

POLICY MANUAL of the RUSH PUBLIC LIBRARY

**5977 East Henrietta Road
Rush, New York 14543**

**Telephone: (585) 533-1370
Facsimile: (585) 533-1546**

www.rochester.lib.ny.us/rush

With revisions to July 26, 2011

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1. LIBRARY USE POLICY

1.1. SERVICE OUTLET AND HOURS

1.1.1. Service Outlet

The Rush Public Library is the principal public library for the Town of Rush, New York. It is located at the following address:

5977 East Henrietta Road
Rush, New York 14543
Telephone: (585) 533-1370
Facsimile: (585) 533-1546
www.rochester.lib.ny.us/rush

The Library is part of the Monroe County Library system and has a cooperative relationship with all of the other libraries in the county system.

1.1.2. Hours

The Library is open six days a week except on holidays and during the summer months when the library is closed on Saturday. For specific information about holiday or summer closings, please call the library or view the Web site.

Standard hours of operation are as follows:
Monday, Wednesday and Friday 1:00 p.m. - 8:00 p.m.
Tuesday and Thursday 11:00 a.m. - 8:00 p.m.
Saturday 10:00 a.m. - 2:00 p.m. (September-May)

1.1.3. Statement of Purpose

The goals of the Library are based on the belief that a community benefits from the presence of a library offering 1) staff trained to help members or the public find books and other materials for recreational or educational ends, 2) well considered programs, and 3) well organized and readily available materials of interest to the public.

Following are the library's objectives:

-To serve as a community resource providing books and other materials for the education and enjoyment of the public on such topics that interest them, including community history and culture.

-To make available not only its own collection, but also the resources of the Monroe County Library System and other systems, and thereby provide the public with virtually unlimited access to materials.

-To promote literacy and good reading habits among all ages and abilities, especially by encouraging early reading skills.

-To promote library services to non-users as well as library users, so that the former can be made aware of a community resource available to them.

-To be aware of changing public interests and technologies, in order to be sure that the library collection continues to evolve and retain its utility.

-To make sure that its collections meet high standards of quality in content, expression, and format, but also to be sure that considerations of standards do not eliminate divergent views on controversial topics of interest to the public, including the unpopular and the unorthodox.

-To provide services and materials courteously and without discrimination for reasons of religion, race, social or economic status, education, age, politics, disability, national origin, gender or sexual orientation.

-To serve all members of the public, with special responsibility to the reading and programming interests of the residents of the Town of Rush.

1.2. BORROWING PRIVILEGES

1.2.1. Eligibility

Any resident of Rush, Rush property owner, or temporary resident of Rush (i.e. military or summer resident) may obtain a library card and is eligible to borrow library materials. (A Rush resident is a person whose principal domicile is in Rush.)

Non residents may use the library facility and on-site materials within the library.

The Library participates in the Monroe County Library System. Therefore, anyone who presents a valid Monroe County Public Library card is eligible to borrow library materials.

1.2.2. Registration of Borrowers

1. Rush residents must present proof of Monroe County residency to obtain a library card. Proof of residency must include name and current street address (for example, a driver's license, car registration, postmarked piece of mail, tax or water bill).
 - a. Adults and children ages 5 and up may obtain their library cards at the circulation desk. Parents are responsible for their minor's library account until the minor reaches the age of 18; this includes responsibility for fines, fees, and lost materials.
 - b. At the time of application, a parent or guardian must present proof of his/her residency and sign the minor's application form.
 - c. Library cards are issued at no charge to Rush residents, and will be valid for one year from the date of issue.
2. Library cards are renewed without charge.
3. New library cards may be used immediately upon registration.
4. Lost library cards are re-issued for a fee of \$1.00.
5. Library cards may be used at all participating libraries in the Monroe County Library System.
6. Library cards become temporarily invalid for any one of the following reasons:
 - a. Fines exceed \$5.00
 - b. The card has expired
 - c. Failure to adhere to the responsibilities of borrowers and patrons

1.2.3. Responsibilities of Borrowers

Borrowers are responsible for the following:

- a. All library materials borrowed on their library cards (whether materials were borrowed by themselves or others)
- b. All overdue fines incurred by themselves or others on their library card
- c. The replacement cost of lost or damaged library materials or equipment
- d. Reporting of name and/or address changes to the library
- e. Reporting of lost or stolen library cards

f. Adhering to all Circulation Policies

1.3. CIRCULATION POLICIES

1.3.1. Loan Periods

1. Most library materials (including books, CDs and audiocassettes) are loaned for a three (3) week period, except for the following:
 - a. Two week period for magazines
 - b. One week period for DVD movies
 - c. Non-circulating materials include:
 - Reference materials
 - Newspapers
2. Loan of the following library materials is limited:
 - DVDs: 10 items checked out at any time per family, but at most 5 of them having the designation of "NEW"

1.3.2. Renewals

1. Library materials may be renewed twice on a borrower's library card provided there are no holds, or prior requests on the outstanding item. The only exceptions are DVD movies and magazines, for which there are no renewals. DVDs must return to the shelf for one day before being checked out again due to their popularity.
2. Materials can be renewed in person, over the phone or online.
3. Interlibrary loan materials may be renewed only if allowed by the lending library.

1.3.3. Returns/Overdue Items

1. Library materials may be returned to the circulation desk or the book drop. The book drop is located outside the library on the way to the parking lot. Items returned in the book drop before the library opens are considered returned as of the last day the library was open.
2. Fines for overdue materials will be charged as follows: Beginning September 1, 2011:
 - a. DVDs - \$.35 per day, maximum \$12.00 per item.
 - b. All other materials - \$.35 per day, maximum of:
 - \$7.00 per book
 - \$5.00 per Young Adult (YA) book
 - \$3.00 per Juvenile (J) book
 - \$5.00 per CD
 - \$3.00 per magazine
3. Overdue fines will not be charged for days the library is closed.

1.3.4. Reserves (Holds): Beginning September 1, 2011:

1. Library materials that are currently checked out may be reserved for a \$0.75 fee, either online or by speaking with a staff member.
2. Library materials that are currently available on the shelf may be reserved at no charge by calling the library. (Online reserves have a \$0.75 fee and a longer reserved time period.)

1.3.5. Lost or Damaged Items

1. Borrowers are responsible for any materials borrowed on their library cards.
2. Borrowers are liable for the replacement cost of lost or damaged library materials or equipment.
3. The replacement cost for lost or damaged library materials is determined by using standard library bibliographic sources or by original cost.

4. If a lost item is found and returned to the Library within 90 days, a refund will be given.

1.3.6. Confidentiality of Library Records

In order to protect the privacy of library users, all circulation records and other records identifying individual patron or library usage will be considered confidential in nature, unless required by law.

1.4. INTERLIBRARY LOAN

Interlibrary loan is the sharing of materials by libraries upon request of a library user. It involves both borrowing and lending.

1. The purpose of interlibrary loan is to extend each library's range of available materials. We search nationwide to satisfy our users' requests.
2. The lending library has the right to decide whether or not to make specific materials available for loan. Types of materials usually considered inappropriate include recent best sellers, fragile items such as videocassettes, microform, complete magazine issues, rare or valuable items, and reference materials that need to remain in the library.
3. Library will process requests for any registered borrower for a \$5.00 fee.
4. In order to preserve our borrowing privileges with other libraries, interlibrary loan materials must be returned on time.

1.5. REFERENCE AND INFORMATION SERVICES

The Library provides a variety of services to satisfy patrons' informational, educational, cultural and leisure time needs. These reference/information services are provided to patrons who make requests in person, by telephone, by mail and by e-mail during regular library hours.

Reference/Information Services are available during regular library hours.

Instruction in the use of library resources shall be provided to both children and adults as appropriate, depending on staff availability.

The reference staff will make every effort to respond to a reference/information request within two working days of the initial request. Otherwise, the status of the request will be reported back to the patron.

1.6. PROGRAMS

It is the intent of the Library to offer a variety of programs that promote the enjoyment of reading and provide information, education and cultural enrichment to the community. These programs are open to the public and are free of charge. Some programs may require advance registration and/or may be limited to Rush residents.

1.6.1. Book discussions and lectures are offered to educate, entertain or cultivate interest in literature or subjects of local interest. They may also take the form of demonstrations, concerts, story hours, craft programs, classes and workshops. Program planning will be used to help identify and fill the specific educational, social, recreational, cultural or informational needs of the community which the library is best able to fulfill.

1.6.2. Children's story times offered through Children's Services are designed to provide children with an introduction to the library's services and programs, a familiarity with quality children's literature, and reading readiness activities. These age-appropriate programs are open to the public but may require advance registration.

- 1.6.3. Summer/vacation reading programming is designed to encourage school-age children to continue reading when school is not in session. Eligibility is based on age and availability. These programs generally provide reading lists, self-directed reading games, storytellers, and crafts and story programs.
- 1.6.4. Library orientation: Formal and informal instruction in the use of the library and the library's public access catalog will be provided as needed, with emphasis on the way information is organized and how it can be retrieved.

1.7. MEETING ROOM POLICY

Statement of General Purpose

This policy for public use of the meeting room has been approved by the Library Board of Trustees and will be administered by the Library Director or the Director's designee. The meeting room has a maximum seating capacity of 15 persons.

The primary purpose of the meeting room is the enhancement of library-sponsored activities. When the room is not in use for library programs, non-profit organizations and groups may request its use to conduct educational, cultural, or civic activities that benefit the community.

All meetings must be open to the general public. An interpreter for the hearing impaired must be provided upon request as required by the Americans with Disabilities Act. The cost and arrangements for the interpreter are the sole responsibility of the sponsoring organization.

First priority is given to library-sponsored programs. Second priority is given to Rush non-profit organizations in order of request. Third priority is given to non-profit groups with member(s) who reside in Rush. Fourth priority is given to other non-profit organizations or groups in order of request.

Any events by non-library sponsored groups will not be promoted by or within the library. Acceptance of an organization or group does not constitute endorsement nor obligate the library in the future. Frequency of meetings by non-library organizations may be limited at the discretion of the Director. Use of the room more than once a month by any organization is not permitted.

The meeting room will be unavailable on days when the library is closed. Closings due to inclement weather or other emergencies will be communicated to sponsoring organization. Notification of other cancellations will be given to the responsible member of the organization as far in advance as possible.

Application Process

An application form (Appendix A) must be completed by an adult member (18 years or older) of the requesting organization and is to be submitted at least one week but not more than 6 weeks in advance of the date being requested. The person signing the application assumes full responsibility on behalf of the group or organization. The room reservation will not be confirmed until the Library receives a signed application form. The Library must be notified promptly of a cancellation.

General Rules of Use

All meetings must be open to the general public.

Adherence to the Library's Code of Conduct is required.

Use of the meeting room must not interfere with the convenience of Library patrons.

Entrance fees may not be charged nor may any contributions be solicited or received by a non-library-sponsored group or its agents.

Smoking and/or use of alcoholic beverages are prohibited.

Light refreshments are permissible. Organizations must provide all equipment and utensils needed and are responsible for returning the room to its original condition.

A \$50.00 fee will be assessed if the room requires cleaning and a replacement charge will be assessed for any damaged furniture or carpet. No tape or decorations may be placed on the walls or windows. The group using the room is responsible for setting up and taking down tables and chairs. No additional equipment will be provided by the Library for use at meetings.

The meeting room may only be used during open library hours and must be totally vacated fifteen minutes prior to the closing time. The Library will charge a \$20.00 fee to extend evening programs for up to one additional hour until 8:45 PM.

The Library is not responsible for articles left in any part of the building.

The Library must be notified promptly of any cancellations.

Failure to adhere to this policy and the general rules may affect future reservation status.

1.8. AUXILIARY SERVICES

1.8.1. Photocopier and Fax Machine

1. A photocopier machine is available for public use. The circulation desk staff will provide assistance.
2. A nominal fee is charged for each photocopy that is made. Currently, photocopies on letter-size (8 ½" x 11") paper cost \$0.15 per page.
3. A fax machine is available for public use, either to send or receive faxes for patrons. The current fee to send a fax is \$1.00 for the first 5 pages and \$1.00 for the next five pages. The current fee to receive a fax is \$0.15 per page.
4. Current rates are posted at circulation desk and are subject to change.

1.8.2. Internet Safety and Computer Use Policy and Rules

Recognizing that the Internet represents an important and vital electronic resource that allows access to ideas, information and commentary from around the world, the Library shall provide Internet access to Library users as part of its collection and resources.

The Internet offers access to a wealth of excellent material. However, because the Internet provides easy access to a diverse array of resources, the Library does not endorse the viewpoints nor can it vouch for the accuracy, authority, timeliness or usefulness of all the information found on it. The Internet is an unregulated medium that changes constantly and unpredictably. The Library is not responsible for the content of sites on the Internet. Due to technical requirements or incompatibility with the library's computer system, some Internet sites and services may not be accessible on library computers.

In providing public access to the Internet, the Library shall be in compliance with provisions of the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA). Per this compliance the Library shall

endeavor, to the extent practical, to block access by minors to inappropriate matter and visual images on the Internet that are defined by law as “obscene”, “child pornography” or “harmful to minors”, and to monitor, to the extent practical, use by minors of electronic mail, chat rooms, and other forms of direct electronic communication so as to prevent unauthorized disclosure, use and dissemination of personal identification.

The means for achieving the above shall include visual observation by staff to the extent practical, and the use of filtering software.

Users are reminded that the Library’s ability to restrict access and exposure to images and information covered by CIPA and NCIPA is subject to the limitations of filtering software and physical layout of the library facilities. It is the ultimate responsibility of parents and legal guardians to monitor and guide their own children’s use of all library resources, including the Internet. Parents are encouraged to take an active role in their children’s use of the Internet and to talk about their personal values and expectations for their children’s use of this resource.

Adult patrons, age 18 and above, may request that websites that have been blocked by filtering software be unblocked. Patrons making this request must be able to show proof of age if asked. Acceptable proof is either a valid driver’s license or a valid non-driver’s I.D. card. Sites classified as “pornography” or “child pornography” will not be unblocked upon request. If the user believes the site has been blocked incorrectly, a written request for review must be submitted to the Library Director or a designated staff member who will review the site based upon the criteria in the Library’s Material Selection Policy. If the site is found to have been blocked in error, arrangements will be made to allow the user to view the site.

1.8.3. General Rules and Limits Regarding Internet Access and Computer Use

1. Use of the Internet or library computers for activities that violate local, state or federal laws is prohibited. This includes activities such as committing fraud, hacking, or spreading libel or slander.
2. Patrons are cautioned that the Internet is not a secure medium and all transactions, files and communications may be subject to unauthorized access by third parties. The library, however, will not release information on the use of electronic resources by individuals except as required by law.
3. It is the responsibility of all users of electronic resources at the Library to respect intellectual property rights. Copyright restrictions may exist for individual electronic resources. Patrons may only make copies allowable by copyright laws or licensed software agreements.
4. Users of the library’s computers and peripheral equipment are expected to abide by the rules of the library, including Rules of Conduct. Copies of these rules are available upon request at any reference desk. In accordance with the authority of the Library Board, persons who do not abide by their rules may be barred from the library, prohibited from using computers of other library equipment and/or prosecuted for illegal activities.
5. The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic resources or any consequences thereof.
6. Library staff members are not able to provide in-depth computer assistance but will answer questions and, as time allows, help users locate and use resources on the Internet or on other electronic resources in the library.

7. To provide the opportunity for the maximum number of people to access library Internet workstations, the Library employs a PC scheduling system that allows users a maximum of 90 minutes per day on library computers.
8. Patrons are reminded that the library's computer terminals are located in public areas that are shared with library users and staff of all ages, backgrounds and sensibilities. Individuals are expected to consider this diversity and respect the sensibilities of others when accessing potentially offensive information or images.
9. The Library reserves the right to control the time, place and manner of public Internet access and use to ensure that such use does not have a negative impact on the use of the library by other patrons. The library seeks to provide an atmosphere conducive to the best use of its resources. To this end, an effort will be made to balance the rights of users to access constitutionally protected information resources with the rights of users and staff to work in a public setting free from disruptive sounds and images.

Users shall not:

- install, delete or modify library hardware or software
- move or change the arrangement of library computers and attached equipment
- download software from the Internet onto the library's computers
- use the network to make unauthorized entry into other information or communication services or resources
- make any attempt to damage computer equipment or software
- make any attempt to cause degradation of system performance
- misuse library computers or other equipment and resources

1.8.4. How To Access The Internet

Internet users must have a valid library card or obtain an Internet access number from the Circulation Desk.

Those with valid library cards will have access to the Internet regardless of the status of their borrowing privileges. Patrons who have forgotten their card can, with proper identification, obtain their library card number from the Circulation Desk.

Patrons who do not have a library card can obtain one and receive full access to the Internet and other library services by presenting one of the following forms of identification showing name and current address: New York State driver's license, New York State non-driver's identification card, valid New York State driving learner's permit, school ID or official communication from the school district for the current school year, or a valid government document.

Patrons without any identification may obtain a guest card that allows Internet access for that day only. The card must be returned to the circulation desk after use.

1.8.5. Rules For Using Computer Terminals

Users must log in using their own library card or Internet card number and last name.

Children who are 5-12 years of age may only use terminals in the children's room. Minors who are 13-18 years of age may use the teen computer or the children's computers.

The number of people at a terminal may be restricted to a single user. Use of an unblocked terminal is limited to the person making the request.

The cost of printing is \$0.15 per page for black and white and \$0.50 per page for color.

Patrons agree to print or download in accordance with local, state and federal laws concerning pornography and copyright.

To insure privacy, users must log off the Internet at the end of their session and collect all printing and other materials used.

1.8.6. Wireless Internet Use Policy

The Library now offers patrons the ability to access the Internet via our wireless network throughout the entire library.

The advantages are:

- You won't have to wait for a free computer
- There are no time limits; stay connected as long as you like.
- There is no fee for our high-speed Internet access.
- You can download and save files directly to your computer.

The disadvantages are:

- The wireless network is less secure than the wired patron computers.
- There may be no direct printing options available.

All applicable Library policies apply, including our Internet Access Policy and our Patron Code of Conduct. The Library does not filter its wireless network; therefore parents may wish to direct their children to our wired patron computers for filtered content suitable for children.

The user assumes all responsibility for the use of the Library's wireless network. All users should have and utilize current anti-virus and firewall software on their computers and wireless devices. The Library is not responsible for software, hacking, viruses, spy ware, identity theft, loss of information, or other damage done to the patron's computer while using our wireless network. Any damage done is the responsibility of the patron. The Library recommends that the user does not transmit personal information such as credit card numbers, passwords, or other personal information via the wireless network.

Users agree to hold the Library harmless for any damage to their hardware or software, and for the loss or compromise of any data that may occur due to electrical surges, security issues, or for any other cause that results from the use of the Library's services.

Library staff cannot provide technical assistance with your laptop, PDA, or other personal computing devices, nor will they change settings on patron equipment.

1.8.7. Posting of Public Notices Policy

The Library will permit posting of notices of public interest that originate with or relate to non-profit, cultural or educational organizations and non-partisan community services.

Soliciting of funds or selling of merchandise will not be permitted inside the library or on library grounds by any person, group or organization, except for library sponsored activities.

Soliciting of signatures for petitions will not be permitted in the library or on library grounds by any group or organization, except as exempted by prior approval of the Library Board of Trustees. All postings must have the prior approval of the Library Director.

2. VOLUNTEERS

2.1. General Volunteer Programs

The library utilizes community volunteers to provide more complete service to its patrons. In general, volunteers work on special projects. At all times, volunteer usage is at the discretion of the Library Administration. Volunteers work under the direction of the Library Director, who may delegate direction to a Senior Clerk as necessary. Any policy issues relating to the use of volunteers shall be presented to the Library Board of Trustees for final decision.

2.2. Special Volunteer Programs

An active Friends of the Library group is encouraged and the Library Director keeps the Library Board of Trustees apprised of the Friends' volunteer activities.

3. PUBLIC POLICY

3.1. Philosophy

The philosophy of the Library is to meet the community's need for a variety of informational resources and services in order to flourish culturally, socially, physically, financially, politically and spiritually. In order to accomplish these goals and enhance the personal development of this community's members, the library is committed to providing each member of the community with access to information.

No patron shall be refused the use of library materials or services unless he or she has demonstrated an abuse of library privileges as qualified by state statute, local ordinance or Library Board of Trustees policy.

Every effort shall be made to gear service to all persons in the community and to satisfy special need groups. The unmet needs of an individual should be balanced against continuing established services.

3.2. Patron Code of Conduct Policy

Mission: The Library is a public library chartered by the New York Board of Regents pursuant to the Education Law of the State of New York. The library offers to the community the opportunity for enrichment, education and enjoyment by providing materials and information services.

The Library staff will attempt to accommodate the sensibilities of all patrons. However, the opinions of one or more patrons shall not interfere with the community's rights to free and equal access to library resources, services and facilities.

Patrons are expected to engage in appropriate activities associated with the use of a public library while on the library premises. The staff reserves the right to determine what constitutes appropriate library behavior regardless of gender, age or other social classification.

Rules of Conduct

- Defacing, damaging or mutilating library materials, equipment or property is prohibited.
- Shirt, shoes and appropriate personal hygiene are required.
- Young children should be attended at all times.
- Smoking, sleeping, and/or soliciting are not permitted on library premises.
- Unlawful, disorderly, disruptive and/or hazardous behavior is prohibited.
- Harassment of library users or staff is not permitted.

- Only “guide” and “service” animals are permitted in the library.
- Bicycles are to be stored in the bicycle rack outside the library.

Pursuant to the Education Law Section 262 violation of this policy will subject an individual to exclusion from the library premises or to other appropriate action.

3.3. Comments and Suggestions

The library welcomes comments and suggestions. These may be made in writing to the Library Director and/or any Library Board of Trustees member. All written comments and suggestions will be reviewed and appropriate action, if any, will be taken.

3.4. Controversial Materials

The Library makes available to library users a form which allows library users to comment in detail on materials included in the library collection (See Appendix B: "Request for Reconsideration of Library Materials"). Completed forms are given to the Library Director, and the materials in question are reviewed for suitability in the collection. Appropriate library staff may be consulted, and the request may be forwarded to the Library Board of Trustees if appropriate.

3.5. Unsupervised Children

The library cannot assume responsibility for children who are unable to care for themselves, are left unattended or are not picked up at closing time. In the event that such a situation arises, library staff will take the following steps:

1. A member of the library staff will try to locate the parent or guardian.
2. If the parent or guardian cannot be located, the Senior Clerk or Library Director will notify the County Sheriff's department.
3. The staff member will stay with the child until the parent, guardian or police officer arrives and assumes responsibility for the child.
4. 5. The Library Director will be informed of the incident in writing by the staff member who handles the incident.

4. COLLECTION DEVELOPMENT

4.1. PHILOSOPHY

4.1.1. General

The function and duty of a public library is to provide the opportunity, whenever possible, for all persons to have free access to information and opinions representing the diversity of thought, public issues and ideas. In order to fulfill this obligation to all members of its community, the Library believes that it must have in its collection material of varied viewpoints, including those points of view which may be regarded by some as controversial. The purpose of this collection development policy is therefore twofold: first, to guide staff in the selection of books and materials which are comprehensive, educational, interesting and exciting in their scope, irrespective of the fact that such materials may contain thoughts, views, or expressions which are unorthodox or unpopular; and second, to inform the public of the principles upon which selections are made.

The library advocates neither secular nor religious beliefs and views. The library's selection of material is not an endorsement of either style nor viewpoint. Selection of materials is based on the individual merit of the work, its author's intent, its relation to the collection, and its fulfillment of patron needs. To provide responsible library service, library materials should be selected for values of interest, information and enlightenment of the people of the community. In no case will library materials be excluded because of race, nationality or the social,

political or religious views of the authors, nor will materials be proscribed or removed from the library because of partisan or doctrinal disapproval.

1. Materials Selection Policy

Policy guiding the selection of materials:

The selection of materials should be consistent with the stated objectives of the library. It should provide for a variety of formats for all age groups and abilities, addressing the needs, interests, and concerns of the surrounding community.

The library should not duplicate school library materials, but should provide supplemental materials for the extension and personal enrichment of the student.

Selection should conform to the Library Bill of Rights.

Scope of materials selected:

Materials shall be selected to continually provide a balanced collection including basic classics, general works of non-fiction subject areas, current popular fiction (especially best sellers), and fair sized collections of fictional works by popular authors.

Formats shall include books, books on CD, musical recordings (popular and classical), periodicals, newspapers, pamphlets, movies, maps, and any other materials supportive to the library objectives (i.e. educational toys, tools).

The library shall strive to provide a comprehensive collection within the limitations of budget and space. Continued weeding of outdated or unused materials should make way for newer materials.

2. Collection development is generally guided by one or more of the following criteria:
 - a. Reputation or significance of an author or artist
 - b. Authoritativeness and accuracy
 - c. Literary style or artistic excellence
 - d. Relevance to present or anticipated needs and interests of the community in terms of new materials as well as duplication of materials in high demand
 - e. Permanent value as resource material
 - f. Timeliness, reflecting new areas of knowledge or changing conditions of the contemporary scene
 - g. Relation to existing materials in the library's collection
 - h. Readability and clarity in relation to the intended audience
 - i. Accessibility to other collections in our cooperative database
 - j. Suitability of format for library use
 - k. Price and availability of funds
 - l. Local interest
3. The library adheres to certain general guidelines for selection of all library materials, which include print and non-print items, equipment and supplies, audiovisual aids, art prints and educational games. These guidelines are as follows:

- a. In order to serve a public with diverse ages, education background and reading skills, the library will always seek to select materials of varying complexity.
- b. The library does not attempt to acquire textbooks or other curriculum related materials unless the materials also serve to promote general public and adult learning among the community.
- c. In selecting materials for the collection, the library will pay due regard to the commercial, industrial, cultural and civic enterprises of the community.

4.1.2. Responsibility

Responsibility for the selection of library materials falls under the jurisdiction of the Library Director, who operates within the framework of the policies determined by the Library Board of Trustees. Responsibility for materials selection may be delegated to staff members by the Library Director, who has the authority to implement the policy. Suggestions from patrons are always welcome and given serious consideration. Problems in material selection are referred to the Library Director.

4.1.3. Gifts

Gifts of materials are welcome but the library reserves the right to evaluate them for permanent inclusion in the collection in accordance with the same principles and criteria applied to purchased materials. No conditions may be imposed by the donor as to the disposition of the materials. The library reserves the right to determine the inclusion, classification, location and circulation status of all gift items just as with purchased items, and retains the right to dispose of duplicates and unneeded materials as seen fit.

Donors must be willing to assign proper and legal title which can include copyright and literary rights to all gift books, manuscripts, and other materials which have significant monetary value.

The library does not assess the value of materials and therefore does not provide that information for tax exemption purposes. However, upon a donor's request, the library supplies a statement listing the number and general type of materials accepted.

Original works, crafts, artifacts, furniture and items large enough or of a nature to be considered permanent and non-circulating may be referred to the Library Board of Trustees for consideration before final acceptance is given. Labels may be affixed to gift items indicating the donor and related information helpful to the patron or person whom the gift honors.

4.1.4. Memorials

The library welcomes funds to be used for the purchase of memorials. A thank-you note is sent to the donor, and the family of the person honored is notified. If requested, memorial materials may carry a gift plate showing the name of the person honored.

4.1.5. Labeling of Materials

Library materials are not marked or identified in such a way as to indicate approval or disapproval, and materials are not sequestered, except for the purpose of protecting such materials from damage or theft.

5. MATERIALS SELECTION

5.1. Circulating

Selection of circulating materials is based on an evaluation of reviews in recognized standard sources and the existing collection to ensure a balanced, well-rounded collection of materials that meets the needs of the community.

5.2. Reference Selection Guidelines

The library reserves the right to determine which materials are included in the reference collection (materials for in-library use only) and which materials are included in the circulating collection. Criteria for designation shall include but not be limited to the following: value, availability, replacement cost, volume of patron demand, current library programs, initial purpose for which materials were procured, and restrictions imposed by suppliers.

5.3. Weeding

The library attempts to follow the guidelines of The American Library Association, which recommends that annual withdrawals average about 5% of the total collection so that a library can maintain an up-to-date and inviting collection. Lack of demand, obsolete or erroneous information and poor condition of material are the main reasons for discarding. Standard titles of lasting value (unless they are replaced by newer copies) and materials of special local interest will not be discarded.

APPENDICES

- A. Library Meeting Room Application
- B. Request for Reconsideration of Library Materials
- C. Accident or Unusual Incident Report
- D. Comments, Suggestions and Complaints Form

Appendix A:

Rush Public Library Meeting Room Application

The meeting room may be reserved up to six weeks in advance. Please retain for your records a copy of the application and the Meeting Room Use Policy. Applications may be made in person or by mail.

Name of Non-Profit Organization _____

Purpose of Meeting _____

Date of Meeting _____

Time of Meeting:

From _____ To _____

(Room must be vacated fifteen minutes before the Library closes)

Number of People Expected (not to exceed 15) _____

Will refreshments be served? YES _____ NO _____

Person Responsible:

Name _____

Address _____

Telephone Number (s):

Home _____ Work _____ Cell _____

I have read and agree to abide by the regulations set forth in the Meeting Room Policy and agree to assume full responsibility as outlined therein.

Signature

Staff Member _____

Date Application Received at the Library _____

Appendix B:

Request for Reconsideration of Library Materials

Title _____
Book ___ Periodical ___ Video ___ Other _____
Author/Artist _____
Publisher/Producer _____
Request initiated by: _____

Address _____

Telephone _____

Do you represent:

Yourself _____

An organization (name) _____

Other group (name) _____

1. To what in the work do you object? Please be specific.

2. Did you read or view the entire work? _____ If not, what parts did you read or view?

3. What do you feel might be the result of reading or viewing this work?

4. For what age group would you recommend this work? _____

5. What do you believe is the theme of this work? _____

6. Are you aware of judgments of this work by literary critics? (give references)

7. What would you like your library to do about this work?

8. In its place, what work would you recommend that would convey a similarly valuable picture and perspective of the subject treated?

Signature _____ Date _____

Thank you for your comments. This form will be reviewed by the library director and appropriate division head. The work in question will be reconsidered as to inclusion in the library collection.

Appendix C:

Rush Public Library Accident or Unusual Incident Report

Date of Accident _____ Time _____ AM
PM

Name of injured _____ Phone _____
Age _____

Address _____ Zip _____

Describe how the accident occurred:

Describe the nature of the injury:

Check Action Taken:

____ First Aid applied (list procedures used) _____

____ Parent/Relative Notified (name) _____

____ Ambulance called (911)

____ Injured transported to: Doctor (Name) _____

Hospital (Name) _____

Other (Name) _____

____ Injured transported by: Family (Name) _____

Staff (Name) _____

Ambulance (Name) _____

Report filed by _____
(name) (phone)

Witness _____
(name) (phone)

*ANY INJURY REQUIRING FIRST AID—PARENTS MUST BE NOTIFIED.

Make 3 copies:

Original filed with Library 1st copy to injured party 2nd copy to Town Clerk

Appendix D:

Rush Public Library

Comments, Suggestions and Complaints

Name: _____ Date: _____

Address: _____ Telephone: _____

| _____ Staff: _____

