or by mail, telephone, fax or e-mail upon each Trustee at least three (3) days before the date of the meeting and shall state the business to be transacted, the time when, and the place where the meeting is to be held. Each Trustee may designate the method(s), in addition to personal service, by which such special notice may be served on such Trustee.
§ 7. Waiver of Notice of Meetings.

Notice of any meeting of the Board may be waived in writing by any Trustee, either before or after the meeting, in writing or electronically, or may be waived by the Trustee’s attendance at the meeting without protest of the lack of notice prior to or at the commencement of the meeting. An electronic waiver of notice must originate from an email address verified by the Library as being controlled by the Trustee granting such waiver.

§ 8. Personal Attendance by Conference Communication Equipment.

Any one or more members of the Board or any committee thereof may participate in a meeting of such Board or committee by means of a video conference or similar communications equipment allowing all persons participating in the meeting to see and hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

§ 9. Consent of Trustees Without Meeting.

Any action required or permitted to be taken by the Board or a committee thereof may be taken without a meeting if all members of the Board or committee consent in writing to the adoption of a resolution authorizing the action. Such consent may be written or electronic. If the consent is written, it must be signed by the Trustee. If the consent is electronic, it must originate from an email address verified by the Library as being controlled by the Trustee granting such consent. The resolution and the written consents thereto by the members of the Board or committee shall be filed with the minutes of the proceedings of the Board or committee.

§ 10. Quorum.

A majority of the Board then in office shall constitute a quorum at any meeting of the Board, but fewer than a quorum shall have power to adjourn any meeting, from time to time, without notice other than announcement at the meeting, until a quorum is present. The act of a majority of Trustees then in
office, at any duly assembled meeting of the Board at which a quorum is present, shall be an act of the Board, except as may be otherwise specifically provided by law or herein.

§ 11. Committees.

The Board, by resolution adopted by a majority of the entire Board, shall have power to appoint, from time to time, from among its members, such committees as it may deem necessary or desirable in the performance of its duties and to delegate to such committees such powers as the Board deems necessary or desirable. Such committees may not have fewer than two (2) members. The Board shall also have power to appoint, from time to time, such advisory committees (members of which need not be Trustees or members of the Library), as it may deem necessary or advisable, to assist or advise the Board with respect to the performance of its duties.

If the Board appoints an audit committee, it shall consist of at least three (3) Trustees, each of whom is a Trustee who: (i) is not, and has not been within the last three (3) years, an employee of the Library, and does not have a member of the Trustee’s immediate family (spouse, parents, children, brothers or sisters, and spouses of these individuals (a “Relative”)) who is, or has been within the last three (3) years, a key employee of the Library; (ii) has not received, and does not have a Relative who has received, in any of the last three (3) fiscal years, more than $10,000.00 in direct compensation from the Library (other than reimbursement for expenses reasonably incurred as a Trustee or reasonable compensation for service as a Trustee); and (iii) is not a current employee of or does not have a substantial financial interest in, and does not have a Relative who is a current officer of or has a substantial financial interest in, any entity that has made payments to, or received payments from, the Library for property or services in an amount which, in any of the last three (3) fiscal years, exceeds the lesser of $25,000.00 or two (2) percent of the Library’s consolidated gross revenues. For purposes of this paragraph, “payment” does not include charitable contributions.

The President and Treasurer of the Library shall present at each annual meeting of the Board a report, verified by the President and Treasurer, or verified by a majority of the Trustees, or certified by an independent public or certified public accountant or a firm of such accountants selected by the Board, setting forth in appropriate detail the following:

(a) The assets and liabilities, including the trust funds, of the Library as of the end of a twelve (12) month fiscal period terminating not more than six (6) months prior to said meeting.

(b) The principal changes in assets and liabilities, including trust funds, during the year immediately preceding the date of the report.

(c) The revenue or receipts of the Library, both restricted and unrestricted to particular purposes, for the year immediately preceding the date of the report.

(d) The expenses or disbursements of the Library, for both general and restricted purposes, during the year immediately preceding the date of the report.

The annual report of the Trustees shall be filed with the minutes of the annual meeting of the Board.

ARTICLE IV

Officers

§ 1. Officers.

The Board shall elect from among its own members a President, one (1) or more Vice Presidents, a Secretary, and a Treasurer. The Board may also appoint such other officers, none of whom need be Trustees of the Library, as the Board or a duly authorized committee of the Board may from time to time determine. Any two (2) or more offices, except those of President and Secretary, may be held by the same person.
§ 2. Honorary Officers.

The Board shall have the power at any time to create honorary offices and to elect honorary officers.

§ 3. Powers of Officers.

The President shall preside at all meetings of Members and at all meetings of the Board, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees and shall be charged with the general supervision of the activities of the Board and its committees, subject to the direction of the Board.

The Vice President or, if there be more than one (1) Vice President, the person elected as senior Vice President, shall, in the absence of the President, perform the functions and have the powers and duties of the President. The Vice President or Vice Presidents shall have such other powers and perform such other duties as may from time to time be prescribed by the Board.

The Secretary shall keep a true and accurate record of all meetings of the Board and of the Membership of the Library, and if the Board adopts a seal of the Library, the Secretary shall have custody of the seal of the Library and shall affix the same to documents when authorized so to do. The Secretary will sign for the approval of meeting minutes. The Secretary shall be responsible for the provision of all notices of the Library, collection and filing of annual disclosure statements required by the Library’s Conflicts of Interest Policy, and the performance of all other duties usual to that office.

The Treasurer shall be the custodian of the funds and securities of the Library and shall perform all the duties customary to that office, including maintaining adequate financial records and depositing all money with a reliable financial institution in the name of the Library. Such checks or drafts as may be necessary for the conduct of the affairs of the Library shall be signed by the Treasurer, or by such other officer as may be authorized from time to time by the Board, or by any combination of officers.
authorized from time to time by the Board. The Treasurer shall give bond for the faithful performance of his duties if the Board shall so direct.

The other officers of the Library shall have the powers and perform the duties that usually pertain to their respective offices or as may from time to time be prescribed by the Board.

§ 4. Compensation of Trustees and Officers.

No Trustee or elected officer of the Library shall receive, directly or indirectly, any compensation or other payment from the Library.

§ 5. Election and Removal of Officers.

The elected officers of the Library shall be elected, and the appointed officers shall be appointed, by the Board at the annual meeting of the Board, except for vacancies which may be filled at any regular or special meeting. All officers, whether elected or appointed, shall hold office until the next annual meeting of the Board and until their successors shall have been elected and shall have qualified, unless removed from office prior thereto by action of the Board, which power of removal hereby is granted to the Board. Vacancies resulting from removal action by the Board or from the death or resignation of an officer shall be promptly filled by the Board.

ARTICLE V

Conflicts of Interest

§ 1.

The Library will not enter into any transaction or arrangement unless it is determined by the Board to be fair, reasonable, and in the best interests of the Library at the time of such determination. Such determination will be made in accordance with the Library’s Conflict of Interest Policy.
ARTICLE VI

Indemnification

§ 1.

To the fullest extent permitted by law, the Library shall indemnify each natural person, or if deceased, his or her personal representative, made or threatened to be made a party to any action or proceeding, civil or criminal, including an appeal therein against the reasonable expenses, attorneys’ fees, judgments, fines and amounts paid in settlement thereof, if such person is made or threatened to be made a party by reason of the fact that the covered person or testator or intestate is or was: (1) an officer, Trustee or employee of the Library, or (2) an officer, director or employee of, or served in any capacity in, any other corporation, partnership, joint venture, trust or other enterprise, at the request of this Library, or (3) the occupant of a position, or a member of a committee or board, or a person having responsibilities under federal or state law, who was appointed to or served in or assumed the responsibility of such position or to such committee or board at the request or direction of the Board of this Library, provided only that such person acted in good faith for a purpose which he reasonably believed would be in the best interest of the Library, or in the case of service for any other corporation or any partnership, joint venture, trust or other enterprise, not opposed to the best interests of this Library, and, in criminal proceedings, had no reasonable cause to believe that his conduct was unlawful.

§ 2. Insurance.

The Library will purchase insurance to protect itself against the indemnity assumed by this Article. The right of indemnity created herein shall be personal to the officer, Trustee, employee or other person and their respective legal representatives and in no case shall any insurance carrier be entitled to be subrogated to any rights created herein.
ARTICLE VII

Miscellaneous

§ 1. Fiscal Year.

The fiscal year of the Library shall end on December 31 of each year.

§ 2. Amendments.

These By-Laws may be added to, amended or repealed, in whole or in part, by the vote of a majority of the Board or the Voting Members, at any meeting thereof at which a quorum is present, provided that written notice of the proposed addition, amendment or repeal shall have been given to each Trustee or Member in the notice of such meeting.

— Adopted by the Library Board of Trustees on October 15, 2015. Effective as of January 1, 2016.
THE SOUTHEAST STEUBEN COUNTY LIBRARY TRUSTEE CODE OF ETHICS

STATEMENT OF COMMITMENT

It is the responsibility of the Board of Trustees of the Southeast Steuben County Library and the individual trustees to ensure that the Southeast Steuben County Library provides quality library service to the residents of the community we serve. The Code of Ethics represents our commitment to the ethical standards for our library which are designed to ensure that quality service. Failure to adhere to this Code of Ethics by an individual trustee may result in removal from the board.

CODE OF ETHICS

- Trustees, in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity, and honor.

- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.

- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.

- Trustees must make decisions in the best interest of residents in all parts of the Southeast Steuben County Library's chartered service area. No preference will be given to any town or group of people.

- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

- A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information

- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

- Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.
SOUTHEAST STEUBEN COUNTY LIBRARY CONFLICT OF INTEREST POLICY

§ 1. Definitions.

The “Board” is the Board of Trustees of the Southeast Steuben County Library.

A “conflict of interest” arises whenever an individual is in a position to approve or influence Library policies or actions which involve or could potentially benefit or harm financially: (a) the individual; (b) any member of the individual’s immediate family (spouse, parents, children, brothers or sisters, and spouses of these individuals); or (c) any organization in which the individual or an immediate family member is a director, officer, member, partner or more than 10% shareholder.

The “Library” is the Southeast Steuben County Library.

A “related party” is (a) any director, officer or key employee of the Library; (b) any relative of any director, officer or key employee of the Library; or (c) any organization in which any individual described in clauses (a) or (b) has a 35% interest or more ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of 5%.

A “related party transaction” is any transaction, agreement or any other arrangement in which the Library is a participant and in which a related party has a financial interest.

§ 2. Disclosure of Conflicts.

A trustee or officer shall disclose to the audit committee a conflict of interest or related party transaction (together, a “Conflict”): (a) prior to voting on or otherwise discharging any duties with respect to any matter involving the Conflict; (b) prior to the Library entering into any contract or transaction involving the Conflict; (c) as soon as possible after the trustee or officer learns of the Conflict; and (d) on any conflict of interest disclosure form required by the Library. The Board, by a two-thirds
vote of all disinterested trustees then in office, may remove a trustee or officer for failure to promptly
disclose a known Conflict.

§ 3. Actions Involving Potential Conflicts of Interest.

Following receipt of information concerning a contract or transaction involving a potential
conflict of interest, the Board shall consider the material facts concerning the proposed contract or
transaction, including the process by which the decision was made to recommend entering into the
arrangement on the terms proposed. The Board shall approve only those contracts or transactions in
which the terms are fair and reasonable to the Library and the arrangements are consistent with the best
interests of the Library. Fairness includes, but is not limited to, the concepts that the Library should pay
no more than fair market value for any goods or services which the Library receives and that the Library
should receive fair market value consideration for any goods or services that it furnishes to others.

The interested trustee or officer shall not improperly influence or attempt to improperly
influence the discussion or decision concerning such contract or transaction. The interested trustee or
officer must not be present at or participate in the discussion and decision concerning the authorization
of such contract or transaction; however, interested trustees may be counted in determining the
presence of a quorum at a meeting of the Board which authorizes such contract or transaction.

The Board shall set forth the conflict of interest and the basis for its decision with respect to the
approval of contracts or transactions involving a conflict of interest in the minutes of the meeting at
which the decision is made.


Following receipt of information concerning a contract or transaction involving a potential
related party transaction in which the related party has a substantial financial interest, the Board shall
consider alternative contracts or transactions to the extent available. The Board shall approve only those
contracts or transactions in which the terms are fair and reasonable to the Library and the arrangements are consistent with the best interests of the Library. Fairness includes, but is not limited to, the concepts that the Library should pay no more than fair market value for any goods or services which the Library receives and that the Library should receive fair market value consideration for any goods or services that it furnishes to others.

The related party shall not participate in the deliberations or voting associated with a related party transaction. The Board shall set forth the related party transaction, its consideration of alternative contracts or transactions and the basis for its decision with respect to the approval of contracts or transactions involving a related party transaction in the minutes of the meeting at which the decision is made. A related party transaction must be approved by not less than a majority vote of the Trustees or committee members present at the meeting.

§ 5. Procedures.

Prior to the initial election of any trustee or officer, and annually thereafter, such trustee or officer shall complete, sign and submit to the secretary a written statement identifying, to the best of the trustee’s or officer’s knowledge, any entity of which such trustee or officer is an officer, director, trustee, member, owner (either as a sole proprietor or a partner) or employee and with which the Library has a relationship, and any transaction in which the Library is a participant and in which the trustee or officer might have a conflicting interest. The secretary shall provide such written statements to the chair of the audit committee.

§ 6. Compensation of Trustees and Officers.

No trustee or officer of the Library shall receive, directly or indirectly, any compensation or other payment from the Library unless authorized by the concurring vote of two-thirds (2/3) of all the trustees
then in office and in no event shall any compensation or payment be paid or made except reasonable compensation for services actually rendered or reimbursement for disbursements actually incurred.

– Adopted by the Southeast Steuben County Library Board of Trustees on October 16, 2014
POLICY FOR FILLING A VACANCY ON THE BOARD

The Southeast Steuben County Library seeks potential trustees who possess a strong and genuine belief in public libraries and their mission in the community as centers of information, recreation, culture and lifelong education. A candidate must be willing to devote appropriate time and effort to carrying out the duties and responsibilities of trusteeship. These duties will include regular attendance at Board meetings, committee service and activities, trustee training, ongoing advocacy on behalf of the Library and learning about the Library and the social, legal, and political context in which it exists.

The Library Board members participate in a wide variety of activities in support of the Southeast Steuben County Library. The responsibilities include:

- Policy development
- Strategic planning
- Advocacy
- Financial development and funds development (budgetary responsibility)
- Public relations

Preferable skill sets to become a member:

- Strong general level of awareness of the community in which the Library serves.
- Familiarity with or willingness to learn about the opportunities and challenges faced by a public library and its funding and budget process.
- Appropriate communication skills and willingness and ability to represent the Library in the community.
- Readiness and ability to contribute and actively participate in Board initiatives.
- Ability to function in a collaborative environment with many key stakeholders and community partners.
- Commitment to ongoing personal growth and development as a Board member.
A potential board member must be a resident of the Library’s service area, and be 18 years of age or older.

Searching for a new Board member will fall under the responsibility of the Nominating Committee. This will be accomplished by:

- Notifying the municipality of the vacancy if it’s a municipal vacancy so that they may suggest potential candidates
- Publishing a notice in the local newspaper(s)
- Posting a notice on the Library’s website
- Posting a notice in the Library
- Using forms of social media to advertise the process if applicable

When a person is interested, the description of the role of a trustee will be given to the candidate. An application will accompany the description.

The nominating committee will set times for interviews with the committee and director. A recommendation to the Board will come from the committee.

After a trustee is approved by the Board by a majority vote, an oath of office shall be administered, a copy of the Handbook for Library Trustees of New York State will be given, and an orientation session will be scheduled.

Description for Candidates

**Selection of Trustees for the Southeast Steuben County Library**

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- Readiness and ability to contribute and actively participate in Board initiatives.
- Ability to function in a collaborative environment with many key stakeholders and community partners.
- Commitment to ongoing personal growth and development as a Board member.

A potential board member must be a resident of the Library’s service area, and be 18 years of age or older.

– Adopted by the Southeast Steuben County Library Board of Trustees on July 16, 2015
Southeast Steuben County Library Patron Service Policy

Purpose

In fulfilling its mission, the Southeast Steuben County Library strives at all times to provide excellence in patron service. Hospitable, educated and knowledgeable staff members assist patrons in finding the materials and services they want and need. Staff offers services in a fair and professional manner that treats everyone with courtesy and respect and asks for courtesy and respect in return.

Policy

1. Library staff will treat every patron with equal respect and every request with equal importance.
2. Courtesy and attention to the needs of the library user will be the key to all interactions. Staff will try to be flexible in meeting library patrons' needs. Whenever possible, judgment calls will be made in the patrons' favor.
3. Staff will use their knowledge of library resources to fulfill requests in a timely manner or else present alternatives when requests cannot be met immediately.
4. Staff members are expected to act in a friendly, helpful manner which will ensure that the patron will walk away feeling that their experience with the Library has been a positive one.
5. Library policies and procedures exist to make library resources available on an equitable basis:
   - Staff recognizes the need to enforce policies and procedures and that some patrons may find this disagreeable. Staff will be patient, respectful and helpful even when being firm about library rules.
   - If a patron questions a policy or if the purpose of a policy is not understood, staff should provide an explanation or else refer the patron to their immediate supervisor, the Assistant Library Director or Library Director.
6. All interactions and transactions between a library patron or group of patrons and the Library will be considered confidential and will be discussed only in a professional context.
7. Library staff will seek to meet library patrons' expectations for service in fulfilling the library's mission. Any comments are welcome regarding how well those expectations are being met.
8. The Library supports high standards of patron service through a plan of employee training, leadership development and opportunities for patron input.
9. During interactions with library staff, patrons can expect to:

- Be acknowledged appropriately
- Be treated courteously and respectfully
- Be valued for their input
- Receive the same high standard of service regardless of age, race, ethnicity, religion, gender, physical limitations, or other criteria
- Receive prompt and timely service
- Receive knowledgeable service and professionalism from all staff
- Have their privacy and confidentiality respected

– Adopted by the Library Board of Trustees
  on February 9, 2012
LIBRARY CARDS: REGISTRATION AND RENEWAL

All patron records are confidential.

Residents and patrons who work in the service area of the Southern Tier Library System (STLS), which includes Steuben, Schuyler, Allegany, Chemung and Yates counties, may receive a library card by completing a registration form and showing appropriate identification verifying both name, current address or pay-stub if employed in SSCL area.

Patrons may use their Southeast Steuben County library card at any of the other libraries in the System.

Residents who do not live or work in the library System must pay an annual fee of $32.00 to obtain a library card valid for one year.

Children must be able at least to print both their first and last names in order to receive a library card. A parent or guardian must show appropriate identification and cosign the application form of anyone under the age of fourteen, thereby accepting responsibility for all materials, fines and fees associated with use of the card.

Registrations for residents of the Library/STLS area are for three years. Registrations for all patrons in good standing are renewed when items are charged out.

Patron Use of Equipment

Copier/Printer

The public access photocopier and black and white printer are available for use by anyone during library hours. Cost per copy is posted prominently on the machine and may be changed at any time. The Copyright Law of the United States (Title 17 US Code) governs the making of photocopies of copyrighted materials. The Library expects that every patron user of the copier/printer abide by the regulations. The person using the copier is liable for any infringement.
Fax

The library offers a fax service to patrons. We charge $1.00 (plus tax) per page to send or receive a fax. Faxes may be sent or received at the check-out desk.

Meeting Room Equipment

The following equipment is available for use in the library meeting rooms: Projector with DVD and laptop capabilities, DVD player, television, podium, wireless microphone, standard microphone, cassette player, compact disc player, slide projector, dry erase boards, folding tables and chairs. For the hearing impaired, each meeting room is equipped with a hearing loop assistive listening system. All equipment can be requested by filling out a meeting room request form.

Microfilm Reader-Printer

A Microfilm Reader-Printer is available for public use. Copies of articles are available for a fee of $0.25 per page (8 1/2 X 11” page size).

Telephone

Patrons may request use of a library office phone for urgent local calls and calls in duration of less than five minutes. Patrons can utilize a variety of free online phone services. Patrons in need of digital phone services are welcome to make an appointment with the digital literacy staff.

Notary Public

A certified Notary Public is available to witness signatures as authorized by NY State Law. Patrons wishing to use this service can make an appointment by calling (607)936-3713 ext. 213. There is a fee of $2.00 per signature (tax included).

Circulation of Material

The library is committed to providing a wide range of written and electronic materials (e-books, e-movies, e-music, and e-audio), databases, DVD’s and audio items to respond to the needs of the
community. The Library Board and the Library Director will develop and maintain comprehensive collection development and public service procedures to guide the selection of materials.

Hours of Operation

The Library is open the following hours year round:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>9:00 AM – 6 PM</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9:00 AM – 8 PM</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9:00 AM – 6 PM</td>
</tr>
<tr>
<td>Thursday</td>
<td>9:00 AM – 8 PM</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 AM – 6 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 AM – 4 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

The library is closed on the following holidays:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Eve and Day, December 24, 25

In addition, the library will close at 2 PM on December 31.

The library will post all other closure events in advance.

Volunteer Services

The Volunteer Program is the means by which the library extends and enhances services to patrons.

Volunteering gives individuals and organizations an opportunity to give service to their community, helps promote understanding of the Library and its services, and frees paid staff to handle more complex issues.
The Volunteer Coordinator is responsible for developing and maintaining the Volunteer Program, which includes recruitment, orientation, placement, evaluation, training and recognition.

- Revised by the Southeast Steuben County Library Board of Trustees on April 16, 2015.

CIRCULATION OF MATERIALS

The library is committed to providing a wide range of written, video and audio items to respond to the needs of the community. The Library Board and the Library Director will develop and maintain comprehensive collection development and public service procedures to guide the selection of materials.

Circulation Procedures

A Library patron may take items out of the library on loan with the provisions as noted below. Daily overdue charges are dependent on the type of loaned material.

- **Fiction & Non-Fiction and Large Print:** Four week loan period, one renewal. Number allowed per card: 50
- **New Large Print:** Two weeks loan period, one renewal. Number allowed per card: 2
- **New Fiction & New Non-Fiction:** Two week loan period, one renewal. Number allowed per card: no limit
- **Audio Books:** Four week loan period, one renewal. Number allowed per card: 5
- **New Audio Books:** Two weeks, one renewal, number allowed: 2.
- **Books Plus Kits:** Two week loan period, no renewal. Number allowed per card: 1
- **CD ROMS:** Four week loan period, one renewal. Number allowed per card: 2
- **Magazines:** Two week loan period, one renewal. Number allowed per card: 14
• **Media Sets (book & tape sets):** Four weeks, one renewal.
  Number allowed per card: unlimited

• **Music Compact Discs:** Four week loan period, one renewal.
  Number allowed per card: 14

• **Video & DVDs:** Seven day loan period, one renewal.
  Number allowed per card: 7

• **Playaway View Players:** Four week loan period, one renewal.
  Number allowed per card: 4
  Device must be returned directly to SSCL staff.

• **E-Readers and Tablets:** Twenty day loan period, no renewals.
  Device must be returned directly to the Southeast Steuben County Library.
  Number allowed per card: 1 (see policies for more details)

• **Museum Passes:** Two Day Loan, not holdable, $10.00 per day overdue.
  Passes must be returned directly to SSCL staff.

• **Empire Passes:** One week loan, not holdable, $10.00 per day overdue.

• **Maker Kits:** Four week loan, one renewal, 1 per card.

• **Game Kits:** Four week loan, one renewal, 2 per card.

In order to check out library materials, all patrons must have their library card or appropriate ID which includes: a New York State Driver’s License, NYS auto registration, a personal checkbook with printed current address, a post marked item of mail to one’s current address, or another official document with one’s current name and address.

Southeast Steuben County Library materials may be returned to any library in the Southern Tier Library System, except for electronic materials as noted above. Lendable devices, including laptops and e-readers, are subject to separate procedures, restrictions and/or borrowers agreements. Out of System loans have lending periods and limits according to the loaning library, and have no renewals.
Charges for Overdue Items

Overdue notices: Borrowers will be contacted by telephone, email or by mail after items are 14 days and 28 days overdue.

Patrons with outstanding fines of $5.00 or more for overdue items must pay down outstanding fines before additional items may be borrowed.

Patrons with items which are more than 56 days overdue will lose all borrowing privileges until items are returned and all outstanding fines paid. Additionally, after 70 days patron names will be turned over to a library material retrieval company to obtain return of items.

Children’s and Young Adult material will not incur overdue fines.

Lost Children’s and Young Adult material will still incur the cost of lost or damaged material.

Schedule of Fines for Overdue Items

Fines for New Fiction, New Non-Fiction, Fiction, Non Fiction, Musical Recordings, Magazines, Books on Tape, Books on CD and Media Sets will be $0.10 per day. Fines for other materials are:

- Books Plus Kits: $1.00 per day
- CD ROMs: $1.00 per day
- DVDS & Videos: $1.00 per day
- Playaway View Players: Children/YA fine-free
- Out of System Loans: $1.00 per day
- E-Readers, Laptops, Tablets: $2.00 per day
- Museum/Empire Passes $10.00 per day
**Damaged and Lost Items**

The extent of damage for any borrowed item is determined by staff. Patrons will pay the cost of repair for each item deemed to be moderately damaged. Patrons will pay the list price for items beyond repair. Patrons who pay the cost of the item may keep the item after payment.

Patrons must pay full replacement costs plus a $3.00 processing fee for each item which is lost. For items no longer in print, the patron will be charged for replacement of a similar item plus a $3.00 processing fee.

Patrons must pay full replacement costs for each item which is lost. For items no longer in print, the patron maybe charged for replacement of a similar item.

Special accommodations can be made at the discretion of the Patron Support Specialist.

**Reserves and Interlibrary Loans**

Patrons in good standing may reserve library materials.

**Summer & Special Loans**

Regular (not new) books may be borrowed for up to 56 days at request of a patron who will be on an extensive vacation or traveling. Patrons may borrow up to 16 items for up to 56 days with permission of the circulation staff or Library Director for adult materials and with permission of the Children’s Librarian for juvenile materials.

Books on Tape or Audiobooks on CD may be borrowed for up to 56 days to accommodate travelers with permission of the Circulation Staff or Library Director for adult materials and of the Children’s Librarian for juvenile materials.

-- Adopted by the Southeast Steuben County Library Board of Trustees on May 15, 2014

-- Revised by the Southeast Steuben County Library Board of Trustees on March 21, 2019
SOUTHEAST STEUBEN COUNTY LIBRARY E-BOOK READER BORROWER’S AGREEMENT

Date of Registration: _________________

I understand the following terms and conditions:

Patron (or parent or guardian of patron) must be 18 years of age to sign this agreement which authorizes the patron to borrow e-book readers.

1. I am responsible for returning the e-book reader and all of its contents on time.
   a. Must be returned to a staff member at the Southeast Steuben County Library.
   b. 28 day loan period. E-book reader kit must be returned on or before due date.
   c. One 28-day renewal allowed.
   d. Only one e-book reader may be borrowed at a time.
   e. Item may show on your account for up to one week after return in order for staff to review the contents and condition of the kit.

2. I will be held responsible for the replacement of the e-book reader and kit contents in the event of loss or irreparable damage.
   a. A $2.00 per day fine, up to a maximum of the replacement cost, will be billed if the e-book reader is returned late.
   b. If the e-book reader is not returned or is over two weeks late, the library account may be billed for the replacement cost and sent to a collection agency.
   c. If the e-book reader does not require replacement but is damaged, the account may be billed a $25.00 damage fee.
   d. If any individual items from the kit are missing or irreparably damaged, the account may be billed for their individual replacement.
3. I agree to the following technological terms and disclaimer.
   a. Downloading any content to the e-book reader is prohibited; violations may result in loss of borrowing privileges.
   b. Transmitting copyrighted material contained on the e-book reader is illegal and strictly forbidden.
   c. Privacy Disclaimer: e-book readers maintain communication links with booksellers who may share collected data with publishers and others. Southeast Steuben County Library is not responsible for the privacy practices of these commercial organizations. Privacy policies or practices of e-book sellers, publishers or associated third parties may not conform to the Library’s Privacy and Confidentiality Policy.

By Signing below, I have agreed to the terms and conditions:

Patron’s Signature__________________________________________________________

If patron is under age 18:

Parent or Guardian Name: ________________________________________________

Parent or Guardian Signature: ____________________________________________

When returning an e-book reader kit, return it to a staff member at SSC Library.

Do not return to the drop box.
STAFF PROCEDURE

1. Verify that the patron’s account information is up to date, including:
   a. Card number
   b. Name
   c. Address
   d. Phone number
   e. Email address
   f. C/O if a parent or guardian is signing

2. Record the date and initials.
   a. Date ___________
   b. Staff initials __________

SOUTHEAST STEUBEN COUNTY LIBRARY MEETING ROOMS POLICY

The Southeast Steuben County Library offers meeting spaces for use by the general public, community groups/organizations and individuals for the conducting of public meetings, conferences and workshops which are free and open to the general public.

The Southeast Steuben County Library recognizes its responsibility to provide access, and seeks to have its services, facilities, and programs accessible to persons with disabilities. All groups holding meetings in the library should allow handicap access.

Subject to availability and other conditions stated below, the rooms may be reserved on a first-come-first-served basis by any group regardless of its beliefs or affiliations of those of the individuals belonging to the group.
It is important for the Library to be a welcoming space that encourages discourse and intellectual freedom. The Library does not advocate or endorse the viewpoints of any group or individual.

Meeting Room Descriptions:

Laura Beer Community Room: holds up to 99

With room divider in place:

- Larger part of the Community Room: holds about 70
- Smaller part of the Community Room: holds about 30

Conference Room: holds 25

Meeting Room Use Rules & Regulations

All organizations, groups and individuals wishing to use the Laura Beer Community Room or the Conference Room must abide by the following regulations.

1. All meeting/event participants and organizers must adhere to the Patron Code of Conduct.
2. Use of meeting room technology must be pre-arranged at time of booking room.
3. Scheduled Library programs take precedence in cases of scheduling conflicts. The Library reserves the right to pre-empt the use of meeting space for Library purposes upon two (2) weeks' notice to the organization requesting that space.
4. Rooms are reserved on a first-come-first-served basis.
5. A Library Community/Conference room Use Permit form must be filled out and returned to the library at least one week prior to a scheduled program. The completed permit will be reviewed by the Director. After review, a confirmation (or denial) notification will be given by e-mail or phone. *Notification will be given within 3 days of the submitted Use Permit. The reservation is NOT complete until the Use Permit has been approved. Once a Use Permit has been submitted, it will be kept on file for a year.
6. An authorized adult representative of the group (18 years or older) must request use of the meeting room. This representative will be required to sign the Use Permit. By signing the form, the applicant agrees that the rules and regulations regarding meeting room use have been read and understood. Failure to abide by these regulations may disqualify the organization from future use of the rooms.
7. Reservations may not be made more than three months in advance. Individuals or groups may book no more than three meetings in any three-month period.
8. Meetings shall be open and free of charge to the general public. No admission fees or donation collection is allowed. Any commercial intent or solicitation for profit or sales from the group, individual or organization is prohibited. However, at the discretion of the Library Director, the following will be permissible at Library sponsored programs: Fundraising to benefit the Library, Friends of the Library or other Library-related groups. The sale of books, CDs or other published items by authors or artists as part of a Library program may be allowed.

9. An adult over 18 years of age must be present during meeting room use. Minor children under the age of 18 are not permitted to use the library meeting spaces unsupervised.

10. Group representatives must sign in/and out at the front desk before and after their community room use. You will be asked for the number of people attending your meeting or event. This information is used by the Library for reporting and funding purposes. When your event has ended, a staff member will check the space to make sure the room is left in good order.

11. Rooms may not be used for personal or family purposes (such as birthday and retirement parties). The library offers these spaces for groups or individuals that wish to conduct meetings, conferences, or workshops which are free and open to the general public.

12. A one-week notice must be provided in cases of cancellation. Groups that regularly fail to use reserved time may be barred from future reservations.

13. Organizations may be asked to provide a Certificate of Insurance that is acceptable to the Library Director. The Library Director will determine if a certificate of insurance is required.

14. Copyrighted items (DVDs) may not be publicly shown at the library without the consent of the copyright owner. Users must acquire permission directly from the distribution company (we would need a copy) in order to show a video or movie. (Alternately: If the title appears on the library license section of this website, Movlic.com then the video may be shown at the library without special or additional permission.)

15. In general, the Community Rooms and the Conference Room are available for use only during the library’s regular operating hours. Any after-hours special reservation request is subject to the Director’s approval and staff availability. All approved after-hours event sponsors will be required to cover the cost of library staffing for the event. This amount will be discussed with event organizers prior to going ahead with the event.

16. Limited food and beverages are permitted in the meeting rooms. The person filling out the User Permit must indicate if food or beverages will be provided. Alcoholic beverages are prohibited. The meeting room user is responsible for providing all items necessary for the serving of food and beverages. Equipment for the purpose
of reheating of food, such as toaster ovens, microwave ovens, hot plates, popcorn makers, and Sterno fuel, are prohibited.

17. Use of the room by a group must be in compliance with local codes and regulations. Note: Open flame sources and open heating elements are prohibited. Examples: toaster ovens, microwave ovens, hot plates, popcorn makers, Sternos, matches, candles and incense.

18. Room preparation and clean-up is the responsibility of the group reserving the room. The Community Room and Conference Room must be left clean and orderly. All chairs and tables that were used during the meeting must be put away. Upon check-out, a staff member will inspect the room. Groups leaving excessive debris will be required to vacuum the room prior to vacating the space. (A vacuum cleaner is available on request from the circulation desk.) If the room requires professional cleaning, the group will be billed for this. Failure to leave the room clean and orderly will result in a warning letter. A second violation will result in the group being prohibited from using the meeting rooms.

19. Any personal or group equipment, supplies, or materials left in the room will be the responsibility of the group reserving the room. The library assumes no responsibility for any loss or damage to personal property.

20. The library reserves the right to close on short notice due to adverse conditions and will attempt to notify scheduled meeting room users. Please pay attention to local news sources for weather-related or emergency closings.

21. The use of the name, address, or telephone number of the Southeast Steuben County Library as the address or headquarters for any group or organization using the library for meeting purposes is prohibited. Publicity generated by a group may recite the library name and address only as the location of the event. Photos of the library’s exterior or interior cannot be used for publicity. Any other mention or image use requires the express written approval of the Library Director.

22. Not adhering to the Community Room or Conference Room policies may result in the loss of meeting room privileges.

For any questions, please call (607) 936-3713 x217

– Adopted by the Southeast Steuben County Library
Board of Trustees on June 18, 2020
Southeast Steuben County Library Technology Use Policy

The Southeast Steuben County Library has Internet-enabled computers and wireless Internet access (Wi-Fi). These provide electronic resources that supplement the Library's print collection and are available for educational, informational and recreational purposes.

Use of the library’s Internet and Wi-Fi connection is a privilege, not a right. The user is accountable for his or her actions and activity while on-line. Users are reminded that the library’s computer terminals are located in public areas that are shared with library users and staff of all ages, backgrounds and sensibilities. Individuals are expected to respect the sensibilities of others when accessing information or images.

The Library complies with the Children's Internet Protection Act (CIPA). This enables the Library to continue to be eligible for certain federal funding. CIPA states that all Library-owned computers with Internet access must be equipped with filters to protect against visual depictions of obscenity, child pornography and material defined as harmful to minors.

Unacceptable use of Internet access will result in the suspension of computer privileges, and may result in loss of library privileges.

Guidelines

Patrons are reminded that the Library's computers are located in public areas that are shared with people of all ages, backgrounds, and beliefs. Individuals are expected to consider this diversity and respect the rights of others when accessing potentially offensive information or images.

To achieve an atmosphere conducive to the best use of its resources, the Library has developed the following guidelines for the use of public computers:

- Patrons must be courteous and respectful when using computers and conform to the Patron Code of Conduct Policy.
• Patrons must use their own library card (or guest pass) to register for an assigned session.

• Patrons are responsible for logging into a new, private session each time they use a computer, and for closing all personal applications and logging out when they are done using their computers. Sessions are logged off automatically after their assigned time has expired. This ensures that each patron’s privacy is protected.

• Computer users are responsible for bringing their own headphones if they wish to listen to audio, and their own flash drives or other devices for saving their work. The library sells sound earbuds and flash-drives. These can be purchased at the Check Out desk.

• If adult caregivers of children use the children’s computers they must adhere to rules regarding computer use by children (e.g. Internet filtering and priority for class visits). Allowing adults to use children’s computers is at the complete discretion of the Library.

• Patrons must perform their own Internet searches, though staff will provide assistance.

• Computers may be used by two or more people so long as their behavior is not disruptive.

• Computers and copy machines are automatically shut down 5 minutes before the Library closes.

• Patrons are prohibited from starting up or shutting down public use PCs. Ask staff for assistance.

• Computer time extensions are allowed until 10 minutes before the library closes.

• Printing requests must be made at least 15 minutes before the Library closes. Patrons may release their print requests from the printing station until 5 minutes before closing time.

• The Library is not responsible for loss of information due to viruses or other problems.

Patrons may NOT:

• Use SSCL computers or Wi-Fi for illegal activity.
• Use SSCL computers or Wi-Fi to access material that is legally defined as obscenity, child pornography, or, in the case of persons under the age of 17, material that is harmful to minors.

• Use any device to attempt to redistribute, share, or boost the Library's Wi-Fi signal.

• Use the network for unauthorized access or "hacking" into any computational, financial informational or communication services or resources.

• Distribute unsolicited advertising.

• Invade the privacy of others by misrepresenting oneself as another user or attempting to modify or gain access to files, passwords or data belonging to others.

• Add, delete, damage, vandalize or modify the Library's installed hardware or software.

• Engage in any activity that is harassing or defamatory.

• Deliberately propagate computer worms or viruses.

• Download copyrighted materials in violation of any copyright protection laws.

• May not open equipment or try to fix any problems or printer jams. Any computer related issues should be directed to the library staff.

These rules apply to all circulated SSCL laptops, and tablets.

**Internet Use**

Patrons should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. SSCL respects the confidentiality of those using its electronic resources, and will release library records only as required by law.

The Library has taken certain measures to assist in the safe and effective use of the Internet, including filtering. The public should bear in mind that no filters are foolproof and may "under-block" (permit access to material that is prohibited by CIPA) and "over-block" (deny access to materials that are
constitutionally protected). Patrons may request that a specific site be reviewed by SSCL if they think the filter is in error.

Parents and caregivers are responsible for supervising their children's computer access and are encouraged to learn about the Internet and help their children use it wisely. Below are SSCL's suggestions when patrons encounter the following:

- **Direct Electronic Communications.** Educate yourself and child about the importance of keeping personal information private. Monitor your child's participation with email accounts, chat rooms and discussion groups.

- **Social Networking.** Encourage your child to be honest about his/her age when signing up for social networking sites (e.g., Facebook, Twitter, Second Life, and other social sites) or blogs. These sites and services often have minimum age requirements and may not be appropriate for all children.

- **Unauthorized Disclosure.** Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, The Southeast Steuben County Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library.

SSCL has taken certain measures to assist in the safe and effective use of these resources by minors (age 17 and under). The Library is proactive by:

- Developing and maintaining an “Internet Use Q&A” on our website for parents and caregivers

- Developing and maintaining age-appropriate sections on our website for children and teens

- Installing and maintaining free educational and recreational programs and databases that help users safely and effectively search and navigate the Internet.

- Providing training programs and computer workshops.

**Computer Sign Up**

- Adults agree to the Library’s Technology Use Policy by signing in to use one of the computers or accessing the library’s Wi-Fi.
• Children, under the age of 14 must have a library card with parental/or guardian consent to use the library computers. This consent agreement is located on minor’s library card application.

• Due to limited computers and space the library has only 2 designated PC areas. Children’s Computers are for birth to age 12. Adult Computers are for age 13 and older.

• Patrons may use the computers for one hour per day. Patrons needing more time can request more time at the reference desk. Time extension maybe limited during peak computer usage.

• The library may reserve computers for training or class use at any time.

• Patrons must be present to sign up for computer usage time. Telephone sign-ups will only be accepted for persons with special needs (such as persons with disabilities)

• The library makes no guarantee regarding computer sign ups due to matters beyond its control.

• Patrons must pause their computer session, if they leave the computer. Leaving the computer for more than 5 minutes constitutes the end of the session.

• In the children’s section parents or teachers may work with a single child per computer at one time.

Library Computer Usage

• Patrons may save temporary files to local hard drives; however, the library must periodically clear all temporary files.

• Patrons may not open equipment or try to fix any problems or printer jams. Any computer related issues should be directed to the library staff.

• Patrons may not attempt to modify or damage computer hardware or software. Please notify a staff member if there is hardware or software that you feel should be available.

• Only the software provided and installed by the library may be used.

• Patrons will be charged for any purposeful damage to equipment.

• Patrons may print documents. Payment for copies is located at the Check Out desk.
Staff Assistance and the Public Computers

Individual assistance on using the library's computers is available upon request at the Reference Desk. Many staff members are able to answer brief questions and offer suggestions on where to search for information. More advanced Digital Literacy based assistance must be requested by appointment. Patrons can request digital literacy appointments in person, by email or phone at (607) 936-3713.

Wi-Fi Usage

The Southeast Steuben County Library offers wireless access (Wi-Fi) for library patrons to use with their own personal notebooks, laptops and other mobile devices. A patron's use of this service is also governed by the SSCL Technology Use Policy.

- Due to the proliferation of Wi-Fi networks, Library users may also be able to access other Wi-Fi networks within the library that are not provided by the SSCL. Use of these non-library wireless networks within the Library's facilities is prohibited.

- As with most public wireless "hot spots," the library's wireless connection is not secure. There can be untrustworthy parties between you and anybody with whom you communicate, and any information being transmitted could potentially be intercepted by another wireless user.

- Use of SSCL's wireless network is entirely at the risk of the user. The library disclaims all liability for loss of confidential information or damages resulting from that loss.

- Cautious and informed wireless users should choose not to transmit personal information (credit card numbers, passwords and any other sensitive information) while using any wireless "hot spot." Please take appropriate precautions when using this service.

- Library staff can provide general information for connecting your device to the wireless network, but cannot troubleshoot problems related to your wireless device or assist in making changes to your device's network settings and/or hardware configuration. The Library cannot guarantee that your device will work with the Library's wireless access points.
• All wireless access users should have up-to-date virus protection on their laptop computers or wireless devices. The library will not be responsible for any information (i.e. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by viruses or hacking.

• Printing access is not available via the wireless connection from your personal laptop. If you need to print, please save your work to a flash drive or email files to yourself, then login to a wired library workstation and send jobs to the public printer.

• All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the Technology Use Policy and the educational and informational purposes for which it is provided.

- Adopted by the Southeast Steuben County Library Board of Trustees on January 21, 2016

SOUTHEAST STEUBEN COUNTY LIBRARY CREATION STATION MAKER AGREEMENT

Prior to using the SSCL’s Creation Station, Makers must

(a) complete a Maker Agreement form;
(b) verify: his/her identity with a valid form of ID, a photo ID or a library card.

• A Minor, anyone under age 14, without valid photo ID may verify his/her identity with a library card and valid ID of a parent/ legal guardian.
• Makers may only use the Makerspace during Makerspace hours of operation.
• Makers must "check in" with the staff member on duty, using their library card, and sign the guest book each time they use the SSCL Makerspace.
• Makers must participate in mandatory safety trainings in order to use the computers, scanners, 3 D Printer software, the laminator, the binding machine, the audio recording kit, the photo & video recording kits, the Cricut machine and the sewing machines; they may not use these tools until in-person "certification" training has been complete.
• When using a tool that does not require certification, the Maker is certifying that he/she is capable of using that item in a safe and proper manner. SSCL Makerspace staff will make instructional material available upon request.
• Young children are the responsibility of their parents or caregivers and may not be left unattended in the Creation Station.
• Makers under age 14 must be with their parents or caregivers in the Creation Station at all times.
• Makers under age 14 may not use the Creation Station without the supervision of a parent or guardian.
• The SSCL provides the Maker with access to safety supplies in the Creation Station including a First Aid Kits and fire extinguisher.
• The Maker agrees that the Southeast Steuben County Library is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.
• The Maker agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool/equipment and notify library staff.
• Makers must report any accident/incident that occurs on Creation Station premises to a staff member.
• Most tools are available to Makers on a first come, first serve basis, for use in the SSCL Creation Station and makerspaces.
• Items used in the Creation Station are to be returned to original their storage space, or to staff as applicable, in the same condition as they were issued, barring normal wear and tear.
• The Maker agrees to pay for the loss or damage to any items and further agrees to accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.
• The Maker agrees to take precautions to avoid causing unnecessary mess or damage in the Creation Station.
• The Maker agrees to clean up his/her workspace in the Creation Station following use.
• The Maker agrees to inform the Staff member in the case that they are unable to return a work surface, tool or equipment to its original state.
• The Maker acknowledges that the library is only able to provide consumable materials on a limited basis. The Maker agrees to avoid wasting consumable supplies and materials.
• Use of the SSCL Makerspace Creation Station is intended for discovery, learning, entertainment and prototyping purposes.
• Production of goods to be sold for profit is contrary to the library's mission and Southeast Steuben County Library Tobacco Use Policy will not occur in the Southeast Steuben County Library's Creation Station or Makerspaces.
• The production of dangerous items and weapons in the Creation Station or the library’s makerspaces is prohibited.
• Only certified Makers may use the Creation Station.
• Makers must present their Creation Station certification card, a library card or a photo ID in order to use the Creation Station.
SOUTHEAST STEUBEN COUNTY LIBRARY TOBACCO USE POLICY

The Southeast Steuben County Library is committed to protecting the health, welfare, and safety of the visitors and employees and/or volunteers by eliminating the use of tobacco products in and around its facility.

This policy upholds SSCL’s dedication to the health of their community, the Public Health Law\(^1\), Clean Indoor Air Act, and the amendment to public health law subdivision 6 that prohibits smoking on library property and in front of entrances or exits of any public library\(^2\).

In accordance with this policy and NYS law, SSCL prohibits all tobacco use in the SSCL office building as well as its grounds. This restriction includes the use of all forms of smoking devices and smokeless tobacco products: cigarettes, cigars, pipes, e-cigarettes, snuff, snus, and chewing tobacco.

This policy applies to all visitors, employees, and volunteers.

- Adopted August 15, 2019 by the Southeast Steuben County Library Board of Trustees

\(^1\) Public Health Law Article 13-E, Regulation of Smoking and Vaping In Certain Public Areas.

\(^2\) Signed into law December 2018, takes effect June 2019. This policy has been tailored to accommodate our property blueprint.

STATUTE OF LIMITATIONS ON LIBRARY FINES & FEES

POLICY STATEMENT ON FINANCIAL WAIVER FOR PATRON DEBTS

Approved by the Directors Advisory Council of STLS
Southeast Steuben County Library

AND ALL SOUTHERN TIER LIBRARY SYSTEM PATRONS

STATUTE OF LIMITATION ON LIBRARY FINES AND FEES

New York State Civil Practice Laws and Rules are specific about an institution’s ability to collect debt on an open ended account. These laws apply to library patron accounts and the debts they accrue for overdue fines and lost material fees as well as other charges attached to their account for library specific services. The statute of limitations for these debts in New York State is six years.

In the interests of providing exceptional library services, allowing for a user-friendly database and ensuring unabridged access to library materials, Southern Tier Library System (STLS) will assist member libraries in complying with these statutes by automatically removing all debts incurred by a library patron within the library system’s Integrated Library System (ILS). STLS will remove debts based on their encumbrance date. Any debts incurred after the six year statute of limitations will remain on the library patron’s account based on local circulation rules of member libraries.

If all outstanding debts are removed from a library patron’s account taking into consideration the six year statute of limitations, the library patron’s account will be removed from the library system’s Integrated Library System (ILS) rendering the patron’s issued account number and library card unidentifiable. The library patron may register for a new library account and card at any member library within the Southern Tier Library System.

Removal of patron debts or accounts will take place semi-annually based on a schedule set by the library system in partnership with the Directors Advisory Council of STLS (DAC). The schedule will remain set unless the DAC recommends a revision based on member library needs. STLS will furnish a current schedule to member libraries anytime revisions occur.

LIBRARY POLICY: PATRON CODE OF CONDUCT

No person shall engage in inappropriate conduct on the premises of the Library or when using Library facilities or participating in Library programs.

Inappropriate conduct shall include any individual or group activity which is disruptive to other persons lawfully using Library facilities, materials, premises or which is otherwise inconsistent with activities normally associated with a library, such as reading, studying, proper use of library materials, and other similar conduct.

The “premises” include indoor and outdoor areas of the Library property.

The “public area” of the Library means those portions of the facilities of the Southeast Steuben County Library which are open for public use.

The “facilities” include both the public and non-public areas of the Library.

General Conduct

Personal Items:

Personal items are the responsibility of patrons. Items should not be left unattended. The Library is not responsible for lost or stolen items.

Meeting Room Conduct:

Everyone using the Library’s meeting spaces is required to abide by this Patron Code of Conduct.

For additional information, please refer to Meeting Room Policy.

Inappropriate Conduct and Enforcement of Policy

The following conduct is not consistent with appropriate use of Library Services.

Staff is required to fill out an incident report on minor and major offenses.

Minor Offenses

- Using the Library as a place for extended sleep
- Excessive and disruptive conversations/discussions.
- All beverages must be covered and food must be eaten only in designated areas.
- Chairs must not be occupied by more than one person.
-60-

- Using materials for purposes other than reading, research, viewing or listening.
- Unauthorized canvassing, selling, soliciting, or engaging in any other commercial activity.
- Extensive staring at patrons or staff which tends to annoy or disturb.
- Smoking, vaping, chewing tobacco or gambling
- Littering or improper waste disposal
- Bringing in animals, except those trained as service animal. Animals must be under the control of their handler at all times. If not immediately apparent that the animal is a trained service animal, staff may ask the patron if the animal is required because of a disability and what work or task the animal has been trained to perform.*1
- Leaving children unsupervised. (See the Unattended Children Policy.)
- Entering the Library without proper footwear or clothing, including a shirt.
- When advised, e.g. during a pandemic, face covering and physical distancing will be required. Only patrons with medical conditions that do not allow for face coverings are exempt. Other safety measures may be implemented.
- Cell phones and other devices must be muted. Audible use of cell phones is allowed only in designated areas.
- Using skates, skateboards, or scooters in the Library.
- Improper use of computers. (See the Computer Usage Policy.)
- Parking bicycles or scooters in non-designated areas
- Feet on furniture or walls
- Other activities (not listed in Major Offenses) which are inconsistent with activities such as reading, studying, use of library materials, and other similar conduct normally associated with the use of public library facilities.

*1 A service animal is defined as any animal that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person’s disability. Including, but not limited to: guiding a visually impaired person, opening or carrying items for a person in a wheelchair, alerting a deaf or hard of hearing person to sounds, reminding someone to take their medication, detecting the onset of a seizure and ensuring the person’s safety, alerting someone their blood sugar level is high or low, sensing the onset of an anxiety attack and helping to lessen its impact.
Treatment of Minor Offenses

- First infraction will result in a warning.
- Second infraction will result in removal from the Library premises for the day.
- Third and subsequent infractions may result in banning from the Library premises for not less than 7 days [and] no more than 6 months.

Major Offenses

- Stealing or damaging Library property. Removing protective covers from books, magazines, and other media with the intent to damage and/or steal Library property.
- Causing sounds which are unreasonable and highly disruptive of other persons using the Library facilities, including but not limited to, loud, prolonged, abusive, demeaning, indecent, profane or drunken conversation and/or behavior.
- Committing any crime, misdemeanor, or violation of a municipal ordinance.
- Behavior which is harassing or threatening in nature to Library patrons, staff, or volunteers. This includes following or stalking of patrons, staff, or volunteers.
- Fighting or challenging to fight.
- Drinking alcoholic beverages or using illegal substances while on the premises.
- Being under the influence of drugs or alcohol that precludes the individual’s using the Library for its intended purposes.
- Knowingly entering, without permission, non-public areas of Library facilities.
- Defacing any Library property (Including desks, restrooms, walls etc.)

Treatment of Major Offenses

Any patron who violates these rules will be immediately removed from the building. The patron may be banned for a period of 6 to 12 months at the discretion of the Director/designee, depending on the nature and the seriousness of the offense which required removal, the extent of damage or disruption caused, any history of prior infractions of Library policies, and other relevant circumstances. A copy of all major offense banning will be given to the offending patron (when possible) and the Corning City Police Department. Repeat Offenders
Repeat Offenders

Any person who enters or remains on Library premises after having been notified by an authorized individual not to do so, and any person who enters or remains on the Library premises during the period in which he or she had been banned from the premises, will be subject to arrest and prosecution for trespassing. Such penalty shall not in any way bar or affect proceedings pursuant to the Policies and Procedures of the Library herein concerning the incident in question.

Appeals:

Any patron subjected to the specific enforcement of this policy may file a written complaint with the Director within 5 days of the Library action which is disputed by the patron. The Director will review any complaint made and, within 5 business days of receipt, provide a written response affirming or overturning the enforcement action, with the reasons therefor. If a patron requests that the Board review the Director’s decision, the Director will provide the Board with all pertinent information regarding the complaint within 5 business days of the request. The Board will review the complaint at their next regularly scheduled meeting of the Board and will, within 5 business days of such meeting, provide a written response affirming or overturning the enforcement action, with the reasons therefor.

Copyright Statement:

The Copyright Law of the United States (title 17 of the U.S. Code) governs making of photocopies or other reproductions of copyright material. The person using library equipment is responsible for any infringement.

– Adopted September 19, 2002 by the Library Board of Trustees
– Revised by the Library Board of Trustees on April 11, 2013
— Revised by the Library Board of Trustees on June 18, 2020
Southeast Steuben County Library Banning Form:

When possible a copy of this form will be given to: The Patron, Library Director and Police department.

Date: ________________

Time: ________________

Staff Member: ________________

Location of incident: ________________

Date of occurrence: ________________

Name of person/s involved: ___________________________________________________________________

Address/Phone: __________________________________________________________________________

Describe the offense: ______________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Were the police contacted? ______

Officer’s Name and Badge Number: ______________________________________________________________________

Patron Conduct Violation: (add here)

The patron is banned: (add start and end date)

Director/Assistant Director Signature: ______________________________________________________________________

Date: ________________
SOUTHEAST STEUBEN COUNTY LIBRARY POLICY: UNATTENDED CHILDREN

The Southeast Steuben County Library welcomes library use by children. Staff members are available to assist children with library materials or services. The Library is not equipped – and it is not the Library’s role – to provide long- or short-term child care.

While in the Library, parents and caregivers are responsible for monitoring and regulating the behavior of their children. A responsible adult or caregiver must accompany children while they are using the Library.

In order to maintain a suitable environment for all of our library users, we ask that the rules of the Behavior Policy be observed, and that parents and caregivers be aware of the following policy concerning children in the Library.

- Children under the age of 9 must have a parent/caregiver at least 16 years of age in the same area of the Library as the child. If a child under nine is found unattended, or violates the rules of the Behavior Policy, the child and parent/caregiver may be asked to leave the Library.

- Children ages 9 and up may use the Library on their own. Parents, however, are still responsible for the actions and safety of their children. Children are subject to the same rules and consequences as other library users, including being asked to leave the Library. Please note: it is sometimes necessary for libraries to close due to unusual or emergency situations. All children should have the telephone number of someone to call in an emergency.

- Children may hurt themselves and others when they run or climb on library furniture or shelving. Please help prevent injuries by watching your children at all times.

- Repeated banging on keyboards damages the computers. Please keep all young children away from the computers.

- Your children are sharing the library with many other library users, some of whom need and expect a quiet library. Please be aware that the level of noise which parents are accustomed to may not be acceptable to others. Quiet voices are expected.

- The Library may not be used as day care.
Due to staff size and the number of children in the Library, phone calls and messages will not be forwarded except in an emergency.

Please be sure you know the library hours and promptly pick up your child before the library closes.

It may be necessary to notify appropriate law enforcement or child protective authorities if:

- an unattended child is being disruptive.
- a child is habitually left unattended for long periods of time.

If an unattended child is found in the library the following action will be taken:

- An attempt will be made by staff to reunite the child with the parent or caregiver within the library.
- If the parent or caregiver is not in the library, a staff member will try to obtain a contact phone number from the child.
- If the phone number is obtained from the child, the parent or caregiver will be called and a request will be made to pick up the child within 30 minutes.
- The child will be turned over to the Corning Police Dept. if he/she is not picked up within a reasonable amount of time not to exceed 30 minutes, and an incident report will be submitted.

Parents and Caregivers, Not Library Staff, Are Responsible for the Actions and Safety of Children Visiting the Library.

- Adopted September 19, 2002 by the Library Board of Trustees
- Revised by the Library Board of Trustees on April 11, 2013

Policy on Petitions

The posting of petitions for patron signatures and solicitation of patrons to sign petitions are prohibited on library premises. Persons using the library facilities for such purposes will be asked to leave the library, or other appropriate action will be taken for disruptive situations. Library staff will remove and discard any petitions found on library premises.
The Southeast Steuben County Library reserves the right to petition its patrons in matters of library advocacy. Library administered petitions require prior board approval.

– Adopted by the Library Board of Trustees on May 17, 2001.
– Revised by the Library Board of Trustees on April 12, 2012.

**PUBLIC BULLETIN BOARD AND PAMPHLET RACK POLICY**

1. Items displayed are restricted to local cultural/educational events or announcements from local non-profit groups.
2. Events publicized should occur within 30 days.
3. The Library Director or designee must approve all posters, flyers, and other such materials. Final determination on the display of material will be determined by the library in keeping with the library’s role as a source of community information. Please submit all materials to the Circulation desk. Items posted without approval will be removed.
4. The library may, at its discretion, retain copies of any materials posted or placed in the library for distribution.
5. Certain restrictions apply to the materials which are displayed. Disallowed materials are those that do not fit within the library’s role as a source of community information, including, but not limited to:
   - Partisan Political Material
   - Petitions
   - Solicitations
   - Surveys
   - Materials Promoting a Particular Religion or Denomination
   - Items Posted Without Prior Approval

23. Acceptance of materials for display on the library’s Public Bulletin Board or Pamphlet Rack(s) does not constitute library endorsement of the materials or the events or activities publicized. The library assumes no responsibility therein.

– Adopted by the Library Board of Trustees on April 12, 2012.
ACCESS TO SERVICES FOR OUR PATRONS WITH DISABILITIES

The Southeast Steuben County Library recognizes its responsibility to provide access to persons with disabilities. The Library seeks to have its services, facilities, and programs accessible.

The Southeast Steuben County Library will provide and maintain accommodations, or arrange for accommodations to be provided through the Southern Tier Library System or other agencies.

These accommodations may include but not be limited to:

- Material assistance for those with visual or physical handicaps in print, audio and computer peripherals
- Home delivery of library materials through Meals on Wheels or the Postal Service
- We welcome appropriate and qualified service animals and therapy dogs
- A wheelchair is available for in house use
- FM hearing assisted listening is available in the community room
- A qualified sign language interpreter can be provided upon advanced written request. An accommodations form must be filled out in advance for this service.

In order to request an accommodation for programming, please complete and submit an Accommodations Request Form. Accommodation forms can be found at the Circulation desk.

– Adopted by the Southeast Steuben County Library Board of Trustees on October 13, 2011.

POLICY ON THE CONFIDENTIALITY OF LIBRARY RECORDS

In keeping with the Consolidated Laws of New York State (Civil Practice Laws and Rules, Sec. 4509) and the core values of librarianship, The Southeast Steuben County Library will hold all library records and inquiries confidential.

For people to make full and effective use of library resources, they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use or the
questions they ask. Therefore, the Trustees of the Southeast Steuben County Library have adopted the following guidelines concerning disclosure.

Information regarding or including:

1. A patron’s name (or whether an individual is a registered borrower or has been),
2. A patron’s address,
3. A patron’s phone number,
4. A patron’s borrowing records,
5. The number or character of questions asked by a patron,
6. The frequency or content of a patron’s lawful visits to the library,

Or any other information supplied to the library or gathered by it shall not be, made available or disclosed to any individual, corporation, institution, government agency or other agency without a valid process order or subpoena. Upon presentation of such, the library shall resist its enforcement until such a time as proper showing of good cause had been made in a court of competent jurisdiction. If the process or subpoena is not in proper form or good cause has not been shown, insistence shall be made that such defects be cured before any records are released.

— Adopted by the Southeast Steuben County Library Board of Trustees on February 18, 2016.