

LEE MEMORIAL LIBRARY



EDUCATE, EMPOWER, ENLIGHTEN, AND ENRICH

Policies  
&  
Procedures  
Manual

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## LENDING & CIRCULATION

### Available Items and Lending Policies

#### Lending:

- New fiction and non-fiction books – 14 days (overdue fines \$0.15/day)
- Regular collection books – 28 days (overdue fines \$0.15/day)
- Travel guides – 14 days (overdue fines \$0.15/day)
- Books on CD – 14 days (overdue fines \$0.15/day)
- New DVDs – 3-7 days, depending on label (overdue fines \$1.00/day)
- Television on DVD - 14 days (overdue fines \$1.00/day)
- DVDs – 7 days (overdue fines \$1.00/day)
- Music CDs – 14 days (overdue fines \$0.15/day)
- Magazines – 7 days (overdue fines \$0.15/day)
- Children's/Young Adult books (new or otherwise) – 28 days (overdue fines \$0.15/day)
- Children's/Young Adult audiobooks - 14 days (overdue fines \$0.15/day)
- Children's/Young Adult video games – 7 days (overdue fines \$1.00/day)
- Children's DVDs – 7 days (overdue fines \$1.00/day)
- Children's CDs - 14 days (overdue fines \$0.15/day)
- School Summer Reading titles during the summer - 14 days (overdue fines \$0.15/day)
- Museum Passes - 3 days; no renewal (overdue fine - forfeiture of \$40 deposit)
- Mobile Wireless Hotspot - 21 days; no renewal (overdue fine - forfeiture of \$40 deposit)
- Kindle Paperwhite - 21 days; no renewal (overdue fine - forfeiture of \$40 deposit)

*In accordance with Bergen County Cooperative Library System ("BCCLS") policy, borrowing privileges are blocked on cards that owe \$10 or more in fines. In the case of excessive fines on one card, totaling \$50 or more, the LML reserves the right to bar borrowing privileges of family members residing at the same address until the delinquency is paid.*

#### Newspapers

Located in our reading room on the far side of the main library room. We have available current issues of *The New York Times*, *The Wall Street Journal*, *Barrons*, *The Record*, *Town Journal*, and *Ridgewood News*. Recent back issues are shelved in the reading room. Older issues are kept for approximately 3 months and may be requested at the circulation desk. Not available for loan.

#### Magazines

Located in our reading room on the far side of the main room. Current issues are available for reading on site. Recent back issues are on a shelf just under the corresponding current issue and are available for a one-week loan period. Older issues are kept from one to five years (depending on the magazine) and may be requested at the circulation desk. These are also available for one week loan.

Lending: No loan on current issues. Back issues circulate for 7 days

#### Digital Materials

LML cardholders receive complimentary membership in eBCCLS, a county-wide ebook and digital audiobook lending service. This includes:

- CloudLibrary (ebooks & digital audiobooks): Up to 5 digital items may be checked out at one time. Items circulate for 13 days.
- Zinio/RBDigital (digital magazines): There is no limit to the number of magazines that can be borrowed by patrons, and there is no circulation period. Any items you check out will stay on your account until you remove them.

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To access eBCCLS, please click [here](#).

Hoopla (ebooks, digital audiobooks, comics, movies, music, and television episodes): Hoopla is provided by LML separately from eBCCLS. Patrons may check out 4 digital items each month. Ebooks, digital audiobooks, and comics circulate for 21 days. Music circulates for 7 days. Movies and television episodes circulate for 72 hours.

### **Library Cards:**

A Library Card is available to Allendale residents age 5 and older upon proof of residence. Patrons must present their library card in order to check out any item.

Proof of Residency Requirements:

Driver's license, non-driver ID, current utility bill, current property tax bill, or printed check with address. A parent or legal guardian can present proof of residence for minors in their care.

Library Cards are valid for three years and may be renewed by presenting continued proof of residence.

Cards may be requested at the Circulation Desk and are provided free to family members age 5 or older. Lost or damaged cards may be replaced by paying a \$3.00 fee. Cards issued prior to 2013 are eligible for free replacement.

Museum passes, e-readers, digital content, and hotspots are available only to resident card holders of Allendale.

### **PIN (personal identification number)**

Library card holders may request a PIN at the circulation desk. This allows patrons with internet access use of the following services:

- Review of all current loan items and their due dates
- Access to magazine articles from home
- Ability to reserve items online
- Ability to renew allowable items online (overdue and items on request are not renewable)

### **Non-Resident Courtesy Cards:**

LML issues Non-Resident Courtesy Cards to certain individuals to facilitate access to library materials.

Non-Resident Courtesy cardholders may access LML-owned materials to include: books, DVD's, CD's, magazines, video games and audiobooks on CD. No access is provided for interlibrary materials.

Non-residents who attend K–12 schools in Allendale are eligible for a Courtesy Card, provided the student does not reside in a town in which there already is a BCCLS Member Library. Students must present proof of enrollment. Library privileges are restricted to the individual only; family members do not qualify for library privileges.

Upon proof of employment, a Non-Resident Courtesy Card is available to any individual who works in Allendale, provided the individual does not reside in a town in which there already is a BCCLS Member Library. Library privileges are restricted to the individual only; family members do not qualify for library privileges. Non-Resident courtesy card applicants must present a photo ID and proof of local employment, such as a pay stub showing the company's address.

Cards must be renewed on an annual basis. Cardholders must provide the same type of documentation used to apply for a new card. All Non-Resident Courtesy Cards are to remain at the Circulation Desk.

Non-Resident Courtesy Card holders are not eligible for museum passes or to borrow E-readers, digital content, hot spots or any equipment.

The Non-Resident Courtesy Card owner is responsible for all materials borrowed on the card and agrees to abide by library lending rules and all policies and regulations. Any borrowed materials must be returned to the LML. The LML reserves the right to rescind card privileges at any time.

### **Requests and Reserves**

Items belonging to the BCCLS, but not available at our library, may be requested at the circulation desk or online through the [BCCLS website](#). These items are usually available within a few days to a week. Popular items may be reserved and are lent on a first-come, first-served basis. All items that originate from another library are subject to the lending library's loan periods, number of renewals, and fine policies.

### **Renewals**

Renewals may be made in person at the circulation desk, by telephone, or online through the patron's BCCLS account. All items owned by LML come with a maximum of three renewals, with the exception of Summer Reading titles, which have only 1 renewal during the summer season. Items are renewable if no requests have been placed on the item.

Under no circumstances will the LML acknowledge, honor, act upon, or respond to renewal or hold requests received via e-mail or voice mail message systems. Furthermore, hold pick up dates cannot be extended by sending an e-mail or voice mail message. Inquiries regarding a change in status to a borrowed or requested item must be conducted on-site with library circulation staff during the posted regular business hours or in a person-to-person telephone call conducted during the posted regular business hours.

Card holders are solely responsible for managing their accounts. Fines or fees that are the

consequence of disregarding this policy will be borne entirely by the card holder.

### **Returns**

Items checked out of the LML may be returned to the circulation desk during our operating hours, or into the book drop outside our front door when the library is not open. The book drop is closed while the library is open. Patrons may also return our items to any of the other BCCLS libraries. If a patron receives an item via JerseyCat from a library outside of BCCLS, that item must be returned to LML. We do not accept JerseyCat returns acquired via any library other than LML.

### **Lost or Damaged Materials**

Patrons are responsible for all items checked out on their library card. In the event of a lost item, or an item damaged so as to be judged by the library as being unsuitable for the collection, the patron will either pay the library for the cost of the item, as determined by the head of circulation, or replace it with an identical copy, in new condition, with the same ISBN/UPC number. If an Allendale patron loses or damages another library's item, the patron is responsible for reimbursing the cost of the item, as determined by the lending library.

### **Reference Materials**

Reference materials by their nature are commonly used to retrieve relatively short, specific pieces of information, rather than to be read cover-to-cover. The primary purpose of having a reference collection is to make such convenient sources of specific information readily available when needed by library patrons and by library personnel assisting patrons and carrying out other library operations. Non-circulating items in the collection have been designated as such in order to insure that they are available when needed by library patrons; the majority of these items are reference materials. For these reasons, reference materials and those designated as non-circulating cannot be borrowed.

## **CONFIDENTIALITY OF PATRON RECORDS**

The Board of LML believes it is the basic right of every individual to read what they wish without fear of censure or legal consequence. It also affirms the right of every person to privacy. The library will do everything in its power to protect each user's right to privacy with respect to all information required for registration and for information sought or received, and materials consulted, borrowed or acquired. Such records will not be made available to any individual, organization or government agency except pursuant to N.J.S.A. 18A:73-43.2 which reads: "Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances: a. The records are necessary for the proper operation of the library; b. Disclosure is requested by the user; or c. Disclosure is required pursuant to a subpoena issued by a court or court order. L.1985, c 172, s. 2, eff. May 31, 1985."

## COLLECTION DEVELOPMENT

The Director, Youth Services Librarian, and select staff shall be responsible for selection of books and other materials. Library materials (print and non-print) shall be chosen on the basis of their value in terms of interest, information and enlightenment of all people of our community. No library material shall be excluded because of the origin, background, or views of those contributing to their creation.

Library materials should be of sound factual authority and may represent all points of view concerning the problems and issues of our times.

Materials for individuals of varying ages, educational levels and interest should be acquired. The Director may accept or reject the gift of library materials. Gifts shall be accepted only with the stipulation that the library will use them as it sees fit.

The authority and responsibility for the selection of library materials are delegated by the Library Board to the library director and, under their direction, to staff members who are qualified for this activity.

No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance the written policy. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.

Library materials will be selected in a variety of formats including, but not limited to, print, video, sound recording, and electronic media. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; while others are selected to satisfy the informational, recreational, or educational interests of the community.

Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, indexes, book lists by recognized authorities, including best seller lists, and the advice of competent people in specific subject areas also may be used. Patron requests for specific materials and/or titles are also taken into consideration, as the collection should reflect the needs of the community.

The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Materials which are removed from the library collection may or may not be made available for public purchase at book sales, discarded, or donated.

The LML endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While parents may reject materials for themselves or their children, they cannot exercise censorship to restrict access to the materials by others. The library supports intellectual freedom and has adopted the following



statements as policy: [ALA Freedom to Read Statement](#), [ALA Library Bill of Rights](#), and the [ALA Freedom to View Statement](#).

### **Reconsideration of Materials**

Requests for reconsideration may be made only by registered patrons of LML, and shall be made in writing and given to the library director for a written response. Appeals from the Library Director's decision may be directed only to the LML Board for their final decision.

#### **The Director shall:**

- a. read and examine the challenged material
- b. consider the specific objections to the material voiced by the complainant
- c. weigh the values and faults of the material as a whole
- d. where appropriate, solicit advice or opinion from other library Directors, BCCLS , the American Library Association Office for Intellectual Freedom and the New Jersey State Library.
- e. issue a written report within ninety days to the Board containing recommendations concerning any complaint.

The LML Board shall review the report of the Library Director and notify the complainant.

### **Weeding**

The withdrawal of materials, also called weeding, of the collection is an ongoing process directly related to collection development. LML maintains the quality of the collection by retaining or replacing essential materials and by removing items that are outdated, damaged or worn out, duplicated, no longer accurate, and no longer used. The library does not automatically replace all items that are removed because of loss or damage. The staff of the library, under the general direction and supervision of the Library Director, will be solely responsible for the weeding of the collection. Items removed from the collection may be sold, given away, recycled, discarded, or otherwise disposed of at the discretion of the LML.

## LIBRARY ARTIFACTS

Through acquisition, donation or discovery, the Lee Memorial Library (LML) may come into possession of articles of a historical nature or those which shed light on the heritage of the Allendale community (“Library Artifacts”). Library Artifacts must be handled with care to properly preserve them and assure their safekeeping from theft, vandalism and/or damage. Such artifacts:

- Are the sole property of the LML;
- May not leave the LML;
- May be handled on-site only by the Director or Administrator or their designate for historical artifacts, such as a public historian, a credentialed academic preservationist or archivist, or a professional librarian in possession of a master’s degree in library or information science;
- May not be viewed, shared or released if such articles contain identifying patron information.

The LML maintains the option, though not the obligation, to archive such artifacts in electronic form or other durable media formats or platforms and/or to disseminate such artifacts through the LML’s social media, or as facsimiles in hard copy or analog format. Reproduction and dissemination of Library Artifacts are subject to prevailing copyright laws.

Should the LML require the assistance of outside professionals or organizations for preservation efforts, the Library Director, in consultation with the Board of Trustees, will select such vendor following guidelines established by the American Library Association (ALA).

## **LIBRARY SERVICES**

### **NOTARY SERVICES:**

The LML offers free (limited) Notary Public services for the benefit of Allendale residents, subject to the availability of certified staff.

LML notaries are scheduled to work during regular hours of operation and may be available Monday-Friday from 10:00am-2:00pm and on Saturday from 10:00am-4:00pm, except during summer Saturdays, when a notary may be available from 10:00am - 1:30PM. Please call the LML (201-327-4338) before you come to ensure a notary is available or to schedule an appointment.

The guidelines to be followed are:

The Notary may ask the person(s) needing service to wait while the Notary takes a telephone call, or tends to other Library matters. Valid photo identification is required of any customer seeking Notary service and of all witnesses. The Library will not provide witnesses and witnesses may not be solicited from customers using the library. A witness must (previously) personally know the customer needing the service of the Notary. All forms and documents must be completed before being notarized; forms with blank spaces will not be notarized. Notaries cannot pre-date or post-date any action, prepare a legal document, give advice on legal matters, or notarize documents in which they have a personal interest. Only documents written in the English language will be accepted for notarization. The information must be clearly written. The Notary and the customer requesting Notary services must be able to clearly communicate with each other. Notaries are not permitted to make use of a translator to communicate with the customer requesting Notary services. Notary service is not available for Deeds, Wills, Power of Attorney, Living Wills, Living Trusts, Codicils, or Depositions. Certain public documents cannot be copied and/or notarized such as Birth Certificates, Adoption Records and/or Marriage Licenses. In addition, the Notary cannot perform oaths of office. Notaries will not provide service if the customer, the document or any of the circumstances of the request for Notary service raise any issue of authenticity, ambiguity, doubt or uncertainty for the Library.

If the Notary is needed to perform other Library matters, or should a problem appear/occur, the Library Notary may at his/her sole discretion, decline to provide Notary service.

The Library reserves the right to restrict each household to no more than three Notary Service visits per month and a maximum of 9 documents to be notarized in any 30-day period.

### **COMPUTERS:**

Anyone may use the library computers for internet access or other purposes regardless of whether they have a library card or owe overdue fines.

Patrons wishing to use a computer must sign in at the Circulation Desk. Computer use is on a first-come, first-served walk-in basis.

Headphones must be used while watching videos, listening to music, or playing audible games. Headphones are available for purchase at the Circulation Desk.

Sign-in entitles customers to 30 MINUTES of computer use. At the end of the initial half hour, the current customer may remain on the computer only if there is no open request for computer usage. 15 minute renewal intervals are available after the initial half hour.

### **INTERNET AND ELECTRONIC RESOURCES PUBLIC USE AND ACCESS:**

The Library provides free public access to the Internet as a service to our patrons. The Library does not monitor nor does it control information accessed through the Internet and cannot be held responsible for its content, any damages its users may suffer as a result of using the Internet, including but not limited to, loss of data resulting from delays or interruption in service, corrupted files downloaded at Library workstations, actions taken on the basis of misinformation, or for financial obligations its users incur as a result of using the Internet.

Under Federal Law, it is a crime to distribute or exhibit material that is “harmful” to minors, or to be reckless about “whether a minor is present who will be offended or alarmed by the display” of harmful material. Customers are prohibited from using the Library’s internet and computer network systems to access or display obscene materials or other images which violate the provisions of the law. The Library upholds and affirms the right of each individual to have access to constitutionally protected material in accordance with the American Library Association’s *Library Bill of Rights*. Customers who encounter sites they believe should be blocked or who are unable to access sites they believe should not be blocked may request a review of the site in question by submitting such request in writing to the Library Director. Customers providing contact information will be notified about the decision promptly. **Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children.** Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use.

Users may not:

- Use the network to make unauthorized entry into other computational, informational or communication services or resources;
- Access peer to peer or file sharing sites;
- Distribute unsolicited advertising;
- Invade the privacy of others;
- Make any attempt to damage computer equipment or software;
- Engage in any activity that is harassing or defamatory;
- Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library’s tax-exempt status or its proper operation.

The Library provides a wireless network to allow public access to the Internet before, during and after Library business hours. It is a separate network from the Library wired network. Users of the Library wireless network assume any and all risk associated with unencrypted communications and must adhere to all the provisions contained in this policy. Should the number of concurrent users on our wireless network adversely affect the bandwidth available, the Library reserves the right to use methods to limit the number of concurrent users. The Library staff will not configure a user’s computer or electronic device for use on the Wireless Network.

Violations may result in loss of access and/or library privileges. Unlawful activities will be dealt with in an appropriate manner.

### **PRINTING/COPYING SERVICES:**

The Copy-Print resource duplication service provided by the Library is made available to its patrons and wider public community as a common good service. While the library supports the technical components of the system, the patron assumes all liability associated with the use of duplicated materials subject to U.S. Copyright Law. The Library makes all efforts to provide the service as inexpensively as possible, however, some use fees are required to mitigate expenses.

Printing charges apply:

- **To all pages printed, even if printed by mistake or are later deemed unnecessary by the customer,**
- To all pages printed even if the customer supplies the paper.

The charge for printing or copying a black and white single-sided page is \$0.15. The charge for printing or copying a double-sided black and white page is \$0.30. The charge for printing or copying a color single-sided page is \$0.55. The charge for printing or copying a double-sided color page is \$1.00. Payment is expected for all pages printed.

The use of the copier machine is subject to U.S. Copyright law. All customers will be responsible for all copied materials in accordance with all copyright laws. Library staff will not assist in making copies of materials from an electronic source deemed in violation of federal copyright laws and regulations. Library staff is not responsible for assisting patrons in collating materials or in the printing/copying process beyond ensuring the technical components are in working order.

### **MUSEUM PASSES:**

Allendale card holders age 18+ who are in good standing (no fines) are eligible to reserve and borrow museum passes. Museum passes are restricted to one per family during a check out period.

A valid library card and a \$40 cash deposit are required to borrow all passes, except for the American Museum of Natural History. The deposit is refunded when the pass is returned on time and in good condition during normal library business hours. The library reserves the right to limit passes during busy seasons.

Passes may NOT be returned in the book drop. If the pass is returned late, the entire \$40 deposit is forfeited. All cardholders at the borrowers address will be barred from borrowing museum passes for a period of three months if a museum pass is not returned within three days of its due date. A replacement fee for lost or stolen cards will be assessed to the cardholder's account. If a museum pass is not returned within seven days, it will be considered lost and the replacement fee will be assessed to the cardholder's account.

**MOBILE WIRELESS HOT SPOTS:**

Allendale card holders age 18+ who are in good standing (no fines) are eligible to reserve and borrow mobile wireless hot spots. Hot spots are restricted to one per family during a check out period.

A valid library card and a \$40 cash deposit are required to borrow a hot spot. The deposit is refunded when the device and its accessories are returned on time and in good condition during normal library business hours. The library reserves the right to limit hot spots during busy seasons.

Hot spots may NOT be returned in the book drop. If the hot spot is returned late, the entire \$40 deposit is forfeited. All cardholders at the borrowers address will be barred from borrowing hot spots for a period of three months if a hot spot is not returned within three days of its due date. A replacement fee for lost or stolen hot spots will be assessed to the cardholder's account. If a hot spot is not returned within seven days, it will be considered lost and the replacement fee will be assessed to the cardholder's account.

**KINDLE PAPERWHITE READERS**

Allendale card holders age 18+ who are in good standing (no fines) are eligible to reserve and borrow Kindle Paperwhite Readers. Kindles are restricted to one per family during a check out period.

A valid library card and a \$40 cash deposit are required to borrow Kindles. The deposit is refunded when the Kindle and its accessories are returned on time and in good condition during normal library business hours. The library reserves the right to limit Kindles during busy seasons.

Kindles may NOT be returned in the book drop. A \$25 fine will be assessed if a Kindle is returned in the book drop. If the Kindle and/or its accessories are returned late, the entire \$40 deposit is forfeited. All cardholders at the borrowers address will be barred from borrowing Kindles for a period of three months if a Kindle is not returned within three days of its due date. A replacement fee for lost or stolen Kindles will be assessed to the cardholder's account. If a Kindle is not returned within seven days, it will be considered lost and the replacement fee will be assessed to the cardholder's account.

## **DONATION & SPONSORSHIP**

The LML is always grateful to receive monetary gifts for the purchase of library materials selected by the Director and/or for the sponsorship of programs and events. For more information, to enquire about sponsoring a program/event or to pledge a donation, please contact the Library Director at 201-327-4338.

Patrons may make a monetary donation to the LML for the purchase of a book to celebrate a special occasion (birthday, memorial, etc). If you would like to make a donation in memory of a friend or loved one, a book is purchased by the library and a book plate is placed inside the book.

Patrons are encouraged to specify a subject area so the library may purchase a suitable book in that area.

Although the LML does not accept book donations for its collection, please refer to the Friends of the Library (FOL) website and the FOL book donation policy. All proceeds from donated books support the LML.

## CODE OF CONDUCT

LML does not tolerate harassment of cardmembers, patrons, attendees, staff, venue workers, speakers or other participants at the library or at any meetings or events we sponsor. *We recognize a shared responsibility to create and maintain an environment based on mutual respect for the benefit of all.* No one may engage in conduct which interferes with anyone else's ability or right to use and benefit from the Library facilities. Events sponsored by the LML are an extension of the LML and are subject to this policy.

1. Customers shall not assault, harass or annoy others in the library. This includes noisy or boisterous activities, staring at another person with the intent to annoy that person, following another person about the building with the intent to annoy that person, playing audio equipment so that others can hear it, singing or talking loudly to others or in monologues, using profanity, displaying print or nonprint materials of an offensive nature to others or by behaving in a manner that can be reasonably expected to disturb others.
2. The library requires all individuals to set their cell phones to no-ring (vibrate) mode upon entering the library. Voices must be kept at a reasonable level so as not to disturb other library customers.
3. Smoking- please refer to the [Smoking Policy](#)
4. Food and Drink: please refer to the [Food and Drink Policy](#).
5. Illegal Substances – please refer to the [Illegal Substance Policy](#).
6. Customers shall not engage in any illegal activity while in the library building. Persons whose actions violate state or local law will be prosecuted.
7. Customers shall not interfere with the use of the library by other customers or with library employees' performance of their duties.
8. Customers shall not deface library materials including books, magazines, newspapers, recordings or other items in the library collection. Nor shall they deface, mar or in any way destroy or damage library furnishings, walls, machines, or other library property.
9. Customers shall not enter the building without appropriate clothing including a shirt and shoes. Customers whose bodily hygiene is offensive so as to constitute a nuisance to other customers or library staff may be required to leave the building.
10. Customers shall not bring pets or animals into the library, other than service dogs. Please refer to the [ADA definition of service dogs](#).
11. Weapons – please refer to the [Weapons Policy](#).
12. Any materials removed from the library must be checked out on a valid library card or through other standard library procedures such as interlibrary loan.
13. Unauthorized use of the library's computer network or failure to comply with the library's [Internet Access and Use Policy](#) may result in suspension of library privileges.
14. In cases of disruptive behavior customer identification including name, address and phone number, may be requested.

Attendance at the LML or an LML-sponsored event signals your agreement to comply with this Code of Conduct. Any breach of this Code of Conduct will result in an appropriate course of action including but not limited to:

- verbal or written warning
- expulsion from the event or meeting
- exclusion from future events and/or meetings



- revocation of membership

Anyone can report harassment. If someone's behavior has made you uncomfortable, or if you witness the same happening to someone else, you should immediately contact a Library staff person. Staff shall record code violations in the Shift Binder & Task Book. Staff are responsible for reviewing the Shift Binder & Task Book as necessary.

Actions that result in expulsion or exclusion from an event or revocation of Library membership can be appealed in writing to the Library Director. If relief is denied, a hearing may be requested in front of the LML Board, whose decision on the matter will be final.

## **NOISE**

As a shared space, LML strives to accommodate diverse needs while offering a respectful environment prized by all users. Collaborative work is expected and welcome and talking in a low conversational tone is permitted. Loud and/or unreasonable noise, abusive, threatening or obscene language, and disruptive communications are not permitted.

Verbal discourse rises to the level of noise when it disturbs or interferes with the activities of other patrons or staff. In consideration of those who require a quiet place to study, read, or work, Library staff are authorized to act as the sole arbiters of noise level and will, at their discretion, alert patrons if volume needs adjusting. Those not able to conform to library noise standards may be asked to leave the premises.

Please be considerate of your neighbors and aware of your surroundings. When entering the library, cell phones and other electronic devices must be set to silent/vibrate mode. Brief phone conversations are permitted in the interior of the Library's facilities; however, those greater than a minute in duration must be conducted in the lobby or outdoors.

The library is not an appropriate venue for excessive socializing.

Patrons must wear headphones while using cell phones, laptops, tablets, and computers, if sounds from applications on those devices would otherwise be audible.

Designated quiet study areas allow a maximum of four people.

## TELEPHONE USAGE

### Library Landline Telephones

The use of library telephones by patrons for personal or business calls is strictly prohibited. Telephones at the LML are reserved for use by staff engaged in official business only. Telephone lines must be available at all times to assist patrons, enable contact with library business partners, and receive potential communications from emergency response officials and Borough support personnel.

A library staff member may place a local call (though not long-distance) of up to sixty seconds in duration on behalf of a patron in the following limited circumstances:

- An emergency situation requiring the need for medical attention or police;
- Contacting a parent or caregiver of a patron to inform them of injury or illness;
- At library closing time, alerting a caregiver or parental authority to the need for transportation for a vulnerable adult or a minor, in advance of placing the vulnerable adult or minor in police custody.

### Cell Phones

Cell phones are permitted in the library. They must be placed on vibrate or silence mode when inside the building.

Patrons may speak quietly and briefly on cell phones while in the library so long as they are not disruptive to others. Patrons must exit the building to participate in voice conversations of more than a minute.

Use of cell phones at the Circulation Desk or during programs is strictly prohibited.

Photography and other forms of recording (including visual-, audio-, and bio-recording) of others in the library without their knowledge and express consent is prohibited. Failure to comply with this policy will result in the revocation of library privileges.

## **LOST AND FOUND**

Customers are responsible for their personal items when visiting the LML. The library is not responsible for personal items left in the library by customers. Customers should report all lost personal property to the Library Staff. Customers who find personal property should turn it in to the Circulation Desk.

The LML has a centralized Lost and Found depository in bins across from the Circulation Desk.

Items of value (e.g. car keys, cell phone) or for identity (e.g. Driver's License) will be held at the Circulation Desk by the Library entrance. Customers who can satisfactorily identify as theirs lost items that have been turned in may claim their items from the Circulation Desk.

Library Staff do not log or track any Lost and Found items.

Library staff has no responsibility to attempt to contact customers regarding their found property. Unclaimed items will be discarded or donated to a charity

## FOOD & DRINK

To preserve LML resources and protect its facilities, the Library regulates the consumption of food and beverages in public areas of the building.

Beverages such as water, juice and coffee are permitted in the library, under the following conditions:

- Covered, spill-proof containers must be used.
- Care must be taken when consuming liquids around books, carpets and furniture.
- Beverages are not allowed near library copiers, printers, scanners or computers.
- Hands should be clean when handling library materials.
- Trash and leftovers must be disposed of properly.
- Deposit bottles, cans, and other recyclables must be placed in designated recycling bins.
- If a spill should occur, the individual responsible must clean it up.
- The distribution or sale of food or drink in library public spaces is prohibited unless previously approved by the Director.

Unless it is provided for as part of a scheduled library program, food is not permitted to be consumed in the public sections of the library, including the Main Salon, the Reading Room, the Young Adult Room and the Children's Room. Food delivery to the library for individuals (such as pizza deliveries) is prohibited.

With the previous permission of the Library Executive Administrator, alcohol may be served at special functions whose attendance is limited to adults aged 21 and over. For functions where the dispensing of alcohol is permitted, the Library requires the presenting organization to adhere to all state, local and federal laws and obtain all required permits. The Library, at its sole discretion, retains the right to deny permission to serve alcohol on its premises at any time. Unless granted prior written permission from the proper Library and state authorities, the sale of alcohol on Library premises is prohibited.

Food is permitted in the Loft Room when used by Community Groups or for a library-sponsored program, under the following conditions:

- Library facilities are carry-in, carry-out.
- Library staff cannot and will not be responsible for accepting the delivery of food for community-based programs.
- All trash must be removed by the group providing foodstuffs.
- When the space is to be vacated, all surfaces that had come in contact with foodstuffs must be wiped down and be left substantially clean.

## **ILLEGAL SUBSTANCES**

The possession, consumption or attempted sale of illegal substances is prohibited on library property and will be prosecuted to the full extent of the law.

## **WEAPONS**

Unauthorized possession or use of weapons on LML property is prohibited. Weapons include but are not limited to firearms, ammunition, explosives, swords or knives of greater than 3", fireworks, pellet guns, and paint ball guns.

## **PATRON COMPLAINTS**

While the LML tries to provide the highest levels of satisfaction and service to its patrons, we recognize that occasionally a patron may wish to make a complaint.

A Library patron may choose to start by making the complaint on an informal, oral basis to the Library's staff. If the patron chooses not to do so, or if the complaint does not lend itself to informal resolution, the patron should request and complete a Patron Complaint Form. The Library Director will promptly review the completed Complaint Form and, where appropriate, attempt to resolve the complaint directly.

If the patron is not satisfied with the response provided, and/or if the Director decides that the situation warrants the input of the Board, either or both parties may bring the written complaint to the attention of the Board. A patron desiring to do so may also request an opportunity to address the Board at one of its monthly meetings.

The Board will promptly review a complaint presented to it, provide an oral and/or a written response to the complainant, and take any further remedial action warranted by the particular circumstances.

The decision of the Board with respect to a complaint will be final.





## **PUBLIC SPACES & FACILITIES USE**

Library use is a privilege, reserved for those who respect its rules of use and comply with its Code of Conduct. The Library defines what constitutes reasonable use of its facilities, in accordance with adopted Library policies, regulations, rules and practices, and within the confines of all applicable local, state and federal laws. This policy covers the public and staff areas for both users and employees. It includes the physical facilities, both indoors and outdoors, equipment, furniture, materials and inventory, fixtures, bulletin boards, parking lot, gazebo and other ancillary structures, book drops, exhibit/display areas, signage, vehicles and all other physical items not specifically cited herein. The policy also includes facilities the LML rents or uses in its service to the public.

Anyone violating these policies may be asked to leave the Library and may be refused future access. Such persons may be subject to warning, suspension, forfeiture of membership, prosecution, requests for restitution, civil fines, and/or criminal penalties.

Related policies addressing regulations and standards of behavior within Library facilities, while published under separate titles, are hereby incorporated into the Public Spaces and Facilities Use Policy. These include the Food and Drink Policy, the Noise Policy, the Smoking Policy, the Internet and Electronic Resources Public Use and Access Policy, the Telephone Usage Policy, the Lost and Found Policy, the Alcohol, Tobacco, Firearms and Substance Policy, the Photographing and Recording Policy, the Public Safety and Emergency Policy, the YA Room Policy, and the Children's Room Policy, among others.

Note: The Library complies with the American with Disabilities Act (ADA) with respect to its policies, practices, and procedures.

The following activities are not permitted within any part of the Library facility at any time, unless expressly required to conduct library business:

- Distribution of leaflets, flyers, or other written publications
- Distribution and circulation of petitions to collect signatures
- Public demonstrations
- Solicitation for funds

Library facilities must be used in a manner that maintains clean and orderly conditions.

Users may not injure, mar or in any way deface the premises or make alterations of any kind, nor may they make temporary or permanent modifications to the property.

All portions of sidewalks, entries, doors, passages, vestibules, halls, corridors, stairways, passageways, and all ways of access to public utilities of the premises must be kept unobstructed. They must not be used for any purpose other than ingress to or egress from the premises.

Users may not disguise, cover, tamper, or interfere with any safety device, including fire safety equipment such as fire extinguishers, exit signs, sprinkler heads and piping, electrical panels, and fire alarm pull stations.

Users must leave the building at closing, during emergencies/evacuations, and whenever so requested by library staff or public safety personnel.

Other than child strollers and assistive vehicles used by persons with physical disabilities, wheeled vehicles or personal wheeled items such as skateboards are not permitted in the library building.

The Americans with Disabilities Act (ADA) allows service animals to accompany persons with disabilities in this facility. The ADA defines service animal as any guide dog, signal dog, or other animal *individually and specifically trained to provide assistance to a person with a disability*. Only service animals or animals which are part of library programming are permitted in the facility.

Heating and air conditioning fixtures and other climate control apparatus are pre-set and are not to be altered.

No temporary structures or signs will be placed upon any Library facilities, except with prior written approval, and only once all legally required permits are obtained.

Neither panhandling, bathing, nor sleeping is permitted on these premises.

At the discretion of the Library Administrator and only with his/her advance written permission, community organizations may be given the opportunity to offer items for sale on these premises, such as charitable event tickets, foodstuffs for fundraisers, etc. The community organization must abide by the terms and conditions for such sales as established by the Library.

At no time may the number of individuals in the LML facility exceed the maximum occupancy. The library reserves the right to limit or deny entry when room capacities established by the Allendale Fire Official are reached.

As an information center, the Library provides access to free community publications as space allows. Placement of such publications requires the express permission of the Library Director. The display of non-library produced publications does not constitute sponsorship or endorsement of the policies, views, or beliefs expressed in each publication.

The library offers space on its lobby bulletin board on an as-available basis to not-for-profit community groups from Allendale and the surrounding area that are engaged in educational, cultural, intellectual, civic or recreational activities. Display or posting of information does not imply library endorsement. Information regarding contests or solicitations, notices of merchandise for sale, and notices of sales or auctions may not be displayed unless the event or sale is for the benefit of a local non-profit organization. Political, profane, or suggestive literature of any nature is not permitted. All submissions must be approved by the Library Director prior to posting.

The Library reserves the right to remove any material from the Community Information Area at any time and for any reason. It is the responsibility of library personnel to remove postings after a reasonable period of time. The library is not responsible for returning materials.

## TUTORING

The Library permits tutoring on the premises as part of its educational mission.

The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of tutors who use library space. All arrangements must be made between the tutor, student and parents. Tutors are individuals who provide instruction to others either on a paid or volunteer basis. No exchange of money may take place between student and tutor in the Library. Tutors may not solicit Library patrons in the Library.

Tutors shall work with a maximum of two (2) students per tutor per session. The library is not to be used as classroom or office space, but as a safe and quiet workspace for students to receive instruction.

Tables and chairs located in the main public space of the library are available on a first-come, first-served basis during Library operating hours. Tables, chairs and Study Rooms may not be available if being used by others or are needed for library programs or activities. Reservations cannot be made and there is no exclusive use of these areas in the Library. The Library reserves the right to limit tutoring activities if space resources are monopolized or activities interfere with Library operations or at the discretion of the Library Director or the Director's designee.

Tutors and their students are required to follow the Library's Patron Code of Conduct. Students must be under the tutor's supervision at all times.

The Library reserves the right to ask tutoring or study groups that become too loud or disruptive to leave the Library.

Tutors are responsible for establishing communication procedures for their students and the student's parents. Library phones may not be used to make or cancel appointments. Library staff will not relay messages to tutors or students.

Tutors and students must bring their own supplies, such as paper, pens, pencils, etc.

Tutors may use Library materials (i.e. library books) in accordance with library policies.

\*\*\*Amendments will be necessary to reflect certain designated tables be occupied as tutoring tables before non-designated tables should the Library choose this as an option.

## EXAM PROCTORING

The LML does not offer proctoring services. Please contact [Mahwah Library](http://www.mahwahlibrary.org/content/proctoring) (<http://www.mahwahlibrary.org/content/proctoring>) or [Wayne Library](http://www.waynepubliclibrary.org/online-services/proctoring-services.html) (<http://www.waynepubliclibrary.org/online-services/proctoring-services.html>)

## PROGRAMS & EVENTS

Ultimate responsibility for programming at the Library rests with the Director, who administers under the authority of the Board. The Director, in turn, delegates the authority for program management to certain staff members.

The library uses staff expertise, collections, services and facilities in developing and delivering programming. The library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

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

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

All Library programs are open to the public. A fee may be charged for certain types of Library programs. The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space is limited. First priority for registration goes to Allendale library card holders, then to Allendale non-card holder residents, then to non-residents, who may be put onto a waiting list in advance of securing a spot. Unless confirmed by LML personnel, attendance at programs is not guaranteed. Programs may be held on site at any Library agency, or off site. Any sales of products at Library programs must be approved by the Library and benefit the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's Director or staff assigned by the Library Director.

The Library welcomes expressions of opinion from customers concerning programming. If a customer questions a library program, they should first address the concern with a Library staff member.

## PHOTOGRAPHY AND VIDEO RECORDING

### **Photography by Non-Library Staff:**

Anyone who wishes to take pictures in the library must notify staff. Pictures of the building and facilities are permitted but in order to respect the confidentiality and privacy of our patrons, photographs and recording of library users are not allowed. Photography and video recording must not disrupt service or violate the rights of others.

News organizations and those seeking to conduct formal photo sessions must contact library administration in advance to request permission.

### **Photography by Library Staff:**

Programs, events and classes may be photographed or video recorded for library promotional purposes. It is incumbent on the attendee to notify staff if they prefer not to be photographed/recorded.



## **PUBLIC SAFETY & EMERGENCIES**

The LML is committed to providing a safe and secure environment for its patrons and staff; to having a plan in place to manage potential emergency situations in a way that reduces risk to those present on the premises; and to implementing effective response procedures should emergency incidents occur. The Board recognizes that emergencies are unforeseen and unexpected; therefore, no policy can cover all possible circumstances.

Evacuation of the facility may be necessary in the event of certain emergencies, natural disasters, and critical incidents, which can include but are not be limited to occurrences of fire, compromised gas lines, hazardous spill, explosion, bomb threat, terrorism, intruder, earthquake, severe storm, flooding, or loss of electrical power or other utility.

In an emergency, patrons are required to follow the instructions of the library Administrator, Director, and/or Safety Warden. Failure to follow instructions will result in consequences that may include suspension of library privileges, temporary or permanent barring from the facility, and/or prosecution to the full extent of the law.

In the case of minor medical emergencies, a stocked first-aid kit is available in the Library. Library staff are not trained in first aid, and are not expected to intervene nor to have other than basic skills. No one is authorized to render aid for which they do not have adequate training.

In the case of major or complex emergencies, emergency services may be summoned. In no event do the LML, the Borough of Allendale or staff accept responsibility for the outcome of using such services, nor are the LML, the Borough of Allendale or staff subject to payment for such services.

## **DISABILITY SERVICES**

The LML complies with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. The ADA, as applied to cities, counties, and other local governmental entities, requires that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of local government services, programs, or activities.

Accordingly, the LML will:

- Take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.
- Make reasonable accommodations in policies, practices, or procedures when necessary to avoid discrimination on the basis of disability, unless a fundamental alteration in a local government program would result.
- Endeavor to provide reasonable accommodations when operating its programs so that they are substantially accessible to and usable by individuals with disabilities.

## CHILDREN'S ROOM

The children's room is specifically designed and reserved for the use of children under the age of 12 and their caregivers, or customers using the children's collection, seeking assistance from library staff or attending Children's Room programs at the discretion of library staff.

It is the parent or guardian's responsibility to supervise children. Library staff do not act in place of the parent or guardian and are not responsible for the care of unsupervised children. The Children's Room is reserved for the use of children. Adults unaccompanied by a child may use the Children's Room only if they are looking for materials to check out and must leave the room once they have located the items. Library-owned technology resources in the children's room are reserved solely for use by children. Adults unaccompanied by a child may not use the Children's Room to lounge. Any adult found in the Children's Room not supervising a child or browsing for materials to check out will be asked to leave immediately. An adult supervising a child in the Children's Room may bring materials from other areas of the library into the Children's Room. Customers on the sex offender registry are not permitted to enter the Children's Room.

While all computers in the children's room are filtered, the technology is imperfect. It is the responsibility of the parent or guardian to supervise children's access to materials on the Internet. Library staff are not responsible for monitoring children's use of the Internet.

Children must conduct themselves at all times in a manner appropriate to a library setting. Running, roughhousing, loud noise, inappropriate conduct with the furniture or toys (such as pushing or climbing) or other disruptive, damaging, and/or dangerous behavior is not acceptable. It is the responsibility of the parent or guardian to supervise children's behavior in the library. Library staff are not responsible for monitoring children.

All other behavior rules outlined in the [Code of Conduct](#) apply to the children's room.

## UNATTENDED CHILDREN

LML wants children to use its facilities and services. The safety of children left alone in a library building is a serious concern of the library staff. **The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with library personnel.** Librarians and other staff cannot be responsible for children who are unattended. The following guidelines will be followed concerning the care and behavior of young users:

Children from birth through 7 years of age must be attended and adequately supervised by a responsible person (e.g., parent, guardian, other caregiver, or mature adolescent (age 14 or older). If unattended children in this age group are found, library staff will attempt to locate the parent/caregiver. If the parent/caregiver cannot be reached, a staff member will notify the police.

Children ages 8-14 may be left in the library for reasonable periods of time provided they demonstrate purposeful intent to use library resources, and that their behavior is not disruptive to other patrons or library staff. Staff will warn children if their behavior is not acceptable, and they may be ordered to leave the building if their behavior does not improve. If removed from the building due to unacceptable behavior the parent/guardian may be notified. Children in this age group should have the telephone number of someone who can help them in the event of a health emergency or other unforeseen circumstance such as an unexpected library closing.

Parents are responsible for the conduct of their minor children (under 18 years of age) in the library or on library grounds, regardless of whether they are in the company of their children or not.

If the library is closing and an unattended child is left at the library without transportation home, library staff will allow the child to call home to remind their parents to pick them up. If a child is unable to contact their parents, library staff will remain no longer than 15 minutes after closing.

At that time, local law authorities will be contacted, and the child will be placed in their care. Staff members will not drive the unattended child home. Any time an unattended child is left more than 15 minutes after library closing the staff will complete an incident report.

Violation of the unattended children policy constitutes grounds for suspension of library privileges for the family.

## YOUNG ADULT ROOM (YA ROOM)

The LML is committed to providing an inviting and safe space for teenage patrons to engage in individual and group activities. The social nature and unique characteristics of this age group require a separate space designed for their needs.

The Young Adult Room is designated for use by students in grades 6-12 and/or ages 12-18. Patrons who fall outside those grade and age categories may be asked to leave the room, at staff's discretion. While patrons of all ages are welcome to browse and check out materials from this Young Adult Collection, young adults receive priority in terms of access to computers within this room. Library-owned technology resources in the Y/A Room are reserved solely for use by young adults.

Young adults are expected to respect the overall Library environment, and may not engage in activities or communications that disrupt other Library users or staff. All other Library policies apply to the YA Room. The LML reserves the right to limit the use of the library by young adults who, in the judgment of the library staff, are infringing upon the rights of other library users by inappropriate behavior. All other behavior rules outlined in the [Code of Conduct](#) apply to the YA Room.

## VULNERABLE ADULTS POLICY

The Library strives to provide a warm, welcoming and safe environment conducive to lifelong learning for patrons of all ages, and encourages vulnerable adults/dependent persons to use its facilities and services.

A vulnerable adult/dependent person is an individual age 18 or older who is unable to reasonably care for themselves within the Library environment or to make decisions on behalf of their own well-being and safety, particularly in an emergency situation. This includes adults who are cognitively, emotionally, mentally or physically challenged and who need staff help beyond assistance with normal library services. Additionally, an individual is considered a vulnerable adult/dependent person when they are not picked up by closing time and needs assistance procuring transportation away from Library facilities. Vulnerable adults/dependent persons should not be left unattended in the Library. Adequate supervision from a parent, legal guardian, teacher, custodian or caregiver is recommended while on the premises.

The parent, legal guardian, teacher, custodian or caregiver is responsible for monitoring the activities and managing the behavior of vulnerable adults/dependent persons during their Library visits. The Library is not responsible for any consequences of parents, legal guardians, teachers, custodians or caregivers not fulfilling their responsibilities. Under no circumstances are Library employees authorized to act in loco parentis (in place of parental or caregiver authority). Library employees are not permitted to transport vulnerable adults/dependent persons in the absence of a care provider.

Should a vulnerable adult/dependent person be unattended at the Library in an emergency and he/she can furnish contact information for a parent, legal guardian, custodian or caregiver, library staff will attempt to reach the designated individual. Such situations shall be considered when:

- The health or safety of an unattended vulnerable adult/dependent person is in doubt;
- The behavior of an unattended vulnerable adult/dependent person disturbs other Library patrons and has caused staff to ask the individual to leave the Library;
- An unattended vulnerable adult/dependent person has not been met by a parent, legal guardian, custodian or responsible caregiver at closing time.

If a parent, legal guardian, custodian or caregiver cannot be reached, Library staff will contact law enforcement officials to take charge of the situation involving the vulnerable adult/dependent person. Parents, legal guardians, custodians, caregivers, and vulnerable adults/dependent persons who are in violation of this policy are subject to suspension of library privileges.

## **BOARD OF TRUSTEES**

The LML is administered by the Board of Library Trustees (“Board”) (appointed by the the Borough Mayor) in accordance with By-Laws adopted by the Board.

2017 Board members are:

Catherine Shaw, President

Christopher Martin, Vice President

Sandy Desmond, Secretary

Jill Webb, Treasurer

Audrey Landau-Flynn

Sheila Granowitz

Cathy Squasoni

Honorable Elizabeth White, Mayor

Dr. Michael Barcadepone, Superintendent of Schools

Melissa Duncan, Representative, Superintendent of Schools

Meetings of the Board are held on the third Wednesday of each month (except August) at 7:30 PM at the Library. Members of the public are invited to attend.

2017 Board Meetings are held on the following dates:

January 18 (Regular meeting immediately follows Reorganization Meeting @ 7:30pm)

February 15

March 15

April 19

May 17

June 21

July 19

September 20

October 18

November 15

December 20

Please click [here](#) to view minutes from previous meetings.

## FRIENDS OF THE LIBRARY

The Friends of the Library (FOL) is a nonprofit service organization committed to the support of the LML. The FOL are committed to helping the library reach its educational, entertainment, and enrichment goals through support for programming, materials, and projects. The FOL conduct an annual fund drive as well as holding a year-round book sale in the lobby of the LML. All proceeds raised directly benefit the LML.

The lobby bookstore, which contains a wide assortment of used books, CDs and DVDs, is open at all times the library is open to the public. Prices range from \$0.25 to \$1.00, with some items marked higher. The Friends welcome the donation of gently used items, with the exception of textbooks, encyclopedias, magazines, outdated technology items, VHS tapes, cassette tapes, and Reader's Digest Condensed Books. Donations may be left in the bookstore in bags or boxes. If you wish to donate items not accepted by the FOL, we refer you to the Vietnam Veterans of America at 1-800-882-1316 to arrange a pickup.

The FOL generally meet the first Monday of each month, September-June, at 10:00am, upstairs in the LML. Social functions are held throughout the year. Dues for membership are \$10 per year. All are welcome to join and attend. To become a member of the FOL, please visit our [Friends of the Library Membership Form](#). Applications may be emailed to Diane Mahuske at [dbmah@verizon.net](mailto:dbmah@verizon.net). More information is available at 201-825-0088.

Members of the Executive Committee of the Friends are Anna DiMiceli, Sheila Granowitz, Diane Mahuske, Louise Oates, Liz Simendinger, and Ann Fargis. Sheila Granowitz is the liaison from the library board of trustees.



## **VOLUNTEER POLICY**

The LML accepts volunteers on an as needed basis. Individuals who are interested in volunteering may submit a Volunteer Application, which will then be kept on file by the library. In the event that a new volunteer is needed, the library will reach out to applicants based on interest, applicable skills, and order of submission. All interested volunteers under the age of 18 must have their application signed by a parent or guardian.

Those seeking to volunteer at LML understand and agree that the submission of a Volunteer Application may result in discussion of the application at a meeting of the LML Board, and that applicants have a right to request the application be discussed openly or in closed session. Additionally, if the discussion is held in closed session, applicants have the right to request that they be permitted to attend the closed session. Alternatively, applicants can waive the right to request that their application be deliberated at a meeting of the LML Board, either openly or in a closed session with the applicant's attendance.

Those seeking to volunteer at the LML understand and agree that the Library may, at its discretion, require a criminal history record background check, to be conducted by the Allendale Police Department.