

Cuba Library Policy Manual

Internal:	Page:
● Conflict of Interest	2
● Personnel Policy	3
● Director Evaluation Policy	13
● Patron and Records Confidentiality	15
● Safety	17
○ Opioid Overdose Prevention Program	18
○ Incident Report	19
● Whistleblower and Ethical Behavior	21
● Sexual Harassment Prevention	22
○ Complaint Form for Reporting Sexual Harassment	29
● Social Media	32
● Volunteers	33
● Financial Controls	35
● Procurement	36
● Sale and Disposition of Library Property	38
● Inventory Management	39
● Investment	40
● Memorandum of Understanding with Friends of the Library	43
● Record Retention and Destruction	45
● Pandemic Plan	56
External:	
● Circulation:	60
○ Permitted User Form	62
● Collection Development	63
○ Statement of Concern about Library Resources	67
● Acceptable Patron Behavior	69
● Community Room Use	71
● Programming	75
● Gallery	77
○ Art Exhibit Release of Liability Form	78
● Video Surveillance	79
● Computer Use and Internet	81
○ Internet Acceptable Use Agreement	84
○ Parental Permission Agreement for Use of Library Computers	84
● Wireless internet	85
● Mobile Wireless Hotspot Lending	87
● 3D Printer	91
○ 3D Printer and Scanner Request Form	92
● Electronic Device Borrowing	93

Cuba Circulating Library

CONFLICT OF INTEREST POLICY

PURPOSE: The purpose of a conflict of interest policy is to protect the interests of the Cuba Circulating Library when contemplating entering into a transaction or arrangement that might benefit the private interest of a trustee or employee of the library. This policy is intended to supplement any applicable state or federal laws governing conflict of interest applicable to nonprofit organizations.

POLICY: Occasionally certain activities of the Cuba Circulating Library may pose a conflict of interest between a trustee or employee's business or personal affiliations and his/her participation in library affairs. Such activities include but are not limited to financial interest, hiring of library employees, selection of recipients of awards, or choice of vendor services. When such an activity becomes relevant to any subject requiring action by the Board of Trustees, the trustee or employee having the conflict shall state briefly the nature of the conflict and will not vote on the specific subject. The minutes of the meeting will show that a disclosure was made and that the individual stating the conflict of interest was not present during discussion and abstained from voting.

No trustee, administrator or any member of their respective families or households shall accept gifts, gratuities or favors of any kind from any person, firm or corporation doing business with, or seeking to do business with the Cuba Circulating Library which could reasonably be expected to influence his or her actions affecting the Cuba Circulating Library.

A signed copy of the Conflict of Interest Policy will be kept on file for every trustee and library employee.

Name: _____

Title: _____

Date: _____

App: September 10, 2007

Rev: March 8, 2010; Dec. 14, 2020

Cuba Circulating Library

PERSONNEL POLICY

The Cuba Circulating Library Association (“library”) is an Equal Opportunity Employer. No person shall be denied a volunteer or paid position in the library on the basis of any legally prohibited discrimination involving but not limited to: race, religion, color, political beliefs, national or ethnic origin, sex, sexual orientation, age, marital or family status, veteran status or disability.

The library complies with the Americans with Disabilities Act (“ADA”) by providing an equal opportunity to all qualified persons with disabilities. The library also provides a reasonable accommodation to applicants and employees with disabilities.

The library strives to adhere to the highest standards of honesty, good faith and fair dealings. No employee shall accept gifts, gratuities, or favors which could influence his or her actions affecting the library. No employee shall have a position of influence or a material financial influence in another entity which could pose a conflict of interest for decisions made affecting the library. If a possible conflict of interest exists for a contract or arrangement for goods or services between an employee of the library and an outside entity, it must be disclosed to the Library Director or President of the Board of Trustees in writing.

I. RECRUITMENT AND HIRING

A. Positions

1. The Library Director and Youth Services Coordinator are hourly professional positions. The Library Director will work at least thirty-five (35) hours a week. The Youth Services Coordinator will work at least twenty-five (25) hours a week. Other staff, such as Library Assistants, Senior Library Assistants, a Financial Secretary and a page, are paid hourly. The library contracts other positions as needed.

2. The Library Director supervises all staff. The Board of Trustees supervises the Director.

B. Recruitment

1. Open positions are first made known to current staff who have priority, if qualified for the position. Open positions for Library Director and Youth Services Coordinator will be advertised in newspapers, appropriate online venues, and with agencies appropriate for announcing said library positions. Other open positions will be advertised locally or regionally as deemed necessary for recruitment.

C. Hiring

1. Structured interviews with a committee of Board members will be held for the Library Director and Youth Services Coordinator. The current Library Director may be part of the interview team for any position. The current Youth Services Coordinator may be part of the interview team for Library Director and the Youth Services Coordinator.
2. Structured interviews with the Library Director and one other staff will be held for Library Assistant positions.
3. Other positions will be filled by the Library Director, with or without structured interview, but always on the basis of merit and qualifications.
4. Prior to being hired, a candidate will have his/her name checked against the New York State Sexual Offenders Registry. Anyone with such a criminal conviction will be ineligible to be hired.

D. Resignation

1. The Director and Youth Services Coordinator shall give six (6) weeks' notice of resignation. Other staff shall give two (2) weeks' notice of resignation.

II. SALARY/WAGES

A. The Board of Trustees will determine salaries/wages for all staff.

B. Payroll procedure

1. Payroll period will consist of fourteen (14) consecutive days beginning on a Monday and ending on a Sunday.
2. Payroll checks will be distributed on the first Wednesday following the end of the payroll period.
3. Employee compensation will be a bi-weekly hourly rate determined by the Board of Trustees.
4. Bi-weekly compensation for hourly employees will be determined by the number of hours worked in the payroll period times the rate of pay.
5. Employees eligible for the Paid Family Leave will have deductions taken from their paychecks as prescribed by New York State Law.

C. IRA contribution

The Library will match up to three percent (3%) of an employee's gross annual wages/salary, if the employee wishes to participate in an IRA Retirement plan. This will be done by payroll deduction. An employee is eligible to retain the amount matched by the employer after one year of employment.

III. INSURANCE

New York State requires most employers to maintain Disability, Worker's Compensation and Paid Family Leave benefits. The library provides such insurance coverages as required by law for the long-term wellness and financial protection of all employees. Each benefit is unique and is administered as described below.

A. Disability

Disability benefits coverage is provided to all employees for an off-the-job injury or illness. These benefits provide temporary weekly cash benefits to replace, in part, wages lost due to injuries or illnesses that do not arise out of or in the course of employment. Disability benefits are also paid to an unemployed worker to replace unemployment insurance benefits lost because of illness or injury.

The library obtains this coverage through a disability benefits insurance carrier who is authorized by New York State's Works Compensation Board. This coverage is paid for entirely by the employer. Employees who seek disability benefits shall notify the Director, who shall notify the President of the Board of Trustees, in a timely manner, to file a claim. Employees will be asked to complete and submit a Notice and Proof of Claim for Disability Benefits form. The Worker's Compensation Board is responsible for the review and approval of claims.

B. Worker's Compensation

Worker's Compensation coverage is insurance that provides cash benefits and/or medical care for workers who are injured or become ill as a direct result of their job. This coverage is paid for entirely by the library, and is obtained through a disability benefits insurance carrier who is authorized by New York State's Worker's Compensation Board.

Employees who are injured or become ill on the job shall seek medical attention immediately. The employee shall also notify the Director of the accident and how it occurred. The Director is responsible for completing an Accident Form immediately

following the accident and notifying the President of the Board of Trustees. The Director will file the accident form with the insurance provider.

Employees approved for benefits shall follow the required claims process. Partial use of sick time is allowed to bring compensation up to full normal pay. Employees do not usually accrue credit in the NYS Retirement System unless sick time is used. In that case, credit in the NYS Retirement System would be pro-rated. In any event, such credits are subject to the rules of the Retirement System. The Worker's Compensation Board is responsible for the review and approval of claims.

C. Paid Family Leave

Paid Family Leave coverage provides employees with job protected, paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is called to active military service abroad. This coverage is paid for entirely by the employee through biweekly payroll deductions. Deductions are based on a percentage of the employees' weekly wage set by New York State. The library obtains coverage on behalf of the employee through a benefits insurance carrier who is authorized by New York State's Worker's Compensation Board.

Employees who wish to apply for Paid Family Leave shall notify the Director, who shall notify the President of the Board of Trustees, at least thirty (30) days before leave will start. The employee must complete a Request for Paid Family Leave and submit it to the Director, who will notify the President of the Board of Trustees. The Director will complete the employer section of the form and return to the employee within three (3) business days. The employee is responsible for submitting the form and all necessary documentation to the library's Paid Family Leave Insurance carrier. The insurance carrier is responsible for the review and approval of claims.

The Director will administer all claims, unless involved in a claim him/herself, in that case, the President of the Board of Trustees will administer that claim.

D. Health Insurance

The library will pay fifty percent (50%) of the cost of a single BCBS POS 250d health insurance plan or equivalent, available through the Cuba Chamber of Commerce, for the positions of the Director and the Youth Services Coordinator. The eligible employee is responsible for the remaining premium. In lieu of medical coverage, \$250 will be paid to the eligible employee at the completion of each employment year.

IV. EARNED LEAVE

A. Holiday Leave

The Library Director and Youth Services Coordinator are paid for holidays that the library is closed.

B. Vacations

1. Beginning after six (6) months of employment, the Library Director shall receive two (2) weeks of paid vacation a year. Beginning after six (6) months of employment, the Youth Services Coordinator shall receive two (2) weeks of paid vacation equal to normal work week hours. After four (4) years of employment, the Library Director and Youth Services Coordinator shall receive three (3) weeks of vacation equal to normal work week hours. Vacation must be used in the year in which it was earned, unless granted an exception by the Board.

2. Beginning after six (6) months of employment, hourly staff receives one (1) week (of their average regular work week) of vacation a year. Hourly employees earn an additional four (4) hours vacation for every additional year of employment, up to two (2) full weeks of vacation a year. Vacation must be used in the year in which it was earned, unless granted an exception by the Board.

C. Sick Days

Each employee will have ten (10) days of sick leave pay available at the beginning of each calendar year, except that new employees will receive pro-rated sick leave pay, accrued at a rate of one hour per every 30 hours worked, beginning at the commencement of employment until December 31 of the that calendar year of employment. Beginning January 1 of the first calendar year after employment, the new employee will be eligible for ten (10) days of sick leave. An employee's unused sick leave shall be carried over to the following calendar year, for a maximum accrual of six (6) weeks of sick leave. All sick leave will be taken pursuant to the provisions of New York Labor Law Section 196-b. An employee will not be paid for unused sick leave upon such employee's termination, resignation, retirement, or other separation for employment.

D. Bereavement Leave

Four (4) days of paid mourning leave is granted, equal to the number of hours an employee usually works in a week, per year. Bereavement leave is used for the death of a spouse, child, sibling, parent, grandparent or in-law of the employee.

E. Jury Duty

If called to jury duty, employees will be paid equal to the number of hours that employee usually works for up to one (1) week's jury duty.

F. Weather and Other Emergency Closings

The library will close due to weather at the discretion of the Library Director. If the library closes because of extreme weather conditions or emergency conditions, employees scheduled to work will be credited with time as if worked.

To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and able to work remotely on projects identified by library leadership during their regularly scheduled working hours, and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked and submit their time to the Library Director via email.

V. CONDITIONS OF EMPLOYMENT

A. Job Descriptions

1. The Director and Board of Trustees establish employee classification and job descriptions according to prevailing library practices and the needs of the library. All job descriptions are available to all current employees as well as to applicants.
2. It is the Library Director's responsibility to keep these descriptions current.

B. Probationary Period

The probationary period is the first three (3) months of an hourly staffer's employment, during which time the employee may work closely with another staff member. The probationary period for the Library Director is six (6) months. At the end of the probationary period, the employee will receive a written evaluation of work. An unsatisfactory evaluation may result in termination.

C. Hours of Work

1. Evening and Saturday work is a condition of employment in the library and is a part of the customary and usual work week.

D. Work Environment

1. Employees are expected to be prompt. Employees are expected to find their own replacement if possible if they are unable to work. If a replacement cannot be found, the Director is to be notified. There should be at least two (2) employees on duty in the evening. There should be enough employees to handle the work flow at all other times, ensuring that customer service is prompt.
2. The conduct of personal business while at work, including phone calls, is discouraged.

3. Staff should not park on the streets near the library. There is parking available in the lot across the street from the library.

4. The library building is a non-smoking environment. Smoking is not permitted any place in the building or within fifteen (15) feet of the main entrance of the library in accordance with New York State Law.

E. Personal Appearance

Employees are expected to dress in a professional manner which reflects their position. Appropriate work attire is required for those positions requiring contact with the public at the circulation desk.

F. Social Media

Library staff is welcome to interact with the library's social media outlets using their personal social media accounts, including but not limited to commenting, reposting, etc. original library posts. However, library staff may not use social media to violate the library and/or patron's privacy and may not use any social media outlets to speak for the library (ie, preface any posts dealing with the library but not promoting specific events or programs with a statement like 'The following doesn't represent the library or library board's opinions').

G. Breaks

An Employee receives a paid fifteen (15) minute break for each complete four (4) hours worked. If an employee is at work more than six (6) hours a day, that employee receives up to one (1) hour of unpaid meal time, with the stipulation that the circulation desk be covered at all times.

VI. TRAINING

A. Staff Development

Staff is expected to attend pertinent training and meetings, including monthly staff meetings. With the approval of the Library Director, workshop fees are paid by the library. Mileage to meetings and training is paid at the prevailing Internal Revenue Service rate.

VII. EVALUATIONS

Evaluations of all staff will be done annually. Prior to the meeting the employee will be given a copy of the evaluation form on which to note special accomplishments of the year. Thus the employee and Director work together on the evaluation and also work together on the goals for the coming year. The form is signed by both the Director and the employee. The Director is

evaluated in the same manner annually by the Board of Trustees in accordance with his/her hire date

VIII. HARASSMENT/DISCRIMINATION

A. Employee Grievance

1. An employee with a grievance will define that problem in writing and submit it to the Director and/or the Chair of the Personnel Committee. If the problem is not resolved to the satisfaction of the employee within fifteen (15) working days, a written complaint with details should be submitted to the Board of Trustees by the employee. After hearing from the employee and the Director, the final decision of the Board of Trustees will be rendered in writing within thirty (30) days of the receipt of the complaint. If the complaint is not resolved to the satisfaction of the employee, any further action is the sole responsibility of the employee.

2. [Whistleblowers Policy](#)* See Attached Cuba Circulating Library Association Whistleblower/Ethical Behavior Policy for further details.

IX. CUSTOMER SERVICE

The first duty of all employees is to serve the customer. Courtesy and a spirit of excellence in customer service are the first requisites of a staff member. All customers are served in a first come, first served basis, and business like and cordial conduct is presupposed at all times. Personal conversations should be kept to a minimum and should never take precedence over customer service. Maintaining confidentiality of customer records and customer behavior is a requisite of the job.

X. EMPLOYEE CONSIDERATIONS

Library employees are also able to make copies at half the public's cost.

XI. DISCIPLINARY ACTION

Cuba Library employees are required to follow library policies and procedures and to meet acceptable standards of conduct normally expected in an office environment.

Any employee who exhibits unacceptable behavioral problems or violates library policy will be subject to discipline, which may range from verbal warnings to termination of employment.

Following is the normal sequence of steps that should be followed while recognizing concern for the rights and interests of each employee and the library:

Step 1 – Verbal warning by supervisor to employee

Step 2 – Written warning by supervisor to employee

Step 3 – Probation and/or suspension

Step 4 – Termination

Depending on the seriousness of the infraction, and at the discretion of the supervisor, steps 1 & 2 may be repeated or skipped. Each case is considered on an individual basis by the library director.

Verbal Warning: The first step in resolving work-related behavioral problems is usually for the library director to inform the employee of the infraction and request the employee to respond to the allegation or complaint. It provides the employee and the director with an opportunity to verbally discuss problems and to determine when and how these problems can be corrected. A memo of the warning will be placed into the employee's personnel file.

Written Warning: In documenting the infraction, the following outline should normally be followed:

- A. The specific nature of the violation or undesirable behavior, and the date of occurrence
- B. Previous discussion or discussions of this issue
- C. Previous disciplinary actions taken, if any
- D. Method or methods of discipline, if any
- E. Course of action to be taken in the future if the behavior is repeated
- F. Description of what constitutes improved behavior or conformance to policy and appropriate deadline.

The employee must review the memorandum and acknowledge, in writing, that he/she has read it. The memorandum is to be placed in an employee's personnel file immediately after review and discussion with employee. The employee is to receive a copy as well.

Probation and/or suspension: The length of the probation or suspension period is at the discretion of the Director, as is salary compensation provided to the employee during this period.

A serious breach of conduct may result in immediate probation, suspension, or termination.

EMPLOYEE ACKNOWLEDGEMENT

I have received my copy of the Personnel Policies of the Cuba Circulating Library and I understand that it is my responsibility to read and comply with these policies.

Employee Signature

Date

Rev: August 2018

Rev: 04/08/2019, 05/15/2019, 03/30/2020, 12/14/2020, 02/08/2021, 04/13/2021

CUBA CIRCULATING LIBRARY

Director Evaluation Policy

Working Together – Board & Director Responsibilities

The Cuba Circulating Library Board of Trustees is responsible for selecting, hiring and regularly evaluating a qualified Library Director.

In addition to this responsibility, the Library Board is charged with working in partnership with the Library Director to:

1. create and develop the mission of the library
2. plan and evaluate the library's service program based on community needs
3. secure adequate funding
4. exercise fiduciary responsibility
5. adopt policies regarding library governance
6. maintain facility needs
7. promote the library to the community
8. conduct library business in a legal, ethical and transparent manner
9. incorporate practices of diversity, equity and inclusion to promote a just library

In return, the Library Director is equally accountable for working with the Board of Trustees on all library matters that fall under Library Board responsibilities by developing a healthy institutional culture for staff, volunteers, patrons and community members to ensure successful public library services. Specific responsibilities are highlighted within the Library Director's Job Description.

Process

The Library Director of the Cuba Circulating Library shall have their performance and salary evaluated annually in accordance with the anniversary date of the Library Director's hiring by the Board of Trustees.

The performance evaluation will be developed by the Board of Trustees based on the following:

- Goals and objectives as mutually established by the Board and Director.
- Execution of duties and responsibilities as described in the Director's Job Description
- Accomplishment of the library's goals as described in the Strategic Plan.

Assessment for the performance evaluation may utilize the following means:

- Survey of the Library's Board of Trustees
- Analysis of library performance
- Director's self-evaluation and list of accomplishments

Upon completion of assessment, the Personnel Committee shall present the written performance evaluation along with any supporting data to the Board for approval. The Personnel Committee may make a recommendation for salary change to the Board of Trustees to be effective in January of the next fiscal year.

Considerations for determining salary change may include:

- Overall results of assessment as summarized in written performance evaluation
- A comparison to other Library Director wages

In the case of a newly hired Library Director, a six-month progress report shall be conducted based on realistic objectives established by the Board of Trustees and the Library Director at time of hire. The new Library Director will also have a one-year anniversary evaluation to begin the annual evaluation process detailed in this policy. Objectives for one-year anniversary are similar to the objectives established at time of hire.

The Library Director may submit a written reply to the Library Board in the form of a letter that serves as supporting documentation to the review process. The letter can support or disagree with comments shared by the Library Board within the written review.

A written copy of all evaluations furnished by the Board, and signed by the Board President and Library Director, along with supporting documents shall be filed in the Library Director's personnel file, and made available to the Board of Trustees or Library Director upon request.

Cuba Circulating Library

PATRON AND RECORDS CONFIDENTIALITY POLICY

PURPOSE: The Cuba Circulating Library is committed to patron confidentiality. The confidentiality of library records is a core part of library ethics and the Cuba Library follows the Code of Ethics of the American Library Association.

POLICY: Under New York State Civil Practice Law & Rules Section 4509: "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 related 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 audio-visual 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."

Children have the same rights under this law as adults. Their records can only be accessed through the library card. Signing a minor's card only shows acceptance of fines and fees; it does not exempt parents or guardians from New York law. Patrons who do not want their children's records to remain private should check out their children's items on their own cards.

Circulation, registration information, and information retrieval records may not be disclosed except to:

1. The cardholder (with card or other proper identification). NOTE: This is regardless of age or relationship. For example, parents or caregivers cannot be told what materials a child has checked out without the child's consent.
2. Staff acting within the scope of their duties in the administration of the library system and in facilitating interlibrary loans.
3. Persons authorized by the cardholder to access the individual's records identified by a signed note of permission given by the cardholder.
4. Representatives of any local, state, or federal government, pursuant to subpoena or search warrant authorized under the authority of federal, state, or local law relating to civil, criminal, or investigative power. Upon receipt of any such subpoena or search warrant, the Library Director and President of the Board of Trustees, and such other individuals selected by the President of the Board of Trustees, will consult with legal counsel to determine what steps to take, if any.

The library occasionally conducts promotional campaigns to inform the community of our services. The library at those times uses patron email or postal address for the library's internal mailing lists.

The library does not sell, lease, or otherwise distribute or disclose patron name, email address, postal address, telephone number, or other personal information to outside parties.

Confidentiality and Our Website

When patrons visit the Cubalibrary.org website, the library collects and stores only information to measure the number of visitors to different areas of the site to assist in making the site more useful. The information includes:

1. The address (IP) of the patron's computer or internet provider;
2. The date and time the patron accessed our site;
3. The pages that are accessed and how patrons navigate the site; and
4. The internet address of the web site that referred the patron to the library's site

Website data is separate from individual library account data. The library cannot look up patron library records to determine what websites were visited. The Cuba Library also offers a wireless network that allows patrons to connect to the internet. Please be aware that data accessed and sent over the library's wireless network is not encrypted.

If a patron initiates a reference inquiry, PIN form or subscribes to the library's newsletter on the BPL web site, this information is considered as part of the borrower account and protected as outlined above.

Online suggestions and other general email to the library which do not apply to borrowing or intellectual pursuits may be considered public records.

The Cubalibrary.org web site contains links to external websites not maintained by the library. The library cannot be responsible for user privacy when visiting outside web sites. Please consult the privacy policies of those websites should there be questions regarding their use.

Cuba Circulating Library

SAFETY POLICY

PURPOSE: The Cuba Circulating Library is committed to providing a healthy and safe work environment for its employees and preventing occupational illness and injury. The Safety Policy of Cuba Circulating Library is designed to comply with the Standards of the Occupational Safety and Health Administration, and to endeavor to maintain a safe and injury/illness free workplace, as well as a safe place for patrons.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the library. The authorization and responsibility for enforcement has been given primarily to the Library Director. The Youth Services Coordinator shares in this responsibility as well.

POLICY: It is library policy that accident prevention be a prime concern of all employees. This includes the safety and well-being of our employees, and patrons, as well as the prevention of damage to property and equipment.

Firearms, alcoholic beverages, or illegal drugs are not allowed on library property at any time. The use or possession of illegal drugs or alcoholic beverages by employees on the jobsite will result in immediate termination.

This Safety Policy applies to all employees of the Cuba Circulating Library. The Safety Rules also apply to subcontractors and anyone who is on a library project site. Every employee is expected to comply with the Safety Policy, as well as OSHA Health and Safety Standards.

Reporting of Injuries

All employees will be held accountable for filling out an Accident Report (see attached) immediately after an injury occurs, even if medical treatment is not required. Notice must be made at or near the time of the injury and on the same day of the injury. Employees must report the injury to the Library Director. A casual mention of the injury will not be sufficient. Failure to report an injury immediately is a violation of the Safety Policy and may lead to employee disciplinary action.

Contact information for witnesses shall be taken at the time of the incident. Photographs of the area where the incident occurred and any other relevant items are to be taken. The completed accident report form will be sent to the property insurance company and shared with the library Board of Trustees at the Director's discretion.

App: Dec. 14, 2020

Cuba Circulating Library

OPIOID OVERDOSE PREVENTION PROGRAM

PURPOSE: To combat the continuing rise in opioid related deaths in New York State and potentially save a life.

POLICY: The Cuba Circulating Library has instituted an Opioid Overdose Prevention Program Policy. The Cuba Circulating Library will partner with Southern Tier Health Care Systems, Inc., and will adhere to all requirements stipulated by the partner organization. To combat the continuing rise in opioid related deaths in New York State, laws were recently amended to allow New York State's Public Libraries to participate in opioid overdose prevention programs by partnering with a NYSDOH Registered Opioid Overdose Prevention Program operated by another organization. Public Libraries who choose to participate and act reasonably and in good faith, shall not be subject to criminal, civil or administrative liability solely by administering naloxone and may maintain IN naloxone on-site in adequate supplies. Choosing to participate permits employees who volunteer, and volunteer workers, to be trained in accordance with public health laws to administer IN naloxone without liability.

Applicable New York State Laws

- [Education Law §922](#) & [Commissioner's Regulations §136.8](#): permits schools districts, boards of education, charter schools, non-public schools, and public libraries to participate in opioid overdose prevention programs.
- [Public Health Law §3309](#) and its implementing regulation ([10NYCR §80.138](#)): establishes opioid overdose prevention programs which allow trained individuals to administer naloxone. Under this law and regulations, administration of naloxone shall be considered first aid or emergency treatment for purposes of any statute relating to liability.

CUBA CIRCULATING LIBRARY INCIDENT REPORT

Date: _____

Time of accident: _____

Place of accident: _____

Name of injured party: _____

Address of injured party: _____

Telephone (Home): _____ (Business): _____

Witnesses:

Name: _____

Address of witness: _____

Telephone (Home): _____ (Business): _____

Witnesses:

Name: _____

Address of witness: _____

Telephone (Home): _____ (Business): _____

Detailed description of incident: _____

Action taken by staff: _____

Report submitted by: _____

The statements on this report are true to the best of my knowledge: _____

(Signature of accident victim)

Keep one copy. Send second copy to insurance agent.

Cuba Circulating Library

WHISTLEBLOWER AND ETHICAL BEHAVIOR POLICY

PURPOSE: The Cuba Circulating Library Association requires Trustees, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Representatives of this organization must practice honesty, fair dealings, and integrity while fulfilling their responsibilities and comply with all applicable laws and regulations.

POLICY: A Trustee, employee, or volunteer has a responsibility to report concerns of harassment, questionable accounting or auditing, and violation of policy set by this organization. Anyone reporting a concern must act in good faith and have reasonable grounds for their reporting.

A report by an employee, Trustee, or volunteer should be made to their immediate supervisor, if practicable, otherwise it is to be reported to any currently serving Trustee of the Board of Trustees, or any appropriate legal entity.

There will be an immediate investigation and necessary steps will be taken to resolve the reporter's concern. If it is decided that the concern is unwarranted or that no steps will be taken to resolve the concern, no further action is required. If the reporting Trustee, employee or volunteer feels the matter has not been resolved, the Director or President of the Board of Trustees has the responsibility of further investigation/action.

Reports of concern and their investigations shall be kept confidential to the extent possible.

This Whistleblower and Ethical Behavior Policy is intended to enable Trustees, employees, and volunteers within the Cuba Circulating Library Association to raise concerns for investigation and appropriate action. No Trustee, employee, or volunteer who in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a Trustee, employee, or volunteer who retaliates against someone who has reported a concern in good faith shall be subject to discipline.

App: 02/13/2017

Rev: 12/14/2020

Cuba Circulating Library

SEXUAL HARASSMENT POLICY

PURPOSE: Cuba Circulating Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. Cuba Circulating Library has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Cuba Circulating Library's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with Cuba Circulating Library, or with a government agency or in court under federal, state or local antidiscrimination laws.

POLICY:

1. Cuba Circulating Library Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with the library.

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, up to and including termination.

3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The library has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of the library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee¹ working in the workplace who believes they have been subject to such retaliation should inform the Library Director or the Board of Trustees president. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.

¹ 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.

Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects the library to liability for harm to victims 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 knowingly allow such behavior to continue, will be penalized for such misconduct.
5. Cuba Circulating Library will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. 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. The library will provide all employees a complaint form for employees to report harassment and file complaints.
7. The Library Director is required to report any complaint that they receive, or any harassment that they observe to the Board of Trustees president.
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 posted prominently in all work locations 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, 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 complaining 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 consists of 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 complain 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 assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, brushing against another employee's body or poking another employees' 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 victim'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, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- 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. A perpetrator of sexual harassment 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 or not during work hours.

What is "Retaliation"?

Unlawful retaliation can be any action that would keep 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.

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:

- filed 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;
- complained that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Cuba Circulating Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or nonemployee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to the Library Director or the Board of Trustees president. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to the library Board or the Board of Trustees president. 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 victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

If the Library Director receives a complaint or information about suspected sexual harassment, observes what may be sexually harassing behavior or for any reason suspects that sexual harassment is occurring, they are required to report such suspected sexual harassment to the Board of Trustees president.

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 suspected 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, and should be completed within 30 days. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process 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. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, the Library Director will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, 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 final resolution of the complaint, together with any corrective actions action(s).
- Keep the written documentation and associated documents in the employer's records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

Legal Protections and External Remedies

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

Aside from the internal process at the library, employees may also choose to pursue legal remedies with the following governmental entities at any time. New York State Division of Human Rights (DHR) The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to 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 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 discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the library 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 discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination 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 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, (718) 741-8400 [appropriate other contact info], www.dhr.ny.gov

Contact DHR at (888) 392-3644 or visit 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.

United States Equal Employment Opportunity Commission (EEOC)

The 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. If an employee believes that he/she has been discriminated against at work, he/she 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 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at 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

Contact the Local Police Department

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

App: Oct. 11, 2018, Dec. 14, 2020

Cuba Circulating Library

Complaint Form for Reporting Sexual Harassment

Cuba Circulating Library

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Library Director or President of the Board of Trustees. Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, your employer is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/combating-sexual-harassment

COMPLAINANT INFORMATION

Name:

Home Address:

Work Address:

Home Phone:

Work phone:

Job Title:

Email:

Select Preferred Communication Method: (Please select one)

In-person

phone call

email

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

Name:

Title:

Address (work/home):

Phone (work/home):

Relationship to you: Supervisor
 Subordinate
 Co-worker
 Patron
 Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing?

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

The last two questions are optional, but may help facilitate the investigation.

5. Have you previously complained or provided information (verbal or written) about sexual harassment at the Cuba Circulating Library? If yes, when and to whom did you complain or provide information?

Employees that file complaints with their employer might have the ability to get help or file claims with other entities including federal, state, or local government agencies in certain courts.

6. Have you filed a claim regarding this complaint with a federal, state, or local government agency?

Have you instituted a legal suit or court action regarding this complaint?

Have you hired an attorney with respect to this complaint?

I request that Cuba Circulating Library investigate this complaint of sexual harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.

Signature: _____ Date: _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, you must follow your sexual harassment prevention policy by investigating the allegations through actions such as:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

You should create a written document of the findings of the investigation, along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

Cuba Circulating Library

SOCIAL MEDIA POLICY

PURPOSE: To ensure that social media is used to its fullest potential within the guidelines of the Cuba Circulating Library policies and to protect all those engaging with the library through social media.

POLICY: The Library Director and the Youth Services Coordinator, or staff designated by them, are solely responsible for posting materials on the library's social media outlets. These include, but are not limited to, Facebook, Instagram, Twitter, Pinterest and blogs. Materials posted and/or reposted should remain limited to promotion of local programs, events, library photos, and library materials as well as items regarding libraries, reading, books, publishing and education.

The library encourages patron interaction with its social media presence. However, we will monitor and review any public comments or posts, and we reserve the right to delete comments and/or block users.

App: July 11, 2016

Rev: Dec. 14, 2020

Cuba Circulating Library

VOLUNTEER POLICY

PURPOSE: The Volunteer Program of the Cuba Circulating Library creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community. The program serves as a method for encouraging area residents to become familiar with their library and its services, and supplements the efforts of paid library staff.

POLICY: A volunteer is a person who performs tasks for the Cuba Circulating Library without wages, benefits, or expectation of compensation of any kind. Volunteers do not replace paid staff but enhance and extend their services and are not considered employees of the library.

Selection of volunteers is based on the needs of the library at any given time, the qualifications, skills and interests of applicants, and the volunteer's ability to commit to a consistent and ongoing schedule of hours.

All volunteers must submit an application. The screening process includes an interview, background check, orientation, training, supervision, and follow-up. Volunteer applicants are submitted for background check to:

Justice Criminal Services
c/o Sexual Offenders Registry
4 Tower Place
Albany, NY 12203-3764
By mail, or faxed to 518-485-5805.

Anyone with a sexual offense conviction is ineligible to volunteer. The minimum age requirement for adult volunteers is 18 years old. For teen volunteers, the minimum age is 13 years old.

Prior to being assigned to a volunteer position, volunteers will be interviewed to ascertain their suitability for, interest in, and ability to meet the requirements of the position, factors that will have a bearing on placement of volunteers..

Volunteers are accepted and enrolled by the library upon successful completion of the above screening process.

Applications will be kept on file for a period of one year. Applicants will be called if a project is identified that matches their interests and qualifications.

Library staff cannot volunteer at the library. The library cannot guarantee a position for each potential volunteer.

The library reserves the right to reject volunteer applications and to discontinue volunteer opportunities at any time at the discretion of the Library Director.

Opportunities for volunteer placements are identified by library staff and Library Director. The library accepts the service of any volunteer with the understanding that such service does not constitute an obstruction to, or conflict with, the provision of services to patrons or others.

In the event of an opening for a paid position within the library, volunteers who apply for the position shall be treated and evaluated on the same basis as all other applicants.

All volunteers will receive an orientation to the organization and will be provided with necessary training for satisfactory volunteer performance.

Volunteer assignments will be made for specific time periods to enable the staff to plan their work.

Volunteers are expected to:

- arrive at the library in time to begin work as scheduled or call the library in advance if they will be absent. Each volunteer should ask staff members for guidance as needed to complete their tasks.
- present a good image to the community.
- act in accordance with library policies and reflect positive customer service attitudes to all library patrons.
- maintain the confidentiality of all proprietary or privileged information that they may be exposed to while serving as a volunteer, whether this information involves staff, volunteers, patrons, or other persons, or involves the overall business of the library. dress
- appropriately for the conditions and performance of their duties and in compliance with the library's Personnel Policy, which will be provided to the volunteer at orientation.

Volunteers who do not adhere to the policies and procedures of the library or who fail to satisfactorily meet the expectations of their volunteer assignments are subject to dismissal.

All personal volunteer information is collected for internal purposes only and is considered confidential.

Nothing in this policy shall be deemed to create a contract between the volunteer and the Cuba Circulating Library. The volunteer and the Cuba Circulating Library have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause.

App: Oct. 11, 2018

Rev: Dec. 14, 2020

Cuba Circulating Library

FINANCIAL CONTROLS POLICY

PURPOSE: It is the purpose of this policy of the Cuba Circulating Library that no one person has sole access to or control of the monetary deposits and disbursements of the library.

POLICY:

Cash, Checks, Gifts and Memorials

There are procedures that will be strictly adhered to regarding receiving and disbursing cash, checks, gifts and memorials. These procedures are on file with the Director.

Credit cards and check writing

The Director, the Youth Services Coordinator, Board Treasurer, Board President, and the Bookkeeper have the authorization to sign checks. All checks over \$500 require two signatures.

The Director and the Youth Services Coordinator are authorized to use the library's charge cards, which are in their possession or locked in the Director's desk.

Transfer of Funds

The Treasurer of the Board of Trustees is authorized to transfer funds out of the library's Morgan Stanley accounts. The transaction request will be in writing with signature of President of the Board of Trustees and a Finance Committee member.

Disposal of Financial Records

Any financial records that are disposed of shall pursuant to the Policy of Retention of Documents.

Audit and Financial Review

A full audit will be performed once every seven years or upon the following circumstances: the request of the Board of Trustees, change over of director, or change over of bookkeeping services. A financial review will be done annually by a professional accounting firm.

App: April 14, 2008.

Rev: April 12, 2010

Rev: February 8, 2015

Rev: October 14, 2019

Rev: December 14, 2020

Cuba Circulating Library

PROCUREMENT POLICY

PURPOSE: Cuba Circulating Library shall follow the provisions of New York State law regarding public work and purchase contracts.

POLICY: All purchase contracts in excess of \$20,000 shall be subject to competitive bidding. Purchase contracts are defined as goods and services, including building and grounds projects. The Director is authorized to approve purchases that do not exceed \$10,000.

Under normal circumstances, contracts shall be awarded to the lowest responsible bidder. Circumstances under which the contract may not be awarded to the lowest responsible bidder may include, but are not limited to: (1) vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the library; (2) vendor's terms of payment are disadvantageous to the library; (3) vendor cannot comply with the full specifications set forth in the bid; and (4) vendor's after-purchase support services are deemed inadequate.

For all materials and services not subject to competitive bidding, the library will solicit at least three competitive quotations for public works and purchase contracts. Such price quotes will be either written or verbal based on the following criteria:

Procedures for procurement of such purchase contracts not subject to competitive bidding:

<u>Dollar Limit</u>	<u>Procedure</u>
Under \$1,500	Discretion of authorized staff
\$1,500 – \$4,000	Documented verbal from at least three separate vendors (if available)
\$4,001 – \$20,000	Formal written quotes from at least three separate vendors (if available)

In emergencies, verbal quotes should be obtained, insofar as is practical under the circumstances.

Reasons to dispense with competitive bidding or quotations may include: true leases, professional services, sole source procurements, and federal, state, county, town, Southern Tier Library System contracts, articles manufactured in state correctional institutions or from agencies for the blind and severely disabled. The process of soliciting competitive quotations, as long as the procurements are below the bid thresholds, is not necessary if the procurement adds to an

existing system, and it is in the library's best interest to deal with one vendor for a particular system.

Documentation for leases of personal property will include written quotes, cost-benefit analysis of leasing versus purchasing, and other necessary considerations. The library will note that the contract is a true lease and not an installment purchase contract.

Documentation for insurance will include bid advertisements, specifications and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation if formal bidding is not required. "Request for Proposals" (RFTPs), documented in the same manner, may also be used.

No individual may commit Cuba Library funds without proper authorization. The library Director has overall responsibility for implementing effective procedures that comply with the requirements of this policy and demonstrate effective internal controls.

App: Dec. 14, 2020

Cuba Circulating Library

SALE OR DISPOSAL OF SURPLUS LIBRARY PROPERTY

PURPOSE: To rid the Cuba Circulating Library of any surplus library property, personal or fixed property, owned by the Cuba Circulating Library that is no longer needed for the provision of library services.

POLICY: Only property having a monetary value need be formally declared surplus.

The Director or their designee are authorized to declare as surplus library materials whose aggregate value is estimated to be less than \$1,000.

The Board of Trustees shall formally declare surplus of library materials and property with an estimated aggregate value of \$1,000 or more by resolution. The resolution shall include a listing of the property and its estimated value.

Property deemed to have no monetary value shall be disposed of by the most appropriate method to minimize costs to the library and inconvenience to library patrons, as determined by the Director or their designee and in accordance with disposal laws.

Surplus property, including but not limited to computer equipment, furniture, fixtures, and supplies no longer of use to the library and whose estimated aggregate value is less than \$1,000, may be donated or sold as determined by the Director or their designee.

Surplus library property whose estimated aggregate value is \$1,000 or more shall be disposed of at a public auction to the person submitting the highest bid, following publication of a notice of the auction in the Cuba Patriot and social media, or by advertisement for sale in the Cuba Patriot and social media. If no reasonable bids/offers are received, they may be disposed of as specified above.

The Director will bring to the attention of the Board of Trustees items that may have unusual, historic or artistic value; the Board may engage the services of a professional appraiser for determination of value.

The Director may dispose of donated items in any legal manner.

The sales of surplus library property should be reported to the Board of Trustees as a part of the monthly director's report.

App: Dec. 14, 2020

Cuba Circulating Library

INVENTORY MANAGEMENT POLICY

PURPOSE: To provide accurate information for financial statement and insurance purposes while ensuring effective internal controls over library assets.

POLICY: Invoices for inventory items will be retained for the entire period an item has useful value.

An inventory label will be affixed to each item, where possible, stating “Property of Cuba Circulating Library” and will have a control number.

Inventory information will be maintained in an Excel spreadsheet file for financial statement, insurance and control purposes. This will be maintained by the Director. The following information will be entered into that file.

- Description of item purchased
- Purchase Date
- Amount of purchase
- Vendor purchase was made from
- Serial Number if applicable
- Assigned inventory control number
- Location of the Item

The following information will also be included in the file for physical inventory purposes.

- General condition of the item (Good, Fair, Poor)
- Date of last physical inventory
- Disposal Date

A physical inventory will take place annually, to be overseen by the Library Director and delegated to library staff and/or volunteers as needed.

App: June 11, 2007

Rev: Dec. 14, 2020

Cuba Circulating Library

INVESTMENT POLICY

Purpose

This investment policy describes the long-term investment objectives of the Nonprofit, establishes investment principles for the Nonprofit's assets and creates guidelines for evaluating investment decisions.

Statement of investment objectives

The two primary investment objectives are:

1. To cause the total value of the assets to appreciate, over time, exclusive of growth derived from donations and
2. To provide a continuing and dependable cash payout that is stable — and preferably growing in real terms — after giving effect to inflation.

- Endowment Fund Account—This account should always be 100% invested until such time the use of this account changes from “accumulation” to “active use of Funds”. At that time the Board of Trustees will determine the investment policy based on how much and how often funds need to be withdrawn.
- Anonymous Fund Account—This is a self-supporting account into which no new deposits will ever be made. Income from dividends and interest may be accessed as needed to aide in the operation expenses of the library. Principal may be used, if circumstances warrant.

Accessible income is defined as all dividends and interest that is credited to the account. This income will be recorded by the Treasurer (or a named person from the Financial Committee) and the figure made available to the Board each month. Because some dividends and interest may be reinvested into the investment vehicle itself, access to these amounts may necessitate redemption of shares to produce the cash needed.

- The Dustin and Florence Adams Memorial Book Fund—This fund, established in April 2008 by a bequest from Corrine Lee, will be self-supporting account into which no new deposits will ever be made. Capital funds that are earned will never be used but reinvest into the fund. Income from dividends and interest may be accessed after June of 2011 as needed to aide in purchasing books for the library at the discretion of the director and children's librarian.

To accomplish these goals, Nonprofit should maximize the return on its investments, consistent with the appropriate level of risk and subject to a generation of adequate current income.

Additionally, the assets should be diversified at all times to provide reasonable assurance that investment in a single security or class of securities will not have a significant impact on the assets. Specifically, Nonprofit should have diversified investment options that have materially different risk and return characteristics.

The prudent person rule

In making investment decisions and in supervising and managing assets, a person with investment responsibility for Nonprofit should act with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with these matters would use in the conduct of an enterprise of like character and with like aims.

Investments

In selecting investments, consideration will be given to the requirements for spending, liquidity, diversification, and safety of principal, yield, maturity, and the quality and capability of investment managers.

Nonprofit will be permitted to invest in the following categories of investments:

- Growth investments - These investments seek to maximize value over time, but are the most volatile from day to day. They invest primarily in stocks of companies that have a strong potential for growth.
- Growth-and-income investments - These investments seek to provide both growth and income. They generally aren't as volatile as growth investments due to a focus on dividend-paying stocks and some bond holdings as well.
- Equity-income investments - These investments seek current income and long-term growth of capital, primarily through dividends paid by stocks and/or interest paid by bonds.
- Balanced investments - These investments seek conservation of capital and current income, as well as long-term growth of both capital and income by investing in stocks, bonds and other fixed-income investments.
- Bond investments - These investments seek to provide current income. Their primary investment vehicle is bonds.
- Cash-equivalent investments - These investments are the most stable as they try to preserve the original investment but are limited in their ability to keep up with inflation.

Asset allocation and rebalancing

Nonprofit's asset allocation guidelines will be consistent with its investment objectives and risk tolerance. These guidelines are designed to provide the highest probability of meeting or exceeding Nonprofit's return objectives with the lowest possible risk.

Nonprofit will rebalance its portfolio of investments periodically, within the required parameters and stipulations of each fund. Asset allocation objectives are shown below:

<u>Category</u>	<u>Range</u>	<u>Preference</u>
Cash	5% to 15%	10%
US Equities (Stocks)	20% to 40%	35%
Non US Equities (Stocks)	10% to 30%	25%
Fixed Income (Bonds)	15% to 35%	25%
Alternatives (Other)	0 to 10%	5%

Review and monitor investments

Periodic reviews of the investments will be conducted by the Board of Trustees at least annually. Among other things, such reviews will evaluate:

- The general conditions and trends prevailing in the economy, securities market, and mutual fund industry.
- Whether each investment remains consistent with Nonprofit's overall investment objectives.
- Whether the investments are adequately diversified.
- A comparison of the investment results with established indexes or benchmarks over a series of different time horizons.
- The fee structure and expense ratio of selected investments as compared with other alternatives available in the marketplace.
- The experience and qualifications of the personnel providing the investment management services.
- The Board of Trustees may, at their discretion, vote to withdraw annually up to four percent (4%) of the trailing average of the last sixteen (16) quarters from the Endowment Fund and deposit the monies into the operating account.

App: Feb.10, 2014

Rev: Nov. 18, 2019

Rev: Dec. 14, 2020

Memorandum of Understanding

Between Friends of the Cuba Library, Inc. and the Cuba Circulating Library Association

The following will constitute an operating agreement between Friends of the Cuba Library, Inc. (herein known as, Friends) and the Cuba Circulating Library Association (herein known as, Library). This memorandum of understanding will stand until and unless it is modified by mutual agreement of the Friends' Board of Directors and the Library administration.

Friends is a non-profit, 501c3 organization and as a legally distinct entity, is not a part of the Library.

The Library agrees to include Friends in the long-term planning process to ensure that Friends are aware of the goals and direction of the library.

The Library agrees to share with Friends the Library's strategic initiatives, by the last quarter of the calendar year, so that Friends may determine how their resources and support might help forward these initiatives.

The Library agrees to supply Friends with a "wish list" each year that indicates the anticipated needs of the Library.

The Library agrees to include a member of Friends at all Board of Trustees' meetings and to allow room on the agenda for a Friends' report.

The Library agrees to provide Friends with support to assist them with development of the newsletter, mass mailings, meeting coordination, and Friends' promotional materials.

The Library agrees to provide public space for Friends' membership brochures and promotional materials.

The Library agrees to provide Friends with space in the Library for meetings, office needs, book storage and sorting, and book sales.

The Friends agree to publicly support the Library and its policies.

The Friends agree to include the Library's Director and/or the Children's Coordinator as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

The Friends agree to include a member from the Library's Board of Trustees at all Friends' meetings and to allow room on the agenda for a Board of Trustees' report.

The Friends agree to provide financial support for Library programs and services, and other Library defined needs, especially those needs not normally covered in the Library's operating budget.

The Friends agree that the Library administration has the final say in accepting or declining any and all gifts made to the Library.

MOU Friends of the Cuba Library, Inc.

The Friends agree to engage in advocacy efforts on behalf of the Library.

The Friends agree to announce and hold all meetings in compliance with New York State Education Law Section 260-a.

The Friends agree that if they cease to be active, they will dissolve, allowing for a new Friends' group to be established in the future.

Twila Con

(President, Friends' Board of Directors)

Bob Egan-Valeri

(President, Library Board of Trustees)

1-9-17

Date

Adapted from United for Libraries

MOU Friends of the Cuba Library, Inc.

Cuba Circulating Library

RECORD RETENTION AND DESTRUCTION POLICY

Purpose

The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by Cuba Circulating Library or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees of Cuba Circulating Library in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

Policy

This Policy represents the Cuba Circulating Library's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of Cuba Circulating Library and the retention and disposal of electronic documents. The Library Director (the "Administrator") is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for Cuba Circulating Library; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

In the event Cuba Circulating Library is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning Cuba Circulating Library or the commencement of any litigation against or concerning Cuba Circulating Library, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

This Policy applies to all physical records generated in the course of Cuba Circulating Library's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

App: Dec. 14, 2020

APPENDIX A - RECORD RETENTION SCHEDULE

The Record Retention Schedule is organized as follows:

SECTION TOPIC

- A. Accounting and Finance
- B. Contracts
- C. Corporate Records
- D. Correspondence and Internal Memoranda
- E. Electronic Documents
- F. Grant Records
- G. Insurance Records
- H. Legal Files and Papers
- I. Miscellaneous
- J. Payroll Documents
- K. Pension Documents
- L. Personnel Records
- M. Property Records
- N. Tax Records
- O. Contribution Records
- P. Programs & Services Records
- Q. Fiscal Sponsor Project Records

A. ACCOUNTING AND FINANCE

Record Type	Retention Period
Accounts Payable ledgers and schedules	7 years
Accounts Receivable ledgers and schedules	7 years
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Annual Plans and Budgets	2 years
Bank Statements and Canceled Checks	7 years
Employee Expense Reports	7 years

General Ledgers	Permanent
Interim Financial Statements	7 years
Notes Receivable ledgers and schedules	7 years
Investment Records	7 years after sale of investment
Credit card records (documents showing customer credit card number)	2 years

B. CONTRACTS

Record Type

Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)

Retention Period

7 years after expiration or termination

C. CORPORATE RECORDS

Record Type

Corporate Records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)

Retention Period

Permanent

Licenses and Permits

Permanent

D. CORRESPONDENCE AND INTERNAL MEMORANDA

General Principle: Most correspondence and internal memoranda should be retained for the same period as the document they pertain to or support. For instance, a letter pertaining to a particular contract would be retained as long as the contract (7 years after expiration). It is recommended that records that support a particular project be kept with the project and take on the retention time of that particular project file.

Correspondence or memoranda that do not pertain to documents having a prescribed retention period should generally be discarded sooner. These may be divided into two general categories:

1. Those pertaining to routine matters and having no significant, lasting consequences should be discarded *within two years*. Some examples include:
 - Routine letters and notes that require no acknowledgment or follow-up, such as notes of appreciation, congratulations, letters of transmittal, and plans for meetings.
 - Form letters that require no follow-up.
 - Letters of general inquiry and replies that complete a cycle of correspondence.
 - Letters or complaints requesting specific action that have no further value after changes are made or action taken (such as name or address change).
 - Other letters of inconsequential subject matter or that definitely close correspondence to which no further reference will be necessary.
 - Chronological correspondence files.

Please note that copies of interoffice correspondence and documents where a copy will be in the originating department file should be read and destroyed, unless that information provides reference to or direction to other documents and must be kept for project traceability.

2. Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently.

E. ELECTRONIC DOCUMENTS

1. **Electronic Mail:** Not all email needs to be retained, depending on the subject matter.
 - All e-mail—from internal or external sources—is to be deleted after 12 months.
 - Staff will strive to keep all but an insignificant minority of their e-mail related to business issues.
 - Staff will not store or transfer Cuba Circulating Library-related e-mail on non-work-related computers except as necessary or appropriate for Cuba Circulating Library purposes.
 - Staff will take care not to send confidential/proprietary Cuba Circulating Library information to outside sources.

F. GRANT RECORDS

Record Type	Retention Period
Original grant proposal	7 years after completion of grant period
Grant agreement and subsequent modifications, if applicable	7 years after completion of grant period
All requested IRS/grantee correspondence including determination letters and “no change” in exempt status letters	7 years after completion of grant period
Final grantee reports, both financial and narrative	7 years after completion of grant period
All evidence of returned grant funds	7 years after completion of grant period
All pertinent formal correspondence including opinion letters of counsel	7 years after completion of grant period
Report assessment forms	7 years after completion of grant period
Documentation relating to grantee evidence of invoices and matching or challenge grants that would support grantee compliance with the grant agreement	7 years after completion of grant period
Pre-grant inquiry forms and other documentation for expenditure responsibility grants	7 years after completion of grant period
Grantee work product produced with the grant funds	7 years after completion of grant period

G. INSURANCE RECORDS

Record Type	Retention Period
Annual Loss Summaries	10 years
Audits and Adjustments	3 years after final adjustment
Certificates Issued to Cuba Circulating Library	Permanent
Claims Files (including correspondence, medical records, injury documentation, etc.)	Permanent
Group Insurance Plans - Active Employees	Until Plan is amended or terminated
Group Insurance Plans – Retirees	Permanent or until 6 years after death of last eligible participant
Inspections	3 years
Insurance Policies (including expired policies)	Permanent
Journal Entry Support Data	7 years
Loss Runs	10 years
Releases and Settlements	25 years

H. LEGAL FILES AND PAPERS

Record Type	Retention Period
Legal Memoranda and Opinions (including all subject matter files)	7 years after close of matter
Litigation Files	1 year after expiration of appeals or time for filing appeals
Court Orders	Permanent
Requests for Departure from Records Retention Plan	10 years

I. MISCELLANEOUS

Record Type	Retention Period
Consultant's Reports	2 years
Material of Historical Value (including pictures, publications)	Permanent
Policy and Procedures Manuals – Original	Current version with revision history
Policy and Procedures Manuals - Copies	Retain current version only
Annual Reports	Permanent

J. PAYROLL DOCUMENTS

Record Type	Retention Period
Employee Deduction Authorizations	4 years after termination
Payroll Deductions	Termination + 7 years
W-2 and W-4 Forms	Termination + 7 years
Garnishments, Assignments, Attachments	Termination + 7 years
Labor Distribution Cost Records	7 years
Payroll Registers (gross and net)	7 years
Time Cards/Sheets	2 years
Unclaimed Wage Records	6 years

K. PENSION DOCUMENTS AND SUPPORTING EMPLOYEE DATA

General Principle: Pension documents and supporting employee data shall be kept in such a manner that Donors Forum can establish at all times whether or not any pension is payable to any person and if so the amount of such pension.

Record Type	Retention Period
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Retirement and Pension Records	Permanent
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L. PERSONNEL RECORDS

Record Type	Retention Period
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Commissions/Bonuses/Incentives/Awards	7 years
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EEO- I /EEO-2 - Employer Information Reports	2 years after superseded or filing (whichever is longer)
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Employee Earnings Records	Separation + 7 years
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Employee Handbooks	1 copy kept permanently
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Employee Medical Records	Separation + 6 years
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Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training and qualification records)	6 years after separation
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Employment Contracts – Individual	7 years after separation
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Employment Records - Correspondence with Employment Agencies and Advertisements for Job Openings	3 years from date of hiring decision
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Employment Records - All Non-Hired Applicants (including all applications and resumes - whether solicited or unsolicited, results of post-offer, pre-employment physicals, results of background investigations, if any, related correspondence)	2-4 years (4 years if file contains any correspondence which might be construed as an offer)
Job Descriptions	3 years after superseded
Personnel Count Records	3 years
Forms I-9	3 years after hiring, or 1 year after separation if later

M. PROPERTY RECORDS

Record Type	Retention Period
Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanent
Original Purchase/Sale/Lease Agreement	Permanent
Property Insurance Policies	Permanent

N. TAX RECORDS

General Principle: Donors Forum must keep books of account or records as are sufficient to establish amount of gross income, deductions, credits, or other matters required to be shown in any such return.

These documents and records shall be kept for as long as the contents thereof may become material in the administration of federal, state, and local income, franchise, and property tax laws.

Record Type	Retention Period
Tax-Exemption Documents and Related Correspondence	Permanent
IRS Rulings	Permanent
Excise Tax Records	7 years
Payroll Tax Records	7 years
Tax Bills, Receipts, Statements	7 years
Tax Returns - Income, Franchise, Property	Permanent
Tax Workpaper Packages - Originals	7 years
Sales/Use Tax Records	7 years
Annual Information Returns - Federal and State	Permanent
IRS or other Government Audit Records	Permanent

O. CONTRIBUTION RECORDS

Record Type	Retention Period
Records of Contributions	Permanent
Cuba Circulating Library's or other documents evidencing terms of gifts	Permanent

P. PROGRAM AND SERVICE RECORDS

Record Type	Retention Period
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Cuba Circulating Library	7 years
Cuba Circulating Library convenings	Permanent (1 copy only)
Research & Publications	Permanent (1 copy only)

Q. FISCAL SPONSOR PROJECT RECORDS

Record Type	Retention Period
Sponsorship agreements	Permanent

App: Dec. 14, 2020

Cuba Circulating Library

Pandemic Operations Plan

Purpose: This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Concept of Operations

This plan was developed for the Cuba Circulating Library in response to circumstances of the Novel Coronavirus-19 but may be applicable to other infectious disease outbreaks. The health and safety of our employees and contractors is crucial to maintaining our mission of service to the community. The safety and wellness of our patrons/community is another driving factor in all considerations of how to safely provide essential services. Guidance and information will be used from sources such as the CDC in making decisions on any changes/needs.

The Library Director of Cuba Circulating Library, their designee, or their successor holds the authority to execute and direct the implementation of this plan.

All employees and contractors will be notified by the Library Director with the necessary information and details of the changes along with updates on a regular basis. The Library Director will notify the Library Trustees of pertinent operational changes.

1. Essential Positions

The Library Director and Youth Services Coordinator would be essential positions in the case of a public health emergency. The duties include but may not be limited to:

- Manage day-to-day operations of the library.
- Supervise all personnel and volunteers
- Make decisions on the extent of on-site/remote staff scheduling
- Manage internal communications about status of library operations, updates or changes to services and policies among staff and trustees.
- Manage external communications about status of library operations in media, including traditional print media and social media and ensure signage and messaging is adequately communicating information to the public.
- Communicate and coordinate directly with County Health Department, heads of town government and healthcare professionals
- Upon resolution of the public health emergency will direct the return to normal operations and any modifications necessary.

2. Reducing Risk through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

a. Remote Work Protocols

Non-essential employees able to accomplish their functions remotely will be enabled to so at the greatest extent possible. Working remotely requires:

1. Library director will identify staff who will work remotely.
2. Library director will approve and assign remote work.
3. Staff will be provided with equipment for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications

The Director will work in building as needed, working from home during the remaining hours. Library Assistants and Library Pages will work from home. All necessary office equipment will be supplied.

b. Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Cuba Circulating Library will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts may require some employees to work at times other than their usual schedule. Approval and assignment of changed work hours will come from the Library Director. Employees may be asked to move their workstation to ensure social distancing.

c. Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact-tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by Cuba Circulating Library to support contact tracing within the organization and may be shared with local public health officials. Library staff working from home will keep a record of their activities and submit this to

the director via email. The library director will keep a record of these emails and record time submitted on the employee's time card. Library staff working in the library will sign in on the employee log, noting hours worked and absence of symptoms. Contractors will also sign a log noting time in and out.

3. Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, these supplies are included in this section as they are pertinent to protecting the health and safety of employees and contractors.

The Cuba Library will keep at least a six-month supply of PPE stocked for library use. PPE will be stored in the main office of the library. The Library Director is responsible for monitoring and maintaining the stock of PPE.

4. Staff Exposures

Each employee is responsible for notifying the Director if they come into Proximate or Close Contact with someone known to be positive, or if they exhibit symptoms of the disease. Each employee signs the log every day they enter the building, verifying that they are not exhibiting symptoms. There is also a daily log for disinfecting the entire public parts of the building.

Employees who are exposed or test positive can choose to use paid vacation or sick leave to quarantine. Alternately, employees may get compensation for the duration of their quarantine through the library's Paid Family Leave and Disability Benefits. Employees who are able to work remotely during quarantine do not qualify for these benefits. In order to work remotely, employees must provide the library with an "Order to Isolate" from the Health Department." The person or persons who quarantines will be asked to provide proof of a negative test or "Release from Isolation" letter from the Health Department before being permitted to return to the building. Employees are guaranteed job protection for the duration of the quarantine order.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

5. Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
2. The Library Custodian is responsible for disinfecting all areas of the library before we open each day. Front desk staff will clean common areas after each use by a patron. Common areas include but are not limited to computer labs, front desk, tables, and chairs.
3. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

6. Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Cuba Circulating Library is committed to reducing the burden on our employees and contractors.

It is our policy that employees of Cuba Circulating Library will not be charged with leave time for testing. Cuba Circulating Library staff may use their available paid sick leave if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so. If an employee has no paid sick leave available for use, compensation is available through the library's Paid Family Leave and Disability. Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the library, and as such are not provided with paid leave time, unless required by law.

7. Housing for Essential Employees N/A

Adopted by Cuba Library Board of Trustees: 02/08/21

Cuba Circulating Library

CIRCULATION POLICY

PURPOSE: The circulation policy of the Cuba Circulating Library exists to facilitate community access to the materials and information in the library's collection.

POLICY:

Borrower's Registration

Library cards will be issued without charge to qualifying persons over 5 years of age. Those who are between the ages of 5 and 12 years must have a responsible adult as co-registrant. Identification with picture and current address, such as a state issues driver's license, is necessary to register. If ID does not have current address, alternate proof of address, such as a utility bill, is required. Replacement cards are issued for \$1.00.

Loan Periods

Hot Spots, Video Games, and Board Games may be borrowed for one week.

All other materials not on hold may be checked out for two weeks.

Renewals

Items from the adult "New Book Shelf" (blue dot on spine) and items that have a hold placed on them may not be renewed. All other materials may be renewed twice, by phone, in person or online. If an item does not have any holds or limitations on renewals, it will be automatically renewed once.

Overdue Notices

Individuals with items overdue by two weeks are phoned, or a notice is mailed. A second notice is mailed when items are four weeks overdue. A Final Notice that includes a bill for items is mailed when items are out more than six weeks. If an individual owes more than \$100 in unreturned or damaged materials, the Library Director phones. If materials are not returned, the local police are notified, who then contact the individual to return the items.

Damaged/Lost Items

Cardholders are responsible for all borrowed materials, including fees incurred for lost or damaged items. Parents/guardians/caregivers are responsible for materials checked out on the cards of their minor children. If library material is returned damaged, the patron who had it checked out will be billed for repair/replacement costs. Items overdue for two months will be assumed lost and a Final Notice, requesting either the item(s) or payment for the item(s) is sent. If a patron or household owes \$100 in fees or replacement costs, the appropriate police department is asked to contact the patron.

Wi-Fi Hotspots

This service allows you to borrow a portable device to access high speed internet anywhere a cell phone signal can be received. See [Wi-Fi Hotspot Policy](#) for further details.

Interlibrary Loans

The interlibrary loan process allows our library system to borrow items that we do not own. Please check our catalog before placing a request. We cannot place ILL requests for items already owned by the Cuba Library or another STLS library. Patrons can have up to 5 ILL requests at one time. This includes ILLs currently checked out as well as those that have been requested.

Interlibrary Loan Policies

- Patron must have a current, unblocked, and valid STLS library card, with less than \$5.00 in fines.
- Because these materials are being requested from libraries outside STLS, ILL requests may take a few weeks to fulfill.
- Patron is responsible for the replacement costs of any lost items. Price of lost item is determined by the owning library.
- Late fines for ILL items are \$.50/day. Repeated failure to return items by the due date may result in a suspension or loss of interlibrary loan privileges for the patron.
- Patrons have one week from the arrival of an ILL to pick up their item. Repeated failure to pick up an ILL book may result in a suspension or loss of ILL privileges for the patron.
- **We cannot borrow items that have been published in the last 12 months.**

Please be aware that the following items are hard to obtain:

- Genealogical material
- Audiovisual materials (DVDs, CDs, VHS)
- Old or rare books; text books

Library card use

A Cuba Circulating Library card may be used in any of the automated libraries in the Southern Tier Library System (STLS). Individuals holding a library card from any automated library in the STLS may borrow from the Cuba Library. Items may be borrowed from one automated library in the STLS system, and returned to another STLS Library.

App: Dec. 14, 2020, Mar. 10, 2021, May 9, 2022

Permitted Users Form

I _____ (patron's name) certify that the following people are permitted to use my library card in my absence. I certify that any transaction completed by the individual(s) named below will not violate my patron privacy. I certify that I am responsible for any fines or damages accrued on my card when the individual(s) named below use my card. The agreement can be modified or ended at the patron's discretion.

Permitted users:

Signed

Library card number

App: 03/11/2007

Rev: 07/12/2010, 12/9/2013, 12/11/2018, 04/08/2019, 01/13/2020, 12/14/2020

Cuba Circulating Library

COLLECTION DEVELOPMENT POLICY

PURPOSE: To select materials using knowledge of our community and reflecting the diverse community we serve.

POLICY:

The Library Director and staff will utilize professional judgment and expertise in making collection development decisions, including decisions about choosing titles and selecting locations for materials. Anticipated demand, community interests, strengths and weaknesses of the existing collections, system-wide availability, physical space limitations, acquisitions procedures, and available budgets are all factors taken into consideration. Materials are acquired in multiple formats when appropriate, including print, audiovisual, and digital resources. Highest selection priority is given to those materials in all formats having the broadest appeal.

The Library Director and staff will use their training, subject knowledge and the selection criteria to identify collection goals and priorities for the library's collection. The following criteria are used to evaluate and select items for the collection. An item need not meet all of these criteria to be selected. Certain materials are selected to address local community needs.

Content

- Accuracy of information
 - Comprehensiveness
 - Enduring significance or interest
 - Integrity
 - Purpose
 - Quality
 - Representation of controversial or diverse points of view
-
- Cost in relation to use and/or enhancement to the collection
 - Critical reviews
 - Current and anticipated appeal
 - Format
 - Local interest
 - Relation to the existing collection
 - Relation to other resources in the community
 - Significance of the author/creator or publisher
 - Suitability of subject and style for intended audience
 - Support of library programs and initiatives
 - Timeliness

Sources for selection decisions encompass, but are not limited to, published reviews from standard review sources, publisher/vendor catalogs and advertisements, professional and trade bibliographies, and customer requests and recommendations. The library strongly encourages customer input. All customer requests and recommendations are subject to the selection criteria outlined above.

Gifts:

Books that are donated to the library as gifts are added to the library's collection using the same criteria as that used for new books. Individuals making donations of gift materials are informed that if the library does not need the title, it will be given to Friends of the Cuba Library, Inc. for their book sale(s).

The library is pleased to accept monetary gifts intended for the purchase of library materials when the donors' intentions for gifts and the library's collection development objectives are consistent.

Collection Evaluation & Maintenance

Once materials have been added to the library's collection, they are managed through an assessment and evaluation process to ensure that ongoing collection priorities are met; that collections remain up to date, balanced, and attractive; and that space limitations are minimized. This process identifies items for replacement, retention or de-selection. Library staff utilize professional judgment and expertise in deciding which materials to retain, replace, repair or de-select.

De-selection (removing items from the collection) is an integral part of collection development. De-selected materials will, at the library's discretion, be donated to Friends of the Cuba Library, Inc. for book sales, or disposed of through other means determined by the library. The library retains those materials that continue to have enduring or permanent significance to its mission and overall collection goals.

Along with the same criteria used to select new materials, general criteria for retaining, replacing, repairing or de-selecting include:

- Availability of item in alternative formats
- Feasibility, cost of repair
- Historical significance, interest, or value
- Physical condition
- Relative usefulness of item
- Space considerations
- Superseded, inaccurate, or out-of-date content
- Usage data and statistics

Intellectual Freedom

The library is committed to the principle that all enjoy constitutionally protected freedoms of speech and press. To this end, the library strives to offer a collection that represents the needs of our diverse community. Inclusion of an item in the collection does not mean that the library endorses any theory or statement contained in those materials and resources.

While not every customer may agree with the viewpoints offered in some library material, the library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause, or movement may be explored, if the material meets the outlined selection criteria. The balanced nature of the collection is reflected in the diversity of materials, not in an equality of numbers. Customers are free to choose what they like from the collection, to reject what they do not like, but not to restrict the freedom of others to choose.

The library's collection may include proselytizing works representing political, economic, moral, and religious or other vested positions when those works meet the selection criteria. Materials are not excluded because of the origin, background or views of those contributing to their creation or because they represent a particular aspect of life, frankness of expression or controversial subject matter.

The library does not use labels on any material in such a way as to show approval or disapproval of the content of that material. Materials are not sequestered to show approval, disapproval or judgment as to suitability of content for a particular audience. The library does not remove or obliterate ratings attached to material by a publisher, industry group or distributor. Removing or altering such rating, if they are placed there by or with permission of the copyright holder, denies access to the complete work and the entire spectrum of ideas that the material intended to express.

Decisions about what materials are suitable for particular children should be made by the people who know them best - their parents or guardians. Library staff are not responsible for monitoring what materials children access or check out. Selection of materials for adults is not constrained by possible exposure to children or teenagers.

The library is committed to free and open access to its collections and to connecting people with the world of ideas, information, and materials they wish to explore in a friendly, nonjudgmental manner.

Reconsideration of Library Materials

The library welcomes expressions of opinion from customers concerning materials selected or not selected for the collection. If a customer questions the content, tone, or placement of an item in the collection, they should first address the concern with a library staff member. Customers who wish to continue their request for reconsideration of library material may submit the Statement of Concern about Library Materials form.

After receiving the completed request for reconsideration, the Library Director, and Library Board as needed will review the complaint to reach a conclusion about the suitability of the material for the Cuba Library collection. Such requests will be evaluated within the context of the Collection Development Policy. During this process, the material in question will remain accessible to library patrons. The director will respond by letter to the patron.

App: Aug. 10, 2020

Rev: Dec. 14, 2020

4. What are your specific concerns about this resource?

5. What do you want the librarian to do with the material?

Resolution:

App: April 9, 2007

Rev: December 13, 2010

Rev: December 14, 2020

Cuba Circulating Library

ACCEPTABLE PATRON BEHAVIOR

PURPOSE: In order to ensure that the Cuba Circulating Library continues to provide a safe and healthy environment for both its staff and patrons.

POLICY:

Behavior and language must not threaten, intimidate, offend, or belittle staff and other patrons or interfere with, distract, or disturb other patrons. A patron will receive one warning from staff. If behavior continues, depending on the severity of the situation, the patron will be asked to leave and not return for the rest of the day. The staff will contact the police if they feel the behavior or language has reached an unsafe, inappropriate level. If a patron habitually exhibits or creates an acute incident (resulting in a one-day expulsion from the library and/or necessity to call the police) of threatening, intimidating, offensive, or belittling behavior and language toward staff, that patron will receive written notice from the Library Director of a one-week suspension from the library enforceable by the police. If after the one-week suspension, the patron persists in aberrant behavior the patron will receive a second written notice from the Library Director suspending them for 3 months, enforceable by the police. If necessary, the Library Director reserves the right to suspend the patron indefinitely.

Young children are to be supervised at all times. Running and screaming are not acceptable library behaviors. Children under the age of 8 should not be left unattended at the library. If a child is left unattended at the library, the child's parent/guardian will be contacted. If a parent/guardian is not reached, the child will remain at the library and the staff reserves the right to contact the police if they deem it appropriate. Children are expected to behave in a manner similar to adults; a child's behavior may not interfere with, distract, disturb, threaten, intimidate, offend, or belittle library staff or other patrons. If a child's behavior violates this policy, the library staff will give the child an oral warning. If the behavior persists the library staff and/or Library Director will contact the child's parent/guardian and ask for the child to be removed. Crying children should be removed from the public area out of respect to other patrons in the library. *

Patron's personal belongings are the patron's responsibility. Although the library will assist in any way possible to recover lost items or aid in a police investigation, the library is not liable for lost/stolen items. Theft of personal property within the library or on the library's premises and theft of library property is prohibited. Depending on the severity of the theft, the library staff/Library Director reserves the right to suspend library privileges for a time congruent with the severity of the infraction and/or contact the police to take further action. *

The library's phone is available for public use only in the case of emergency. Loud cell phone use should be conducted in the stairwell area or Community Room only. If a patron's

behavior violates this policy, the patron will receive an oral warning from library staff. If behavior persists, oral and written warning will be given by the Library Director. If a suspension is necessary, the Library Director will determine a suspension period congruent with the severity of the infraction.

There can be no skateboarding in front of the library for safety and liability issues. Bicycles are to be parked in the rack provided in front of the library so as to keep the sidewalks uncluttered and ensure the bike's security.

Except in special instances, only one person is to be at a computer at a time.

Inappropriate public displays of affection are prohibited in all areas of the library including the adult fiction, adult nonfiction, juvenile, young adult, community room, the outdoor grounds (benches, steps, etc.), hallways, and restroom areas. If a patron's behavior violates this policy, the patron will receive an oral warning from library staff. If behavior persists, oral and written warning will be given by the Library Director. If a suspension is necessary, the Library Director will determine a suspension period congruent with the severity of the infraction. *

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees and patrons, the facilities and premises of the Cuba Circulating Library shall be entirely smoke free. The use of all tobacco products, including chewing tobacco and electronic cigarettes is banned from use on library property. Patrons and employees who fail to comply with this policy will receive an oral warning from the library staff. If behavior persists, oral and written warning will be given by the Library Director. If a suspension is necessary, the Library Director will determine a suspension period congruent with the severity of the infraction. *

* Any suspension may be appealed to the Library's Board of Trustees at the monthly meeting. Written notice of appeal should precede a formal visit to the Board as an unexpected appearance would violate the suspension imposed by the Library Director.

During a public health crisis, patrons are required to comply with all state mandated regulations, including but not limited to wearing a facemask.

App: October 9, 2006

Rev: June 14, 2010; Dec. 9, 2013; Feb. 11, 2019; May 11, 2020; Dec. 14, 2020

**Cuba Circulating Library
39 East Main St
Cuba, New York 14727
Phone: 585-968-1668
Fax: 585-968-3004**

Community Room Use Agreement

Name of Organization:

Person Responsible:

Mailing Address:

Phone: Cell:

Email:

Date(s) of Use:

Time of Use:

Description of Program/Activity:

Estimated number of attendees: Total Hours of use:

Meeting Room Rules for Use. Please initial next to each statement to indicate agreement:

No smoking anywhere in the building or on library property. This is in keeping with New York State Public Health Law §1399-o.

Please ask your attendees to park in the lot across the street.

The public restrooms are locked. There is a key for each on the counter in the kitchenette. Restrooms must be left in tidy condition.

Arranging tables and chairs is your responsibility. Please return them to their original position when finished.

There is a \$25 cleaning fee if the kitchen and meeting room are not left clean and orderly. You must take your trash with you. Please do not leave anything in the refrigerator. A vacuum is located for your convenience in the double metal door closet.

After your meeting, return the thermostat to 60 in winter, AC to 80 in summer.

Turn off lights in the community room, hallway, entryway, and outside. The hall and bathroom lights are on motion sensors and will turn off automatically.

The rear stair exit is to be used in case of emergency only.

Children 10 and under are not to be left unattended in the library while parents/guardians attend meetings, programs or events.

All Community Room users are responsible for signing out a key if access to the Community Room is needed outside the library's typical operating times. The key should be returned the same day, as the event. If your event ends after the library is closed, please do not keep the key. You may drop the key in the book drop. Library Staff will lock the front door. This will allow you to leave the building while also ensuring that the door is locked from the outside. Be sure the door is pushed shut and firmly latched when you leave. There is a charge of \$250 for unreturned keys.

Items such as pens/pencils, stapler, copies, scissors, tape, cups, plates, napkins, etc. are not provided with use of this room.

Sale of merchandise or other materials is forbidden on the premises unless specific approval from the Library Director is obtained in writing prior to the meeting.

The Board of Trustees and staff of the Cuba Circulating Library welcome groups who are community oriented to use the Community Room. Nonprofit 501(c)3 groups may use the Community Room at no charge for activities lasting less than two hours. The fee per use for activities lasting from 2 – 4 hours is \$25; the fee per use for activities lasting over 4 hours is \$50. Board approved private individuals and for-profit groups may use the Community Room up to 4 hours for \$25. Fees must be paid by the end of each month.

As the responsible party, I have read the Community Room Use Policy. As the responsible party, I will abide by the Community Room Use Guidelines. I agree that this organization will assume full responsibility for any damages or additional cleaning fees. The aforementioned organization also holds harmless the Cuba Circulating Library, its officers, directors, agents, representatives, managers, employees and affiliates from and against any and all claims, suits, liens, judgments, damages, losses and expenses including reasonable attorney fees and legal expenses. The library holds a general building and liability insurance policy that protects the library from financial hardship in the event of injury and emergency. This policy does not protect the interest of other organizations, their employees, volunteers or other representatives of the organization. Individual organizations are responsible for obtaining their own insurances to protect them from liabilities. The library reserves the right to request proof of insurance from individual organizations prior to room reservations. When making a reservation for the Community Room, an individual organization takes full responsibility for obtaining proper insurance to protect themselves and their organization.

Notice of cancellation should be made to the Library Director as soon as possible. After 30 minutes a group may forfeit its reservation if it fails to appear as scheduled. If a group fails to show for two meetings in a row and does not call to cancel, all future reservations are forfeited until the group calls to reschedule.

During a public health crisis, the library's meeting room(s) are closed.

I/We have read and understand the Community Room Use Agreement and agree to adhere to all regulations therein and on this form and in the Cuba Circulating Library Policies.

I/We , its officers, employees, and members shall through the signing of this Agreement by an authorized party or agent, agree to exercise the utmost care in the use of the library facility, the surrounding property, and to hold the library harmless from all damages, liabilities, injuries, or losses to persons or property resulting from use of library facilities.

Signature: Date:

If you should need help after hours, you may reach the Library Director at 585-403-1569.

App. March 9, 2020

Rev: May 11, 2020, Dec. 14, 2020

Cuba Circulating Library

PROGRAMMING POLICY

PURPOSE: This policy addresses programming (1) developed and sponsored by the library and (2) developed by members of the community and co-sponsored by the library.

POLICY: Cuba Circulating Library is a core community service. We are dedicated to free and equal access to information, knowledge, learning, and the joys of reading for our diverse community. We seek to create lifelong learners through quality and current programs and materials for all.

Library programs extend and promote the role of the library as a community resource, enhance the information found in library collections, offer a way for people to obtain information; encourage participation in civic life, and help to address the cultural and leisure-related interests of the community.

Library staff may use, but are not limited to, the following criteria in program planning:

- Relation to library mission and service goals
- Community needs and interest
- Presentation quality and treatment of content for the intended audience
- Presenter background/qualifications/reputation
- Availability of program space
- Budget and staffing considerations
- Connection to other community programs, exhibits or events

Requests from individuals to present library programs are considered using the above criteria.

The purpose of programs may not be purely commercial or for the solicitation of business. The presenter may leave business cards for participants to pick up after the program should anyone be interested in purchasing items or services from the presenter.

Attendance may be limited to ensure the safety or success of a program. When limits must be established, attendance will be determined on a first-come, first-served basis, either with advanced registration or at the door. If a program requires pre-registration, patrons may not sign up for a block of slots. They must provide the names and contact information of each person attending at the time of registration. Once a program is full, names will go on a wait list. If the program is scheduled again, the names on the wait list will be called first for the opportunity to attend the new program.

Programs will be developed with consideration for the principles of accessibility and equity. These include, but are not limited to, access for people with disabilities, and times and locations that maximize convenience and encourage attendance by the target audience.

The library staff has the discretion to cancel programs, to be rescheduled or not.

Most programs are advertised for specific ages of children. These programs have been planned so that they are developmentally appropriate for children of that age. Age limitations are important and are implemented for the benefit of all the children. No individual older than 12 years of age may register for any children's program, unless otherwise specified in library publicizing. Some programs may require parent or caretaker attendance — please refer to individual program descriptions for details.

All library programs must be open to the public and offered free of charge. However, if necessary, a small fee to cover the cost of materials may be charged for art or craft programs. Also, recognizing that program attendees may wish to purchase items like books written by speakers or recordings made by performers, the library may permit the sale of such items in conjunction with a library-sponsored program. All plans to sell such items must be arranged in advance and approved by the library staff responsible for the program. Program presenters are responsible for the handling of all sales.

The library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.

Programs are advertised by press releases to newspapers and radio stations, on the library's website and social media accounts, with posters taken to local businesses, and with flyers taken to schools.

Co-Sponsoring Programs

The library may partner or co-sponsor programs with other agencies, organizations, and businesses provided the programs are compatible with the library's mission and vision. The library will generate joint programming and invite partners to co-sponsor or collaborate. Co-sponsored programs must include involvement by library staff in the planning of program content. Professional performers and presenters who offer specialized or unique expertise may be hired for library programs.

Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs, or program by any library personnel or by the Cuba Circulating Library.

This program policy does not apply to:

- events that are developed only for special purposes such as donor recognition, fundraising, or media conferences
- programs offered by other organizations on library premises where space is rented under the terms and conditions of the community room use agreement

Exceptions to the policy can be made by a majority vote of the Board of Trustees.

App: May 11, 2020

Rev: Dec. 14, 2020

Cuba Circulating Library

COMMUNITY ROOM GALLERY POLICY

PURPOSE: to assure that exhibit and display space is made available on an equitable and neutral basis, that no materials are excluded because of origin, background, or views of those contributing them, and to provide access to artistic and cultural resources to the patrons within our chartered area. The library maintains a small gallery in its Community Room to allow local artists to exhibit their art as well as local residents view the art.

POLICY: The gallery is open to the public. However, except during programs (both sponsored by the library and by other community groups) the Community Room containing the gallery will be locked. Those wishing to access the gallery are to procure a key from the Circulation Desk and return it promptly after viewing the exhibit. A library card is not required to view any exhibit.

The Acquisitions Committee, a subset of the Cuba Circulating Library Board of Trustees, is responsible for coordinating with artists to arrange exhibits. Working with the artist(s), the Acquisitions Committee determines the installation and removal dates of the exhibit.

The artist may wish to sell the art displayed in the gallery. It is the artist's responsibility to clearly mark the prices of the works and provide detailed contact information allowing interested parties to contact the artist if this is what the artist desires. However, the Cuba Circulating Library is NOT responsible for the sale of any art work; this responsibility rests solely with the artist.

The Cuba Circulating Library endeavors to safeguard the art exhibited in the gallery; however the library is unable to guarantee the exhibit's safety absolutely. The exhibit is unsupervised the majority of the time. Therefore the Board of Trustees asks that each artist exhibiting in the gallery sign an "Artist Exhibit Release of Liability" prior to the installation of the exhibit. The Release protects the library from any liability should something unforeseen occur in which there is loss or damage to the work(s) displayed or injury to the artist displaying them.

Cuba Circulating Library

Artist Exhibit Release of Liability Form

Installation Date _____

Removal Date _____

I agree that as an artist exhibiting at the Cuba Circulating Library, I am responsible for the transportation, installation, and removal of the exhibit.

I understand that although the Cuba Circulating Library will work to safeguard the exhibit, the exhibit will often be unsupervised. I understand that the exhibit is open to all members of the community.

I agree to not hold the Cuba Circulating Library responsible for any damage or loss due to theft, vandalism, fire, water, or other damages during transportation, installation, exhibition, and removal of the exhibit.

I agree to indemnify and hold the Cuba Circulating Library, its Board of Trustees, director, employees, and volunteers, harmless for any liability, loss, damages, claims or actions for any bodily injury and/or property damage during transportation, installation, exhibition, and removal of the exhibit.

I agree to indemnify and hold the Cuba Circulating Library, its Board of Trustees, director, employees, and volunteers, harmless for any type of intellectual property infringement, including but not limited to patent, copyright or trademark infringement during transportation, installation, exhibition, and removal of the exhibit.

I understand that the Cuba Circulating Library does not insure the property of the exhibit and that I may choose to acquire my own insurance. If I, the artist, acquire insurance for the exhibit, I agree to submit a copy of the insurance to the Cuba Circulating Library.

I understand that the Cuba Circulating Library reserves the right to photograph any or all artwork for promotional and/or record-keeping purposes.

Artist Name (Printed) _____

Artist Signature _____ Date _____

App.11/10/14

Rev. 12/14/2020

Cuba Circulating Library

VIDEO SURVEILLANCE POLICY

PURPOSE: The Cuba Circulating Library strives to maintain a safe and secure environment for its patrons, staff, and property.

POLICY: Section 226.10 of the New York State Education Law authorizes the Library Board of Trustees to adopt regulations to ensure the safety of all library staff and patrons, protect the library's property, and maintain order in the library. The library's video security system is used only for the protection and safety of patrons and employees and library assets and property.

Patron and Employee Privacy

Reasonable efforts will be made to safeguard the privacy of patrons and employees. Video cameras will not be positioned in restrooms. Cameras will not be positioned in any manner to identify a person's reading, viewing or listening activities in the library. Images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Director.

Camera Placement

Selected public areas of the library building and grounds are equipped with video cameras that detect and record all movement in those areas. Camera locations will not be changed or added without the permission of the Director. Cameras are positioned to record only those areas specified by the Director.

Signage

Signage will be posted at the library entrance stating: "This area is under video surveillance".

Access to Video Records

Only the Director -- and employees and/or service providers designated by the Director -- will be authorized to operate the video security system.

Access to video records shall be limited to designated employees and service providers who may only access such records during the course of their assigned duties.

Access to stored video records is password protected.

Use and Disclosure of Video Records

Video records may be used to identify the person or persons responsible for or involved in violations of the library Use Policy and alleged illegal conduct on library premises.

Video records may be used to assist law enforcement agencies in accordance with applicable state and federal law. Only the Director is authorized to release any video record to anyone other

than a designated employee, including, but not limited to, law enforcement personnel or service personnel. The Director must notify the board president of any requests for release of video records.

In no event – unless required by an enforceable legal process – will any video records be released to the media or other persons.

Video Record Retention

Images from the library video surveillance system are stored digitally on hardware in the library. The library retains all recorded images for 20 days. Video records of incidents can be retained and reviewed as long as considered necessary by the Director.

App: July 13, 2020

Rev: Dec. 14, 2020

Cuba Circulating Library

COMPUTER USE AND INTERNET POLICY

Purpose: Ensuring free and equal access to ideas and information in a variety of formats which is essential to the mission of the Cuba Circulating Library.

Policy: The internet enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. However, it is an unregulated medium. As such, it offers access to a wealth of material that is enriching to persons of all ages but it also enables access to some material that may be offensive and disturbing. The Southern Tier Library System and the Cuba Circulating Library do not endorse and do not assume responsibility for any content found or any communications made on the internet. In accordance with the Federal Children's internet Protection Act (CIPA), a filtering mechanism is installed on all public access computers. This filter blocks access to sites in the following categories: anonymizers, criminal skills, extreme, malicious, phishing, pornography and spyware. The filtering mechanism can be disabled for adults 18 and over to access specific sites but may take 24 hours or more to complete as filtering is done off site.

Individual users must accept personal responsibility for determining the suitability and appropriateness of information obtained through the internet. The library insists that parents or guardians be responsible in monitoring their children's use of library materials and resources, including the internet. Parents or legal guardians should guide their children in the use of the internet and inform them about materials and sites they should not use.

Rules for Internet Use:

1. Users must sign Acceptable Use Agreement
 - a. Children eight (8) and younger require a signed parental permission and adult supervision to access the internet via the library's public computers. Children eight and under may use the two computers in the children's area.
 - b. Young people ages nine through seventeen (9-17) must **bring** a parent or guardian to the library to read and sign the permission agreement.
 - c. Individuals age eighteen (18) and older must read and sign an acceptable use agreement.
2. Those wishing to use a computer must be library patrons in good standing, must bring their library card with them, and sign in on the computer log at the front desk. Visitors to the area may show a driver's license.
3. It is recommended that computer users know basic computer and software use procedures.
4. Users may not cause degradation of system performance.
5. Users may not use library computers for any illegal or criminal purposes, including but not limited to: coercion, fraud, theft, copyright infringement, hacking, or violation of software.

6. Users may not access pornographic web pages that contain images, sounds, or messages which are generally considered pornographic.
7. There is a one hour time-limit on four of the Lab PCs. These PCs may be used for any purpose other than the unacceptable behavior outlined in this policy.
8. Users may renew computer time up to three hours in the absence of a waiting list.
9. There is no time limit on the two computers designated “projects requiring more than an hour.”
10. Basic rules of library use apply: no loud talking; only one person per computer in the lab area unless otherwise permitted.
11. To address the issue of the safety and security of using email and other forms of electronic communication including social media, instant messaging, video conferencing, etc., as well as unauthorized disclosure, use and dissemination of personal information regarding minors and adults, the Cuba Circulating Library urges all to keep in mind the following safety guidelines:
 - a. Never give out identifying information such as home address, school name or telephone number.
 - b. Minors: Never arrange a face-to-face meeting with someone via the computer without parents’ or guardians’ knowledge and approval.
 - c. Never respond to messages that are suggestive, obscene, threatening or make one uncomfortable. Tell a parent, guardian, or police officer if such a message is received.
 - d. Report any incident to the National Center for Missing and Exploited Children at 1-800-843-5678 if one becomes aware of the transmission of child pornography.
 - e. Remember that people online may not be who they say they are.
 - f. Remember that not everything you read may be true.
 - g. Do not open email, files or website pages sent to you by people or organizations that you don’t know or don’t trust.
12. Users should know that any work they save to the computer will be wiped out upon logging out. You can save to a personal flash drive
13. Adults using the computers may not allow their children to be unsupervised.
14. Violation of any of these rules will result in one warning. A written warning and a two-week suspension of in-library computer privileges will be given after the second violation. A written warning and a month suspension in-library computer privileges will be given after a third violation. In the case of minors, parents/guardians will not be given notification as this violates the minor patron’s right to privacy.

15. At any time, the library may limit the number of computers available to the public. Library Wi-Fi will stay on and available to the public at all times.

App: September 11, 2006

Rev: February 11, 2008, December 13, 2010, July 11, 2016, May 11, 2020, Dec. 14, 2020

Cuba Circulating Library

Internet Acceptable Use Agreement

User Agreement

I am interested in having access to the internet. I understand that while the internet provides a wealth of information beyond the confines of the library's physical boundaries, some material may be offensive, inaccurate or disturbing. I understand that the Cuba Circulating Library has no control over internet material nor does the library have complete knowledge of what is on the internet. I have read and will abide by the **Rules for Internet Use** as adopted by the Cuba Circulating Library's Board of Trustees.

Signature_____Date_____

Print name_____Library card #_____

Address_____

Parental permission agreement for Use of Library Computers

As the parent or legal guardian of the minor child named below, I have read and agree to the Acceptable Use Agreement. I accept the responsibility of making my personal views and values known to my child, and I agree to allow my child age nine through seventeen (9-17) to use the internet independently. I agree to accompany my child, age eight (8) and under or allow this child to use the internet with the adult/caregiver who accompanies him/her to the library.

The undersigned parent or guardian expressly assumes all responsibility for the use of the internet by his/her child and agrees to hold the Cuba Circulating Library harmless from any and all liability that may occur from the use.

(Please print parent's name and address in the area provided above)

Parent's signature_____Date_____

Child's name_____Age_____DOB_____

App: September 11, 2006

Rev: February 11, 2008, December 13, 2010, July 11, 2016, May 11, 2020

Cuba Circulating Library

WIRELESS INTERNET POLICY

Users must agree to the Wireless Internet Policy before continuing to the internet after they have logged onto the library's wireless internet. The following is visible on the screen prior to accessing the internet:

Purpose:

Ensuring free and equal access to ideas and information in a variety of formats is essential to the mission of the Cuba Circulating Library. The internet enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. However, it is an unregulated medium.

Policy:

As such, it offers access to a wealth of material that is enriching to persons of all ages but it also enables access to some material that may be offensive and disturbing. The Southern Tier Library System and the Cuba Circulating Library do not endorse and do not assume responsibility for any content found or any communications made on the internet. In accordance with the Federal Children's Internet Protection Act (CIPA), a filtering mechanism is installed on all public access computers. This filter blocks access to sites in the following categories: anonymizers, criminal skills, extreme, malicious, phishing, pornography and spyware. The filtering mechanism can be disabled for adults 18 and over for bona fide research or other lawful purposes on request.

Individual users must accept personal responsibility for determining the suitability and appropriateness of information obtained through the internet. The library assumes that parents, guardians, or caregivers are responsible in monitoring their children's use of library materials and resources, including the internet. Parents, guardians, or caregivers should guide their children in the use of the internet and inform them about materials and sites they should not use.

Rules:

1. Users, including those using the wireless connection, may not cause degradation of system performance.
2. Users may not use library computers or the wireless connection for any illegal or criminal purposes, including but not limited to: coercion, fraud, theft, copyright infringement, hacking or violation of software.
3. Users, including those using a wireless connection, may not access pornographic or other sites disturbing to others, or display web pages that contain images, sounds or messages that others around find offensive or disruptive.

Violation of any of these rules will result in one warning. A written warning and a two-week suspension of in-library computer privileges will be given after the second violation. A written warning and a month suspension in-library computer privileges will be given after a third

violation. In the case of minors, parents, guardians, or caregivers will not be given notification as this violates the minor patron's right to privacy.

User Agreement

I am interested in having access to the internet. I understand that while the internet provides a wealth of information beyond the confines of the library's physical boundaries, some material may be offensive, inaccurate or disturbing.

Despite the existence of library policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for users. Users may have the ability to access such content or material from their home, other locations off - premises and/or with an user's own personal technology or electronic device on library property. I understand that the library is not responsible for inappropriate content or material accessed via an user's own personal technology or electronic device or via an unfiltered internet connection received through an user's own personal technology or electronic device.

App: July 11, 2016

Rev: Dec. 14, 2020

Cuba Circulating Library

MOBILE WIRELESS HOTSPOT LENDING POLICY

PURPOSE: In fulfilling the library's mission to provide access to information and educational resources, Cuba Circulating Library lends mobile wireless hotspots to library patrons through the "Wi-Fi To Go" service.

POLICY:

A "hotspot" consists of the mobile wireless hotspot device itself, as well as its charger and case. When a patron borrows a mobile hotspot, the patron's use of the equipment is available under the following terms and conditions. These terms and conditions are in addition to the standard library policies (notably the library's *Computer Use and internet Policy*) and other terms and conditions described below for which the user is responsible.

In order to borrow a hotspot, patrons must be 18 years of age or older and have a Southern Tier Library Systems card in good standing (no fines or overdue items). At the time of checkout, the borrowing patron must present his/her library card and state-issued ID. Upon checkout, library staff will confirm, in the presence of the borrowing patron, that all items are present in the hotspot kit. The patron must sign the library's Hotspot Agreement before a hotspot can be checked out. Only one hotspot may be borrowed on a patron's account at any one time. The loan period for the hotspot is 7 days with no grace period and no renewals. *The library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials.*

The library will accept holds on the hotspot. Patrons will be notified by phone only when their hold is ready for pick-up. Patrons will have 48 hours from the time of this notification call to check out the hotspot, after such time it will be released to another patron. This hold period may be extended, at the discretion of the library, due to library hours of operation.

Overdue hotspots will be deactivated at closing on the day the hotspot is due. Overdue fines will accrue at \$4.00 per day up to the maximum replacement cost of the hotspot. Patrons are not permitted to return the hotspot to the library's book drop. Rather, hotspots must be returned directly to a library staff member, who will verify that all components of the hotspot are accounted for before checking it in from the borrowing patron's account. The hotspot will not be considered returned until all components of the hotspot are returned.

By borrowing and initiating use of the library's hotspot, the user agrees to abide by the library's policies and rules, and agrees to hold the library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the library's hotspot and internet access provided by the library. Deliberate altering of any files or modifying the configuration of library-owned equipment is strictly prohibited.

internet service relies on cell tower technology and coverage. User experience can vary based on location. Service outside the continental United States is prohibited; any fees associated with use outside of this area will be the responsibility of the borrower. The library is not responsible for

personal information shared over the internet or for information or websites accessed. The library is not responsible for any liability, damages, or expense resulting from the use of the hotspot. A hotspot can provide internet access for up to 15 devices.

The borrowing patron will be responsible for lost or damaged hotspots and accessories (includes theft thereof). Patrons must be mindful of current replacement costs of mobile hotspots and accessories before borrowing, as he or she will be responsible for paying the actual replacement cost of a damaged or lost hotspot device or accessories. If the library is able to replace the lost or damaged hotspot and/or accessories at no charge to the library, patron will be charged \$1.50 per day (up to the full retail cost of the item) until replacement device and/or accessories are placed into service for the next borrower.

Hotspots must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures).

Parents/guardians are responsible for the use of the Hotspot by minors.

Unlawful use of the internet or use that violates the library's *Computer Use and internet Policy* is prohibited and may result in the loss of privileges. The library prohibits the use of its devices for the display or downloading of pornographic or obscene materials.

For assistance in the operation of the library's Hotspots, borrowers may call the library's Reference Desk during normal business hours.

Procedure

I understand I must present my library card and photo identification to the Circulation Desk.

Once a hotspot is checked out to me, it becomes my responsibility. (Any changes in condition or content while in my care will be my responsibility. I am responsible for damage, loss, or theft. I should have a basic working knowledge of the device on checkout. If any technical problems are encountered, I should return the device immediately to the Circulation Desk.

I understand devices must be returned to the Circulation Desk at least one (1) hour before the library closes, and should never be returned in the book drop or to another library. Devices returned in the book drop will result in a \$125 fine. The hotspot will be examined to ensure it has not been tampered with. If damage to the device is discovered by library staff, appropriate costs will be added to my account. A returned hotspot must remain available in the library for 48 hours before me or someone in my household may check it out again.

I understand and I agree that an overdue charge of \$4.00 per day up to the full replacement cost of \$125 will be charged for a hotspot that is not returned. I further understand and agree that I am responsible for full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned. If I fail to pay the replacement cost for a lost device, my borrowing privileges at the library will be canceled. If devices are not returned in a timely manner, civil and criminal action will be taken. Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.

Internet Use

Cuba Circulating Library is not responsible for any information accessed or action taken by a patron while using a Wi-Fi Hotspot. Hotspot users are encouraged to use safe internet practices. Using the hotspot to access any online content determined to be illegal or obscene according to federal, state, or municipal law will result in revocation of hotspot borrowing privileges and potentially criminal prosecution.

Signature: _____

Date: _____

Acknowledgement of Wi-Fi Hotspot Policy & Replacement Cost

I understand and agree to these rules of use. By signing this agreement, I accept the above loan policy and am stating that I am responsible to return this equipment to Cuba Circulating Library in good working condition and free from damage. I understand that if the hotspot is not returned its wireless service will be discontinued. The hotspot will be unusable. Hotspots are checked-out for a period of 7 days. Overdue charges are \$4.00 per day. I acknowledge that a Wi-Fi Hotspot is NOT to be returned in the outside book drop, but must be returned to the Adult Services Circulation Desk at least one (1) hour before the library closes. Devices returned in the book drop will result in a \$125.00 fine.

Please fill out the following fields:

Library Card Number: _____

First Name: _____

Last Name: _____

Email Address: _____

Phone: _____

Signature: _____

Date: _____

Library Staff Only

___ Checked library card and Photo Identification.

___ Reviewed policy, due date and fines assessed.

___ Checked that device included hotspot, cord, instructions, and case.

___ Device #

App: 01/13/2020

Rev: 12/14/2020

Cuba Circulating Library

3D PRINTER POLICY

PURPOSE: To enrich the community by allowing access to technology to which they may not otherwise have access.

POLICY: The Cuba Circulating Library has an XYZ Da Vinci All-In-One 3D Printer and Scanner available for use by library patrons. It utilizes ABS building materials, and the building material comes in a variety of colors – the availability of which is subject to change.

The library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the library's 3D printers to create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- Obscene or otherwise inappropriate for the library environment.
- In violation of another's intellectual property rights. For example, the printers cannot be used to reproduce material that is subject to copyright, patent or trademark protection.

The library reserves the right to refuse any 3D print request. Only patrons in good standing (owing \$5.00 or less) will be able to request a print.

Cost: 3D printing at the Cuba Circulating Library is currently free, thanks to a grant from the F.T. and Anna C. Manley Memorial Fund. It is anticipated that a fee will be charged in the future to cover the printing costs upon the end of the grant.

Patrons can submit projects to print either on a flash drive, CD, or through email. When submitting projects, patrons will need to complete the 3D Printer Request Form. Patrons under the age of 17 will need a parental signature if/when fees are added to the process - except in the case of library programming. Depending on schedule and volume of orders, it may take up to 5 days to complete the project. Patrons will be notified when the project is completed. Items printed from library 3D printers that are not picked up within 7 days will become property of the library. Items must be picked up by the individual who is on the 3D Printer Request Form. .

Library Staff will be the only ones with hands-on access to the printer though patrons are welcome to observe. In cases approved by the Library Director, a patron may be permitted to print and scan items for themselves with close staff supervision.

The library is not responsible for projects that fail due to structural issues.

Quality: 3D printed objects may have small bumps, holes, and/or rough edges. These can be cleaned up using fine sandpaper. Objects are printed from the bottom up. If a design has a large overhang or suspended parts, support material and/or rafts may be used. These additions are easily removed by the patron. The library will not be responsible for removing any supports and/or rafts.

The library reserves the right to change fees and procedure at any time.

Cuba Circulating Library

3D Printer and Scanner Request Form

Name: _____ Card #: _____

Phone Number: _____ Email: _____

Preferred Method of Notification: _____

Format Submitted (circle one): Flash Drive CD Email Other

Does Flash Drive, CD, etc need to be returned? _____

Preferred Color (subject to availability): _____

Size of File: _____ Filament Used: _____ Time to Complete: _____

Date Submitted: _____ Date Completed: _____

Completed By: _____ Cost (if any): _____

App: Dec. 14, 2020

Cuba Circulating Library

ELECTRONIC DEVICE BORROWING POLICY

PURPOSE: To enrich the community by allowing access to technology to which they may not otherwise have access.

Equipment Available

- (2) iPad 2 with case
- (4) Laptops with chargers
- (2) Osmo kits
- (2) Sphero kits

POLICY:

Patron Eligibility

- Patrons must have a valid library card from any library in the Southern Tier Library System.
- Patrons must have a valid library card present at the time of the check out.
- Patrons must be in good standing (not blocked, not owing fines of \$5 or over).
- Patrons must sign the internet Use Policy for the device the patron intends to borrow prior to use.
- Devices are available to patrons ages 9 and over. For patrons ages 9-17, a parent/guardian must cosign the internet Use Policy.

Loan Period

- Loan period for the device is one (1) hour, which can be renewed if there is no waiting list for up to a total of three (3) hours. The device may not leave the main floor of the library or be left unattended.
- Devices are loaned on a first come, first served basis – devices may not be held or reserved.
- Devices must be returned to a STAFF MEMBER.
 - o Patrons must not leave the device unattended on the circulation desk.
 - o Patrons must not place the device in the book drop in the circulation desk.
 - o Patrons must remove ALL personal information from the device before returning it.
 - o Failure to adhere to these returning rules will result in a \$5 fine and a possible ban from borrowing devices in the future.
- Devices will not be loaned to other libraries.

Lost or Damaged Devices

- Users are responsible for lost or damaged devices or device accessories. Charges will be based on replacement costs, up to a maximum of \$400 for the iPad 2 and \$600 for the laptop.
- All damages will be assessed by the Library Director.

App: July 11, 2016

Rev: Dec. 14, 2020