

# **Sharon Springs Free Library Policy Manual**

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***Mission Statement of the  
Sharon Springs Free Library***

<b><i>Review</i></b>	<b><i>10-22-2020</i></b>
<b><i>Revision</i></b>	<b><i>None</i></b>
<b><i>Issued</i></b>	<b><i>02-28-2003</i></b>
<b><i>Identifier</i></b>	<b><i>Policy SSFL-001</i></b>

The Sharon Springs Free Library is chartered to serve the residents of the Town of Sharon. Its mission is to operate a circulating library and to provide technological services necessary to the educational and intellectual stimulation of the entire community. The library will also make reading areas and work stations available to both residents and visitors to the Town of Sharon.



## ***Patron Registration and Circulation Policy***

<b><i>Review</i></b>	<b><i>10-22-2020</i></b>
<b><i>Revision</i></b>	<b><i>10-22-2020</i></b>
<b><i>Issued</i></b>	<b><i>03-22-2007</i></b>
<b><i>Identifier</i></b>	<b><i>Policy SSFL-002</i></b>

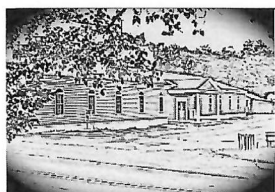
Anyone 16 years or older may register as an adult patron. Adults must have a picture ID with a correct current address or other ID (SS card, benefits card, etc.) and confirmation of mailing address.

Anyone under 16 years old may register as a juvenile patron with a signature of a parent of legal guardian who will be responsible for fines and fees. Parent or guardian must have ID and confirmation of address as indicated above.

Juvenile registration forms will include options for the parent or guardian to indicate permission to borrow videos and to use the internet.

An individual's library account may only be accessed if the individual or his/her card is present. The exception is: renewing items by phone. If a patron wishes someone else to be able to check out items on his/her card, he/she must give written permission and the card to that person.

Delinquent accounts: any account with a balance due of \$5.00 or more. A patron with a delinquent account will not be allowed to take out any materials until the account balance is less than \$5.00.



## ***Policy for Homebound Services***

<b><i>Review</i></b>	<b><i>10-22-2020</i></b>
<b><i>Revision</i></b>	<b><i>10-22-2020</i></b>
<b><i>Issued</i></b>	<b><i>12-05-2002</i></b>
<b><i>Identifier</i></b>	<b><i>Policy SSFL-003</i></b>

The Sharon Springs Free Library will serve patrons who are homebound. This service will be administered by library staff with assistance from volunteers as needed.

### Qualifications:

Any person who cannot get to the library due to permanent or temporary physical illness or disability, regardless of age, qualifies for homebound service.

### Type of service:

1. Patrons in our service area (Town of Sharon) may either have materials delivered to their homes or may designate an individual to use their library card to take out materials for them. The library will have materials ready for pickup or delivery at a pre-arranged date and time or the designated individual may choose materials for the homebound patron. Items may be requested through the Public Access Catalog.
2. Patrons outside our service area may designate an individual to use their library card to take out materials for them. The library will not provide delivery and pick-up service to patrons outside our service area, but will have materials ready for pickup at a pre-arranged date and time if desired. The same list of materials and the inter-Library Loan service will be available to all homebound patrons.
3. All registered homebound patrons may reserve materials via the Public Access Catalog or by phoning the library.

### Loan Periods:

- New books (less than two months old) may be borrowed for one week.
- Other books, audio books and music CDs may be borrowed for two weeks.
- DVDs may be borrowed for one week.
- New books and DVDs may not be renewed. Other items may be renewed if they are not on reserve for another patron.

### Fines:

- Homebound patrons whose materials are delivered and picked-up by library staff or volunteers will not pay fines unless items are not ready for pick-up on a pre-arranged date.
- Homebound patrons whose materials are picked up at the library by a designated individual will be subject to standard overdue fines.





## ***Policy for Video and DVD Circulation***

<b><i>Review</i></b>	<b><i>10-22-2020</i></b>
<b><i>Revision</i></b>	<b><i>10-22-2020</i></b>
<b><i>Issued</i></b>	<b><i>05-23-2002</i></b>
<b><i>Identifier</i></b>	<b><i>Policy SSFL-004</i></b>

### **New DVDs:**

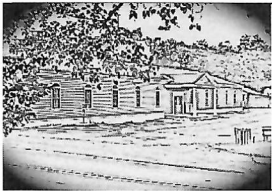
1. DVDs less than two months old may be borrowed for one week.
2. New DVDs may not be renewed.
3. Only one new DVD per family may be borrowed at a time.
4. New DVDs are not listed on the Public Access Catalog.
5. No more than five DVDs per family may be borrowed at a time.

### **DVDs borrowed by juveniles (under 16 years of age)**

1. No one under the age of 13 may borrow DVDs rated "PG-13" or "R".
2. No one under the age of 17 may borrow DVDs rated "R".

### **Fines for Overdue DVDs**

1. Fines for overdue DVDs will be \$1.00 per day that the library is open.
2. Fines will be assessed on items left in the drop box after the library has closed for the day.
3. Maximum fine per DVD is \$5.00.

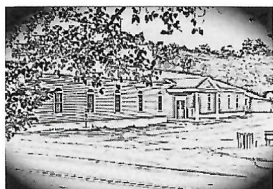


## ***Policy for Library Rules***

<b><i>Review</i></b>	<b><i>12-03-2020</i></b>
<b><i>Revision</i></b>	<b><i>12-03-2020</i></b>
<b><i>Issued</i></b>	<b><i>10-26-2006</i></b>
<b><i>Identifier</i></b>	<b><i>Policy SSFL-005</i></b>

The director of the library shall post and ensure that patrons follow the following basic rules:

- 1) Respect: staff / building and equipment / other patrons
- 2) Food and drink are to be kept away from the computers
- 3) Cell phones are only used in the lobby or outdoors
- 4) Parents will help their children clean up toys before leaving

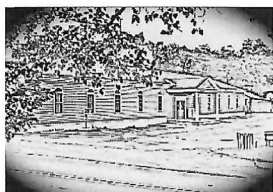


## ***Library Bill of Rights***

<b><i>Review</i></b>	<b><i>12-03-2020</i></b>
<b><i>Revision</i></b>	<b><i>None</i></b>
<b><i>Issued</i></b>	<b><i>02-27-2003</i></b>
<b><i>Identifier</i></b>	<b><i>Policy SSFL-006</i></b>

The Sharon Springs Free library affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of their origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use.
7. Any illegal or unlawful events or activities are prohibited.



## ***Policy Regarding Release of Information***

<b><i>Review</i></b>	<b><i>12-03-2020</i></b>
<b><i>Revision</i></b>	<b><i>None</i></b>
<b><i>Issued</i></b>	<b><i>04-24-2003</i></b>
<b><i>Identifier</i></b>	<b><i>Policy SSFL-007</i></b>

### 1. CONFIDENTIALITY

A. The New York State Confidentiality Law protects the privacy rights of library users. This law prohibits the release of any information relating to the name of a person and his/her library use without a properly executed subpoena from a court of law. Under this law, we cannot:

- Tell a third party whether a person has a library card
- Tell a parent what his/her child has borrowed, even if it is overdue
- Send a reserve notice or reminder on a postcard
- Reveal the nature of someone's reference question to another person
- Tell someone over the phone what they may have charged out or overdue, since no personal identification is presented

The above prohibitions are not all-inclusive.

B. The law in its entirety reads as follows:

“Library records. Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records pertaining to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audiovisual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.”—

from New York Consolidated Laws: Civil Practice Law and Rules Section 4509, 1988

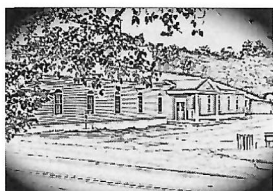
### 2. RESPONSE TO SUBPOENAS OR SEARCH WARRANTS

The following guidelines will be strictly followed by all employees of the Sharon Springs Free Library in regards to Subpoenas and Search Warrants concerning the library's records and property.

A. SUBPOENAS: In the event that any person attempts to serve a subpoena on an employee of the library, that employee will tell the person that no employee of the library may accept any subpoena regarding library business and records. The employee will tell the person attempting to serve the subpoena that it must be served on an Officer of the Board of Trustees. The employee may provide the person attempting to serve the subpoena with the names of the officers of the Board of Trustees. When any Officer of the Board of Trustees accepts a subpoena, all other Trustees must be notified and an emergency meeting shall be held within 48 hours to discuss the course of action to be taken in regards to the subpoena.



- B. **SEARCH WARRANTS:** In the event that law enforcement officials advise any employee or member of the Board of Trustees that a search warrant is to be executed on the library, the person so advised will cooperate fully with the authorities and as soon as possible will ensure that all Trustees are made aware of the search. A meeting of the Trustees will be held within 48 hours to discuss the issue.
- C. Additionally, in no case may a Library Trustee or an employee while acting in their official capacity provide any information regarding library records to any person without written legal justification.



## ***Freedom to Read***

<b><i>Review</i></b>	<b><i>12-03-2020</i></b>
<b><i>Revision</i></b>	<b><i>12-03-2020</i></b>
<b><i>Issued</i></b>	<b><i>02-27-2003</i></b>
<b><i>Identifier</i></b>	<b><i>Policy SSFL-008</i></b>

Believing that one of the hallmarks of a free society is the ability of a person within that society to have the freedom to explore written word, we as trustees *of the* pledge the following to our fellow community members.

1. With your support we shall provide our community with books and materials that enrich the quality and diversity of thought and expression.
2. Each patron shall be free to determine what he/she wishes to read. However, it is the parents'/guardians' responsibility to monitor the materials that their children take from or use in the library.
3. Your library shall make available the widest range of views and expressions.
4. No book or author shall be labeled as subversive or dangerous.
5. Your library shall resist any efforts to restrict access to materials in its collection.

Our goal in stating the above principles is to reiterate our commitment to provide the public with a library community resource which honors the freedom to read and attempts to make available the knowledge and ideas which are so essential for the growth of the mind and increase of learning.



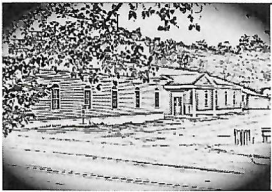
## ***Freedom to View***

<b><i>Review</i></b>	<b><i>01-28-2021</i></b>
<b><i>Revision</i></b>	<b><i>None</i></b>
<b><i>Issued</i></b>	<b><i>2-27-2003</i></b>
<b><i>Identifier</i></b>	<b><i>Policy SSFL-009</i></b>

The freedom to view, along with freedom to speak, to hear and to read, is protected by the First amendment to the Constitution of the United States.

Therefore, this library has adopted the following precepts:

1. Censorship of audiovisual materials is not condoned by the Sharon Springs Free Library. However, it is the parents'/guardians' responsibility to monitor materials that their children take from or use in the library.
2. It is in the public interest to provide the broadest possible access to all materials as a means for communication of ideas. Liberty of circulation is essential to ensure the constitutional guarantee of freedom of expression.
3. It is in the public interest to provide for our patrons, materials that represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of content.
4. It is our professional responsibility to resist prejudging any audiovisual material on the basis of the moral, religious or political beliefs of the producer or filmmaker, or on the basis of controversial content.



## ***Material Selection Policy***

<b><i>Review</i></b>	<b><i>01-28-2021</i></b>
<b><i>Revision</i></b>	<b><i>01-28-2021</i></b>
<b><i>Issued</i></b>	<b><i>11-22-2001</i></b>
<b><i>Identifier</i></b>	<b><i>Policy SSFL-010</i></b>

The Sharon Springs Free Library acquires and makes available materials, which inform, educate, entertain and enrich. In its selection of materials, the Sharon Springs Free Library endorses the Library Bill of Rights and the Freedom to Read Statement, as adopted by the American Library Association. To achieve these ends, the Sharon Springs Free Library provides materials and services to residents of all ages. It seeks to direct and stimulate life-long learning by offering a carefully selected collection of materials and skilled professional guidance in their use.

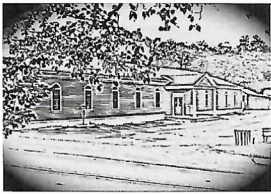
Since it is not possible for any library to acquire all materials, it is necessary that every library employ a policy of selectivity in acquisitions. The Sharon Springs Free Library provides, within its financial limitations, a collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value as well as materials on current issues. Within the framework of those broad objectives, selection is based on community need, those expressed and those inferred from study of community demographics and evidence of areas of interest.

The library will challenge censorship of any materials in order to provide complete and accurate information on all sides of an issue, and to foster a climate of intellectual freedom for area residents. The library will not promote specific beliefs or views, but will provide suitable material to enable the public to make informed and intelligent decisions.

The responsibility for material selection lies with the Sharon Springs Free Library Director following guidelines set by the Board of Trustees. Impartiality and judicious selection shall be exercised in all material selection practices. Recommendations from the public are welcome.

The choice of library materials by library users is an individual matter. While an individual may reject materials for himself, he cannot exercise censorship to restrict access to materials by others. Any individual expressing an objection to or concern about library material should receive respectful attention. To this end, said individual may present said concern(s), either in person or in writing, to the Library Director and/or Board of Trustees.





## ***Gift Acceptance Policy***

<b><i>Review</i></b>	<b><i>01-28-2021</i></b>
<b><i>Revision</i></b>	
<b><i>Issued</i></b>	<b><i>10-27-2005</i></b>
<b><i>Identifier</i></b>	<b><i>Policy SSFL-011</i></b>

### **Cash Gifts**

Cash gifts are the simplest, most direct means of support for the Library. These are funds that are at the immediate disposal of the Library and in which the donor retains no interest. Gifts that are donated to the Library without any express limitation placed upon them will be credited to the unrestricted fund account.

### **Bequests**

Sharon Springs Free Library is named as a beneficiary in a donor's will. The gift may be a specific bequest (a named item or dollar amount), or may be a percentage of the donor's estate after all other specific bequests and expenses have been satisfied. Bequests are the simplest form of planned gifts. For the donor, there is a two-fold benefit: the knowledge that he or she is supporting the Sharon Springs Free Library, and the receipt of a charitable tax deduction for the value of the bequest.

### **Gifts of Securities**

Publicly traded securities, shares of stock in closely held companies, bonds and government issues may be accepted. Gifts of securities may be made by sending the certificate and an executed stock power for each separate issue of stock or bond to the Library treasurer.

### **Special Purpose and Unrestricted Endowment Funds**

The Library may approve the establishment of special purpose and unrestricted endowment funds upon receipt of gifts or commitments, which meet its approved financial goals and other criteria. The Library Board of Trustees Executive Committee must approve endowments bearing individual's names or otherwise rendered discrete from unrestricted funds.

"If in the opinion of the Library, any, or part of any donation cannot be applied in strict conformance with the purposes previously stated, the Library may use these funds for other appropriate purposes as nearly aligned to the original intent of the donor as good conscience and need dictate, within the powers of the library."

### **Real Estate**

The Library may accept gifts of real estate, houses, condominiums, commercial properties, farm land, rental properties and undeveloped land after a thorough review of the following factors:

1. The usefulness of the property for Library purposes;
2. The marketability of the property;
3. The existence of restrictions, reservations, easements and/or limitations on the property;
4. The existence of encumbrances such as mortgages and mechanics liens on the property;
5. Carrying costs, such as the property owner's association dues, taxes, insurance and other maintenance expenses, and;
6. Fair market value of the property in relation to the costs and limits listed above as determined by a qualified appraiser.

For all gifts of real estate, the decision to accept such gifts resides with the Library Board of Trustees. Prior to the acceptance of any parcel of real property, an assessment of the potential environmental risks of ownership shall be conducted at the donor's expense. This assessment will include, but not be limited to, the following:

1. An inquiry of the present owner regarding his, her, or its knowledge of the history of the property;
2. A title search and survey of the property;
3. A consultation with federal, state and local environmental agencies to find out whether the property has any history of hazardous waste contamination or any other environmental challenges;
4. A visual inspection of the property for any evidence of environmental hazards.

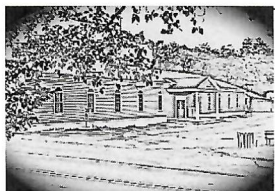
### **Tangible Personal Property**

The Library may accept gifts of tangible personal property, including for example works of art, jewelry, antiques, coin, stamp and other collections, automobiles, manuscripts and books. Such gifts may be accepted only after a thorough review indicates the property is readily marketable or may be used by the library in a manner consistent with its purposes. An essential issues for donors to consider before contributing a gift of tangible personal property is whether they would allow the Library to use or display the property. This permission should be in writing from the donor. Prospective donors should be advised that the Library reserves the right to sell or otherwise dispose of the personal property in question, if such action is financially advisable or necessary.

If the library intends to sell any gift immediately upon acceptance, rather than use it, the donor must be informed that IRS rules will probably limit the amount of the charitable deduction to the donor's cost basis. Whenever donors estimate their gifts of tangible personal property at \$5000 or more, they must obtain a written appraisal or assign valuation to gifts of tangible property.

### **General Disclaimer**

The Library Board of Trustees has the right to accept or reject any and all gifts, bequests, gifts of securities, special purpose and unrestricted endowment funds, real estate and tangible personal property as set forth more specifically herein.



## ***Posting Policy***

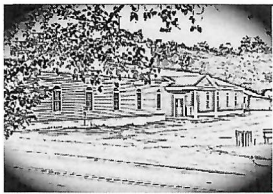
<b><i>Review</i></b>	<b><i>01-28-2021</i></b>
<b><i>Revision</i></b>	<b><i>None</i></b>
<b><i>Issued</i></b>	<b><i>09-27-2007</i></b>
<b><i>Identifier</i></b>	<b><i>Policy SSFL-012</i></b>

The information posted on the library bulletin board is meant to provide resources, suggestions, and/or opportunities for the community. The Sharon Springs Free Library and its Board of Trustees does not endorse, support, warrant, or guarantee the programs, petitions, services or other information described or offered within.

The use of library space is a privilege, not a right. The Sharon Springs Free Library and its Board of Trustees reserves the right to suspend the posting privilege of any individual(s), groups and/or organizations that violate library policy.

\*\*\* This policy will be prominently displayed on the library Bulletin Board \*\*\*





## **Library Computer & Internet Policy**

<b>Review</b>	<b>02-25-2021</b>
<b>Revision</b>	<b>02-25-2021</b>
<b>Issued</b>	<b>03-22-2007</b>
<b>Identifier</b>	<b>Policy SSFL-013</b>

The Sharon Springs Free Library provides its patrons with access to computers and the Internet as part of its ongoing commitment to make information available in a variety of formats and from a variety of sources.

The Library's computers are available to the public for free.

Patrons with a juvenile or teen library card must have parental permission on file with the Library to access the Internet. Parents and guardians are responsible for sites their children access. The Library staff cannot and does not act *in loco parentis*. Parents and guardians are encouraged to continue to participate in their child's learning by helping their child select materials that parents or guardians feel are appropriate.

Users may not modify Library hardware, delete or modify Library software nor install software on Library computers. Only the CD and USB drives may be used for accessing and saving personal files.

The Library cannot control the information available through the Internet and does not accept responsibility for its quality, accuracy, or timeliness. Library computers do not have filters. Internet users who release personal information do so at their own risk. Anything accessed or entered on the Library's computers is not secure and may be accessible to others.

The Library is a public space that is shared by patrons of all ages. The Library's internet workstations may not be used for illegal, harmful, or damaging purposes; may not be used to access potentially offensive information or images, and must be used in compliance with this policy.

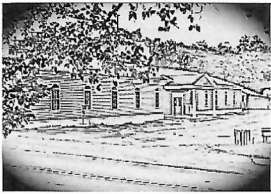
A patron's internet privileges will be suspended or revoked if, in the opinion of the Library Director, use and/or behavior at the internet workstations is not in accordance with this policy. Illegal acts involving the Internet connection may be subject to prosecution by local, state, or federal authorities. Users will be held responsible for their actions using the internet.

The Library also provides wireless access to anyone having a device with wireless capability. Devices are not provided by the Library. Wireless users are bound by the same usage guidelines as patrons using the Library's equipment.

A printer/copier/fax machine is available for public use at a cost of 20¢ per page. Charges are to be paid for when leaving the library.

**The computer area will have these rules posted.**





## Copyright Policy

Review	02-25-2021
Revision	02-25-2021
Issued	04-27-2008
Identifier	Policy SSFL-015

It is the intent of the Sharon Springs Free Library to adhere to the provisions of the U.S. Copyright Law (Title 17). All parties, including patrons and staff, are prohibited from copying or transmitting materials not specifically allowed by fair use, copyright law, licenses or contractual agreement or permission. The following notice shall be placed on or near all equipment capable of duplication or transmission of copyrighted material, including copy and Fax machines, computers, as well as in a public area.

***The copyright law of the United States (Title 17, United States Code) governs the duplication, retention and transmission and use of copyrighted material.***

***This includes web pages, DVDs, videocassettes, CDs, audiocassettes, and CD ROMs.***

***Criminal copyright infringement is investigated by the FBI and may constitute a felony with a maximum of up to five years in prison and/or \$2,500 fine.***

***Any patron borrowing material is responsible for compliance with the law and anyone who willfully disregards the copyright policy is in violation and assumes all responsibility.***

***Persons who secure permission, licenses or other contractual agreements shall maintain adequate records regarding the use of the copyrighted material and are required to furnish a copy of this agreement to the Library staff if equipment owned by the Library is used for the purpose of duplication/transmission.***



## ***Investment Policy***

<b><i>Review</i></b>	<b><i>05-27-2021</i></b>
<b><i>Revision</i></b>	<b><i>05-27-2021</i></b>
<b><i>Issued</i></b>	<b><i>11-22-2001</i></b>
<b><i>Identifier</i></b>	<b><i>Policy SSFL-016</i></b>

WHEREAS, the Board of Trustees of the Sharon Springs Free Library desires to establish a Policy for use of its funds; and

WHEREAS, the Board of Trustees desires its funds to generate the best possible income;

NOW, THEREFORE, BE IT RESOLVED, that the following guidelines be used:

1. Operating Account: those needed for day-to-day operations. Money should be in a checking account.
2. Money Market Account: funds that will be used in the future.
3. Grants: Grants are deposited into the Debit Card Account.
4. Building Fund: to prepare for the future.

BE IT FURTHER RESOLVED, that the treasurer, with the approval of the Board of Trustees, be empowered to manage such funds and report regularly to the said Board.



## ***Policy for the Special Use of Facilities***

<b><i>Review</i></b>	<b><i>03-25-2021</i></b>
<b><i>Revision</i></b>	<b><i>03-25-2021</i></b>
<b><i>Issued</i></b>	<b><i>12-02-2007</i></b>
<b><i>Identifier</i></b>	<b><i>Policy SSFL-017</i></b>

1. It is the intent of the Board of Trustees and the Director of the Sharon Springs Free Library (SSFL) to create and sponsor events outside of normal operational hours. Programs planned may include, but are not limited to, three types of events:
  - a. Educational: creative writing seminars; adult crafts and painting classes; Story Time for Kids; book discussions; wildlife talks; theatre arts classes; children's crafts
  - b. Entertainment: Family Sing; teen and family dances; open mic nights; poetry and play readings; guest author presentations
  - c. Literacy and Development: children and adult reading programs; SAT preparation; individuals offering language and remedial reading classes, etc.
2. Requests from non-SSFL groups to sponsor events for the library that fall under those headings, shall be considered by the Board of Trustees for their relevancy to the Library Mission Statement. Complete information supporting these events shall be delivered to the Library Director or President of the Board at least two weeks prior to the Board of Trustees' monthly meeting.
3. Events offered as fundraising opportunities for the library, or any current capital projects will be considered on a case-by-case basis. Complete information for these events shall be presented to the Library Director or President of the Board at least two weeks prior to the Board of Trustees' monthly meeting.
4. Funding for all events (if applicable) must be in place prior to public announcement of the event. In special cases fees may be charged to cover cost of materials and maintenance.
5. Requests from non-SSFL groups to sponsor events in the Community Room, non-relevant to the library, shall be directed by the Library Director/President of the Board to the municipal office responsible for considering and scheduling events in the Community Room.
6. Requests to hold non-SSFL events within the library shall be considered by the Board of Trustees on a case-by-case basis. Complete information for these events shall be presented to the Library Director or President of the Board at least two weeks prior to the Board of Trustees' monthly meeting.
7. Concerns of safety issues surrounding events not already described shall be addressed by the Library's Insurance underwriters, who maintain a department expressly for the purpose of troubleshooting and planning activities with proper safety measures.
8. The Policy of the Special Use of Facilities is determined by the Sharon Springs Free Library Board of Trustees, and is subject to review and revision at the discretion of the Board. In the interests of the library and Community, exceptions may be made at the discretion of the Board on a case-by-case basis. Appeals to any of these policies or decisions shall be submitted to the Board of Trustees in writing.



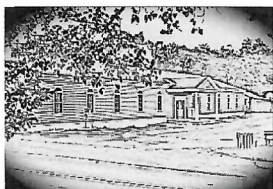
***Procedure for  
Maintenance of Building & Grounds***

<i>Review</i>	<i>03-25-2021</i>
<i>Revision</i>	<i>03-25-2021</i>
<i>Issued</i>	<i>04-26-2007</i>
<i>Identifier</i>	<i>Policy SSFL-018</i>

In order to supervise and maintain the Library/Community Center building and grounds, the furnishings and care of the rooms, the following procedures are established:

1. The Library Director will order repairs and supplies needed to maintain the facility and grounds.
2. The Facility Maintenance Committee will respond to requests as needed.
3. If an emergency occurs the Library Director will immediately contact the Facilities Maintenance Committee to take appropriate action.
4. All repair projects and supplies needs will go through the Director to be passed on to the Facilities Maintenance Committee.
5. The Facilities Maintenance Committee will report regularly to the Board of Trustees.

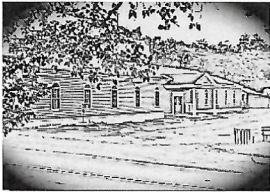




## ***Non-Smoking Policy***

<b><i>Review</i></b>	<b><i>03-25-2021</i></b>
<b><i>Revision</i></b>	<b><i>03-25-2021</i></b>
<b><i>Issued</i></b>	<b><i>04-22-2010</i></b>
<b><i>Identifier</i></b>	<b><i>Policy SSFL-019</i></b>

Consistent with the provisions of the New York State Clean Air Act, the Sharon Springs Free Library is a smoke and tobacco free environment. No use of any tobacco product, including but not limited to, cigarettes, pipes, cigars, snuff, chewing tobacco, smokeless tobacco products or electronic cigarettes is allowed within the facilities or on the property at any time. "Property" means the library's facilities "curb to curb", including the building interior, grounds, adjacent sidewalks, and the parking lot.



## ***Personnel Policies***

<b><i>Review</i></b>	<b><i>12/02/2021</i></b>
<b><i>Revision</i></b>	<b><i>12/02/2021</i></b>
<b><i>Issued</i></b>	<b><i>08-20-2011</i></b>
<b><i>Identifier</i></b>	<b><i>Policy SSFL-020</i></b>

### I. Objective

The Board initiates and implements personnel policies and salary standards to ensure professional working relationships based upon mutual respect and confidence between the Board of Trustees and staff.

**This policy shall not constitute nor be construed as a promise of employment or as a contract between Sharon Springs Free Library (hereinafter "SSFL") and any of its employees.**

### II. Affirmative Action

The SSFL is committed to the implementation and support of affirmative action and will abide by all applicable local, state and federal standards with regard to the selection, retention and promotion of employees. The Executive Committee shall act as SSFL's Equal Employment Opportunity Committee. As a general policy, SSFL is an equal opportunity employer, and does not discriminate in its hiring practices based on age, race, color, gender, sexual orientation, handicap, marital status, national origin, creed, religion military status or status as a Vietnam-era or special disabled veteran or any other protected class specially surveyed by federal, state, and local laws.

### III. Responsibility for Personnel Administration

- A. The Board of Trustees, as the legal employer of the SSFL, has ultimate responsibility to provide for the employment of staff and to adopt personnel policies for the staff. These personnel policies serve as a guide for the library in all personnel matters and may be amended only by majority vote of the Board of Trustees.
- B. The Board of Trustees is responsible for hiring, supervising, evaluating and terminating the Director.
- C. The Personnel Committee is a standing committee of the Board of Trustees that shall be responsible for personnel administration. The Committee's personnel responsibilities include the following:
  - 1. To assist in fostering Board/staff relationships.
  - 2. To assist in maintaining qualifications and salary guidelines for staff members in accordance with recognized standards.
  - 3. To assist the Board in determining personnel policies.

4. To consult with the Director on special problems relating to staff.
  5. To review and ensure that staff position descriptions reflect current duties and responsibilities as determined by position duties and assigned tasks.
  6. The President and Personnel Committee of the Board, in consultation with the Board of Trustees, will complete an annual performance evaluation of the Library Director to include evaluation administration and follow up summary of evaluation feedback to the entire Board. A copy of the executed evaluation will be placed in the Library Director's personnel file.
  7. To monitor the annual evaluations of the staff by the Director and to assist and conduct appeal and review hearings for all personnel.
  8. To ensure that each employee has a signature page from the Personnel and Sexual Harassment policies in their file.
  9. To conduct exit interviews, as possible, with staff who resign.
- D. The Director is accountable to the Board of Trustees. She/he has the responsibility to direct, supervise, and initiate disciplinary action and do annual evaluations for all other employed staff, in accordance with the SSFL personnel policies. In performing these duties, she/he will consult with members of the Personnel Committee about the duties and work area of the staff position under consideration as provided for in the hiring procedures, and will meet regularly with the Personnel Committee. She/he shall recommend action on staff appointments and terminations to the Board of Trustees in a timely manner.

#### IV. Staff Organization

- A. The library's programs, services and funding determine the number and type of workers in the library as determined by the Board. The Director is the administrative head of the library and all staff members report to her/him. The Board of Trustees hires the Director, who reports to the Board.
- B. This set of Personnel Policies is intended to be guidance. It is not an employment contract and should not be construed as such. Furthermore, no promise, statement or writing made by a supervisor may be interpreted to constitute an employment relationship other than "at will." Rather, employment with the library is "at will," terminable by either employee or the Board at any time, without notice, with or without cause, except as otherwise provided by law.

#### V. Appointment of Library Director

The Library Director is appointed by the Board of Trustees in accordance with the Regulations of the Commissioner of Education Regulations 90.8 Appointment of Library



Personnel.

## VI. Personnel Records

### A. Contents of Personnel Files

SSFL shall maintain a personnel file for every employee consisting of information regarding the employee, including but not limited to the following:

1. The application for employment, record of personnel history, including information of education, training and experience.
2. Evaluations and other pertinent information.

An employee, upon request, may have access to his/her personnel file in the presence of a member of the Personnel Committee and/or the President of the Board of Trustees. This file shall be kept accurate and up-to-date, and shall include all materials related to changes of status, job titles salary grades and other matters having a bearing on the individual employee's relationship to the agency. The contents of personnel files are confidential. Only the President of the Board of Trustees and the Personnel Committee will have access to these files.

SSFL shall maintain a separate file of all the personnel memoranda issued to the staff as a whole.

## VII. Evaluations and Promotions

### A. Annual Evaluations

Annual evaluations shall take place in May of each year regardless of hire date. The employee shall be given the opportunity to read the evaluation, to sign it and to file a statement covering any points on which the employee disagrees. Such a statement shall become an integral part of the personnel file along with a copy of the evaluation. A copy shall be given to the employee.

The Board of Trustees shall evaluate the Director as more specifically set forth in section C (6) above. The Director shall develop staff evaluations, staff job descriptions and evaluate staff members as more fully set forth in Director's job description.

### B. Orientation and In-Service Training

The Director or his/her authorized designee shall give every new employee adequate orientation and in-service training. This is accomplished by:

1. A review and signing of the library's Personnel policy with the new employee.



2. A review and signing of the library's Sexual Harassment policy with the new employee.
3. A review of the library's procedures manual with the new employee.
4. Thorough training on library procedures and practices.
5. At regular intervals, the Director should meet with staff to acquaint them with new policies and/or procedures.
6. Attendance at Mohawk Valley Library System workshops, workshops offered by local educational institutions and/or agencies.

#### C. Promotions

SSFL recognizes the principle of promotions from within the organization. When appropriate, present staff members shall be considered first when a vacancy occurs or when a new position is created. Promotions shall be made with due regard to training, length of service, ability, special skills, and job performance. When other qualifications are substantially equal length of service prevails.

### VIII. Termination of Service

Employment at will - Employment with SSFL is freely entered into and is a voluntary relationship. SSFL reserves the right to terminate employment where it determines that such action is in the organization's best interest. Similarly, an employee is free to conclude the relationship whenever an employee decides that it is in his or her best interest to do so.

#### A. Length of Employment

An employee's continuation of employment in a position will be based on satisfactory performance.

#### B. Release

The term "release" refers to termination of employment by the library for reasons beyond the control of the employee and bears no relation to an employee's job performance or conduct.

Should the library be unable to continue an employee in his/her current position because of budget cuts, reorganization or discontinuation or curtailment of a department, division or area of service, and is unable to devise some other mutually satisfactory assignment, the employee shall be released. The Director shall give notification of release to the employee in writing ten (10) working days in advance of the date of separation.

## II. Disciplinary Action/Dismissal

Any person having supervisory responsibilities at SSFL is expected to maintain avenues of regular communication with those supervised.

The term "disciplinary action" refers to the issuance of a written warning notice or notices to employees by supervisory personnel, detailing behavior on the part of the employee which is unsatisfactory. The following types of conduct are not all inclusive but included to assist the individual to understand what is expected as a SSFL employee. We require all employees to meet the standards of performance and conduct that have been established for their position. When employee performance does not meet SSFL standards, a Constructive Counseling process is used to ensure understanding of the expectations. Constructive Counseling may include coaching, written warning(s), and termination of employment. The action taken by the Board of Directors in consultation with the Personnel Committee will be appropriate to the problem behavior or performance issue. While SSFL hopes to correct most types of unsatisfactory performance or conduct through constructive counseling measures, some types of performance and misconduct are so severe that they may warrant termination without any prior constructive counseling action.

A. Reasons for giving a written warning notice include, but are not limited to, the following:

1. Excessive or unauthorized absence or tardiness
2. Disrespectful or improper attitudes toward patrons, fellow employees or Trustees.
3. Unsatisfactory work habits.
4. Unsatisfactory personal hygiene and/or appearance.
5. Lack of cooperation in performance of assigned tasks; failure to meet work objectives without an explanation satisfactory to the immediate supervisor.
6. Violation of safety rules, agency regulations, or program performance guidelines of regulatory agencies.
7. Other acts inconsistent with generally recognized standards of good employee conduct or malfeasance.

The term "dismissal" refers to termination of employment by SSFL for unsatisfactory job performance or misconduct on the part of an individual employee.

B. The following types of conduct may result in the summary dismissal of an employee:

1. One (1) verbal and two (2) written warning notices detailing unsatisfactory behavior.

2. Improper or unprofessional conduct including sexual activity related to patrons or other employees or any conduct that violates a patron's or employee's legal rights.
3. Reporting to duty under the influence of alcohol or drugs, or the possession or use of alcohol or drugs on the job.
4. Stealing or the facilitation of stealing.
5. Falsifying time records, forms or other work records.
6. Using abusive language toward patrons, fellow employees, or Trustees.
7. Giving SSFL-related information of a professional and/or confidential nature to unauthorized persons or revealing any patron data from Polaris to anyone.
8. Performing criminal, illegal or other acts deemed inappropriate by the Board.
9. Insubordination toward anyone acting in a supervisory or managerial capacity.
10. Other violations of rules and practices, including violations of legal and professional codes and guidelines that could hold the employer responsible for civil or criminal penalties or jeopardize agency funding or programs.

### III. Resignation

The term "resignation" refers to the voluntary termination of employment on the part of the employee. In the event of resignation, the library should receive written notice thirty (30) calendar days in advance of the last day of employment for the Director and ten (10) working days in advance of date leaving for all other employees.

Accrued vacation credits shall be paid as financial compensation only when adequate notice (as outlined above) is given. In the case of the Director's resignation the Board will make the decision regarding granting of accrued vacation credits. Such credit shall not be allowed if the employee does not give adequate notice.

### IV. Hours

#### A. Hours of Operation

The Board of Trustees will determine the schedule for the hours of operation for the Library. It is expected that the Director will be on duty during the designated hours of operation unless other arrangements have been made. In the absence of the Director, paid staff, a Trustee, or other qualified volunteer will operate the Library. If none of the foregoing substitutes are available, the Library may be closed, at the discretion of the Director or Board of Trustees Executive Board.



## B. Work Week

The Director's workweek shall be determined by the Board.

## C. Overtime for Staff

In general, overtime is unapproved. The Board authorizes all overtime in advance. In the exceptional event that more than 40 hours of work is required of any one employee, hours worked in excess of 40 in a week will be paid at 1 1/2 times the employee's regular rate of pay.

## V. Holidays

The Library observes eleven (11) holidays per year. SSFL will not be responsible for paying employees for holidays and personal days not taken during the calendar year.

The following days are designated as annual holidays, if any fall on a workday:

1. New Year's Day
2. Martin Luther King Day
3. Presidents Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Columbus Day
9. Veterans Day
10. Thanksgiving Day
11. Christmas Day

The library may be closed (with pay for the Director) at 5:00 p.m. or earlier on:

1. Christmas Eve
2. New Year's Eve

At the discretion of the Board of Trustees, the Library may remain open on any of the above. Staff scheduled to work on the day on which these holidays fall will be paid their regular rate of pay for the regular hours they are scheduled.

## XIII. Leaves of Absence

### A. Paid Time Off

Paid time off is an earned benefit of the Director only. Paid time off accrues from the first day of employment and is to be used in the calendar year in which it is earned unless approved by the supervisor or Board of Trustees.



Paid time off for each year shall be calculated on the following basis:

The Director shall be granted a minimum paid leave for the equivalent of a 36-hour workweek per fiscal year. Additional paid time off may be granted for subsequent service.

Paid time off may not be rolled-over from year-to-year and must be used in the fiscal year in which it is earned, unless otherwise determined by the Board of Trustees. Any unused paid time off will be paid at the end of the fiscal year.

#### Bereavement

Bereavement time off may be used in case of death in the immediate family of the employee, but will not exceed three (3) consecutive days in the event of a death, except at the discretion of the Board of Trustees. Immediate family is an employee's parents, spouse, daughter, son, sibling, brother-in-law, sister-in-law, grandparent or other individual living in the employee's residence.

#### Paid Sick Leave

As mandated by the New York State Sick Leave Policy, sick leave for employees must accrue at the rate of at least one hour for every 30 hours worked. Employees can use sick leave for themselves or when providing care or assistance to a family member. An employee must request to use Sick Leave by making an oral or written request prior to using leave. An employer must keep an ongoing record of accrued and used leave. Unused sick leave is to be carried over to the following calendar year and caps out at 40 hours per calendar year. Employers are not required to pay employees for unused sick leave.

### B. Leaves of Absence/General Provisions

All forms of leave, paid or unpaid, require that the Director ask written permission and subsequent approval of the Board of his/her intended absence in advance of his/her non-attendance at work.

Failure to seek permission or give notice of non-attendance prior to being absent may result in loss of pay for the period of absence, and/or result in disciplinary action.

Any employee's absence for two (2) days or more without notification to the immediate supervisor as to the reason for the absence shall constitute an automatic voluntary resignation. Reinstatement shall be at the discretion of the Board.

1. Maternity and Paternity Leave

Unpaid maternity or paternity leave will be granted.

2. Leave for Civic or Military Responsibility

Military leave without pay shall be granted to the Director who enters the armed services. Such employee shall be afforded the protection of his/her seniority rights. He/she will be reassigned promptly upon return to civilian life if the employee returns within ninety (90) days after being honorably discharged.

Civic responsibilities such as jury duty are considered a responsibility and privilege of every citizen. Execution of such civic responsibilities by individual staff members is encouraged. The employee requesting leave must request that time off two weeks in advance and have received approval in writing from the Board in order to use that time. Employees who are called for jury duty will be granted time off and will be paid their regular base wages for regular scheduled workdays. A copy of the jury duty summons and jury duty check stubs must be provided to their manager immediately after returning from jury duty to verify their jury service. Any reimbursement to the Director for such service will be deducted from pay.

#### XIV. Employee Benefits and Deductions

- A. Pay Day

Paydays shall be bi-weekly, except when the payday is a holiday in which case payday will be the workday prior to the holiday. Employees will accurately complete a timesheet and submit it to the Director for approval.

- B. Payroll Deductions and Insurance

SSFL provides as a matter of policy the following deductions and insurance for the staff:

1. Mandatory deductions for state and federal income taxes.
2. Mandatory deductions for Social Security and Medicare.
3. All employees are covered by Workers' Compensation, with cost paid by the library.
4. The library pays 100% of the premium for New York State Disability Benefits for all employees.

### C. Automobile Insurance and Travel Expenses

1. It is understood that the Director and library staff will attend training approved by the Board. Staff members using their own cars for library business must obtain liability insurance equal to or greater than the New York State required minimum.
2. Employees using their own vehicle in performance of SSFL duties will be reimbursed at the current IRS mileage rate. Cost of other approved modes of transportation will be reimbursed based on proper documentation and the approval of the Director. A signed voucher that includes departure and destination purpose and actual recorded mileage must be submitted for reimbursement. Reimbursement to be made one time per month at the beginning of each month.

### XV. Status as Staff

Any employee shall not use the name, premises and office facilities of SSFL for personal purposes beyond what is permitted the public.

The freedom with which a SSFL employee may express herself/himself on matters of general or community concern shall be subject only to such limitations as apply to any citizen. However, when an employee wishes to speak on an issue in which the SSFL Board has not taken a position she/he shall make every reasonable effort to clarify and emphasize the fact that she/he is not speaking or acting as a representative of the library.

### XVI. Business Atmosphere

The conduct of social or personal business during office hours is discouraged. If any employee finds it necessary to conduct such activities during work hours, it should be conducted as briefly as possible and in the privacy of an office, whenever possible.

### XVII. Change of Address

All changes in an employee's address and/or telephone number must be reported immediately to the Director.

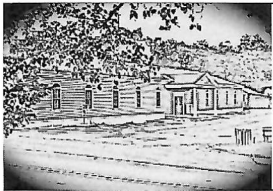
### XVIII. Confidentiality

All employees of SSFL are required to maintain strict standards of confidentiality regarding the information maintained by SSFL, including, but not limited to patron information, proprietary information, techniques, trade secrets and the like.







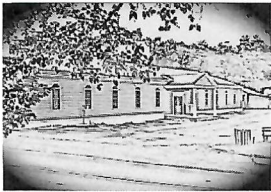


## ***Dress Code for Library Staff***

<b><i>Review</i></b>	<b><i>05-27-2021</i></b>
<b><i>Revision</i></b>	<b><i>05-27-2021</i></b>
<b><i>Issued</i></b>	<b><i>09-22-2005</i></b>
<b><i>Identifier</i></b>	<b><i>SSFL-021</i></b>

Since our jobs involve working with patrons and other customers, we expect employees to observe business casual standards of dress. Employees are also expected to adhere to good standards of personal hygiene.

In addition, articles of clothing are not to display offensive words, pictures or gestures as per director.



## ***Bulletin Board Policy***

<b><i>Review</i></b>	<b><i>05-27-2021</i></b>
<b><i>Revision</i></b>	<b><i>None</i></b>
<b><i>Issued</i></b>	<b><i>10-26-2006</i></b>
<b><i>Identifier</i></b>	<b><i>Policy SSFL-022</i></b>

The large library bulletin board located in the lobby may be used to post notices for community activities and organizations, as well as for Library news, on a space available basis, subject to approval by the Director of the Library.

The bulletin board located next to the door of the library and the two within the library are for library use only.

The director has the authority to remove unauthorized postings.



## **Sexual Harassment Policy**

<b>Review</b>	<b>05-27-2021</b>
<b>Revision</b>	<b>None</b>
<b>Issued</b>	<b>10-09-2019</b>
<b>Identifier</b>	<b>Policy SSFL-023</b>

### **Introduction**

Sharon Springs Free Library (SSFL) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of SSFL's commitment to a discrimination-free work environment. Sexual harassment is against the law<sup>1</sup> and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with SSFL. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

### **Policy:**

1. SSFL's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with SSFL. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. SSFL will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of SSFL who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees<sup>2</sup> working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the president of the Board of Trustees. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject SSFL to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

<sup>1</sup> While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

<sup>2</sup> A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.



5. SSFL will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. SSFL will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. SSFL will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the President of the Board of Trustees.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

### **What Is “Sexual Harassment”?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.



Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

### **Examples of sexual harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - Sabotaging an individual's work;
  - Bullying, yelling, name-calling.

### **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

## **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

## **Retaliation**

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

## **Reporting Sexual Harassment**

**Preventing sexual harassment is everyone’s responsibility.** SSFL cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the President of the Board of Trustees. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the President of the Board of Trustees.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form.



Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

### **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the President of the Board of Trustees.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

### **Complaint and Investigation of Sexual Harassment**

*All* complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. SSFL will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the President of the Board of Trustees will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.

- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

### **Legal Protections And External Remedies**

Sexual harassment is not only prohibited by SSFL but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at SSFL, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

#### **State Human Rights Law (HRL)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.



Complaining internally to SSFL does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

### **Civil Rights Act of 1964**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

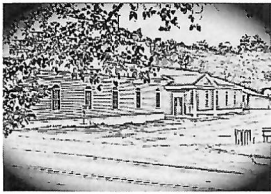
If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

**Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.



## ***Disseminations/Posting of Petitions***

<b><i>Review</i></b>	<b><i>06-24-2021</i></b>
<b><i>Revision</i></b>	<b><i>None</i></b>
<b><i>Issued</i></b>	<b><i>08-23-2007</i></b>
<b><i>Identifier</i></b>	<b><i>SSFL-024</i></b>

The Sharon Springs Free Library plays a unique role in the support and preservation of democracy by providing an open, non-judgmental institution where individuals can pursue their particular interest. Furthermore, the first Amendment of the United State Constitution guarantees freedom of speech and the courts have long held that this guarantee extends to the right to receive information freely.

Accordingly, any and all petitions authored by resident(s) of the Town of Sharon and/or Village of Sharon Springs may be delivered to the Library Director for placement on the bulletin board located in the entryway of the library. All petitions must clearly have the date and author of the petition indicated on the front of the petition. All petitions will be displayed on said bulletin board for a period of five (5) consecutive business days. It is the responsibility of the author of the petition to immediately collect the petition at the expiration of the five (5) day period. In the event the petition is not immediately collected, the Library Director is authorized to destroy said petition.

All petitions must be typed or neatly printed, no longer than 2 one-side only pages (excluding signature pages), and must be printed on 8.5 by 14 inch legal size paper.



## ***Community Room Usage Policy***

<b><i>Review</i></b>	<b><i>06-24-2021</i></b>
<b><i>Revision</i></b>	<b><i>None</i></b>
<b><i>Issued</i></b>	<b><i>05-25-2016</i></b>
<b><i>Identifier</i></b>	<b><i>Policy SSFL-025</i></b>

The intent of the Community Room is to provide space for residents to meet while exploring or expanding their interests.

Non-profit community groups may schedule use of the room on a first-come, first-serve basis through the librarian.

For-profit groups may schedule use of the room to introduce the community to their offerings on a limited, first-come, first-serve basis, as the space is not intended for business use. Businesses will be expected to pay a fee/deposit.

Individuals/families interested in scheduling the room for gatherings and celebrations may do so on a first-come, first-serve basis, although a fee/deposit will be charged.

All groups are expected to return the room to the condition in which it was found. Trash should be bagged.

The library reserves the right to approve/disapprove the use of the room.





# Audio Visual Borrowing Policy

<i>Review</i>	06-24-2021
<i>Revision</i>	None
<i>Issued</i>	08-08-2017
<i>Identifier</i>	Policy SSFL-026

Audio Visual Equipment is available for borrowing with a deposit of \$25.00. A form will be completed at the time of borrow.



I, \_\_\_\_\_ am borrowing \_\_\_\_\_,

\_\_\_\_\_, and \_\_\_\_\_

Pieces of equipment, for \_\_\_\_\_ (length of time).

I agree to return them in good condition and will receive my \$25 deposit back at that time.

\_\_\_\_\_ signature \_\_\_\_\_ date

\_\_\_\_\_ contact number

# Sharon Springs Free Library Long Range Plan – 2020 -2025

## A. Purpose of the Plan

This long range plan will provide overall guidance to the Sharon Springs Free Library Board of Trustees, Director and staff in meeting the overall objective of maintaining a circulation library and reading room for the public use to the residents of the Town of Sharon.

## B. Planning Assumptions

1. The Sharon Springs Free Library will continue to serve the residents of the Town of Sharon.
2. Changes in population in the library service area can be expected due to normal demographic changes.
3. New and different library services will be required to meet the needs of a changing technological society.
4. Funding for library maintenance and services will continue to be a major focus.
5. The library will continue to be a member of the Mohawk Valley Library System and utilize the services offered by that association.
6. The library will continue to be a part-time facility operated with part-time staff.
7. The library shall continue to meet the Board of Regents Minimum Standards (section 90.2 of Regulations of Commissioner of Education).

## C. Goals, Objectives, and Implementation

### Goal #1: Improve library services to the residents of the Town of Sharon

Objective: Continue to maintain and expand collections of materials suitable for all age groups

Implementation:

1. Update book selection to address needs of all age groups.
2. Expand selected collections as appropriate.
3. Set priorities for collection expansion, reduction or elimination based on space availability.
4. Review the Library Journal.

Objective: Maintain up-to-date technological services and equipment

Implementation:

1. Replace computers as needed; keeping a minimum of three for public use.
2. Provide classes on the use of computers and internet access.
3. Provide wireless internet access.
4. Provide equipment for community use.

Objective: Enhance the cultural life of our patrons

Implementation:

1. Hold story time on a regular basis.
2. Hold adult book discussions.
3. Provide creative activities such as arts and crafts classes for both adults and children.
4. Encourage young adults in library activities.
5. Provide informational and entertaining programs for all age groups.

Objective: Provide knowledgeable assistance to patrons

Implementation:

1. Provide opportunities for employees to acquire necessary skill for the operation of the library.
2. Provide the use of the Inter-Library Loan System.
3. Continue the policy of direct free access to the library services and materials.
4. Develop volunteer participation.
5. Develop and maintain a procedure manual for the administration of the library.
6. Encourage the use of the Public Access Catalogue.

## **Goal # 2: Pursue Multiple Sources of Funding**

Objective: Raise funds through drives and activities

Implementation:

1. Sponsor Annual Great Book Giveaway.
2. Sell library themed swag.

Objective: Mail solicitation

Implementation: Prepare and update mailing lists.

Objective: Seek new tax revenues as needed

Implementation: Plan and implement procedures for tax referendum

## **Goal # 3: Preserve the Library's Long Term Existence**

Objective: Continue to achieve annual balanced operating budgets

Implementation: Attend to expenses and revenues (see goal #2)

Objective: Cooperate with MVLS and other library systems.

Implementation: Identify opportunities to network.

Objective: Maintain viability of facility (see goal #5)

#### **Goal #4: Facilitate Effective Public Relations**

Objective: Increase public awareness of the library

Implementation: Continue to develop and implement a publicity program involving the Director and program facilitators

Objective: Promote special events at the library

Implementation: Invite the general public and local officials and organizations to library activities

Objective: Promote Community Cooperation

Implementation:

1. Actively seek cooperation of Sharon Springs Central School
2. Actively seek cooperation of the Town and Village Boards
3. Provide the Library's Long Range Plan, budgets and Annual Report to Town and Village Boards.

#### **Goal #5: Maintain and Upgrade the Library Facility**

Objective: Ensure the long-term viability of the facility.

Implementation: Maintenance committee appointed by the Board of Trustees to oversee the physical condition of the facility.

Objective: Monitor and address the day-to-day needs of the facility.

Implementation: Hire and train custodial staff as needed.