

Southeast
Steuben
County **Library**

Policies

Rights, Privileges & Responsibilities



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MISSION AND VISION

MISSION STATEMENT

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

VISION STATEMENT

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

LIBRARY BILL OF RIGHTS

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

American Library Association: Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

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

THE FREEDOM TO READ STATEMENT

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

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

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

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

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

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

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

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to

many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

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

FREEDOM TO VIEW

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

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

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

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

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

LIBRARY CARDS: REGISTRATION AND RENEWAL

All patron records are confidential.

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

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

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

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

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

Patron Use of Equipment

Copier/Printer

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

Fax

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

Meeting Room Equipment

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

Microfilm Reader-Printer

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

Telephone

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

Notary Public

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

Circulation of Material

The library is committed to providing a wide range of written and electronic materials (e-books, e-movies, e-music, and e-audio), databases, DVD's and audio items to respond to the needs of the

community. The Library Board and the Library Director will develop and maintain comprehensive collection development and public service procedures to guide the selection of materials.

Hours of Operation

The Library is open the following hours year round:

Monday	9:00 AM – 6 PM
Tuesday	9:00 AM – 8 PM
Wednesday	9:00 AM – 6 PM
Thursday	9:00 AM – 8 PM
Friday	9:00 AM – 6 PM
Saturday	10:00 AM – 4 PM
Sunday	CLOSED

The library is closed on the following holidays:

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

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

The library will post all other closure events in advance.

Volunteer Services

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

Volunteering gives individuals and organizations an opportunity to give service to their community, helps promote understanding of the Library and its services, and frees paid staff to handle more complex issues.

The Volunteer Coordinator is responsible for developing and maintaining the Volunteer Program, which includes recruitment, orientation, placement, evaluation, training and recognition.

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

CIRCULATION OF MATERIALS

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

Circulation Procedures

A Library patron may take items out of the library on loan with the provisions as noted below.

Daily overdue charges are dependent on the type of loaned material.

- **Fiction & Non-Fiction:** Four week loan period, one renewal.
Number allowed per card: unlimited
- **New Fiction & New Non-Fiction:** Two week loan period, one renewal.
Number allowed per card: 2
- **Audio Books:** Four week loan period, one renewal.
Number allowed per card: 5
- **Books Plus Kits:** Two week loan period, no renewal.
Number allowed per card: 1
- **CD ROMS:** Two week loan period, one renewal.
Number allowed per card: 2
- **Magazines:** One week loan period, no renewal.
Number allowed per card: 5
- **Media Sets (book & tape sets):** Four weeks, one renewal.
Number allowed per card: 2
- **Music Compact Discs:** Two week loan period, one renewal.
Number allowed per card: 10

- **Video & DVDs:** Seven day loan period, one renewal.
Number allowed per card: 7
- **Playaway View Players:** Two week loan period, one renewal.
Number allowed per card: 1
- **Laptops:** Four week Loan Period, no renewals. Device must be returned directly to the Southeast Steuben County Library.
Number allowed per card: 1 (see policies for more details)
- **E-Readers and Tablets:** 21 day loan period, no renewals. Device must be returned directly to the Southeast Steuben County Library.
Number allowed per card: 1 (see policies for more details)

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

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

Charges for Overdue Items

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

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

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

Schedule of Fines for Overdue Items

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

Books Plus Kits:	\$1.00 per day
CD ROMs:	\$1.00 per day
DVDS & Videos:	\$1.00 per day
Playaway View Players:	\$1.00 per day
Out of System Loans:	\$1.00 per day
E-Readers, Laptops, Tablets:	\$2.00 per day

Damaged and Lost Items

The extent of damage for any borrowed item is determined by staff. Patrons will pay the cost of repair for each item deemed to be moderately damaged. Patrons will pay the list price plus \$3.00 processing cost for each item deemed beyond repair. Patrons who pay the cost of the item may keep the item after payment.

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

Reserves and Interlibrary Loans

Patrons in good standing may reserve library materials which are currently charged out.

Summer & Special Loans

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

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

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

SOUTHEAST STEUBEN COUNTY LIBRARY E-BOOK READER BORROWER’S AGREEMENT

DUE DATE: _____ Patron must be 18 years of age to borrow an e-book reader.

I am borrowing from the Southeast Steuben County Library:	Replacement Cost:
1. One E-Book Reader	\$109.00
2. One E-Reader Case	\$20.00
3. One USB Recharging Cable	\$20.00
4. One Power Adapter	\$20.00
5. Instructional Materials	\$5.00
6. One Tote Bag	\$20.00
<hr/>	
Total Cost	\$194.00

I understand the following:

1. I must present my Southeast Steuben County Library Card and it must be in good standing. No Fines, or billed items and up to date contact information, and I must show another form of ID to check out an E-Reader.
2. I am responsible for returning the E-Book reader to the Southeast Steuben County Library before the end of the 21 day loan period.

3. I must return the E-Reader to a staff member at the Southeast Steuben County Library Circulation Desk, during library hours of operation, with all equipment listed above in the tote bag.
4. I will pay a \$2.00 per day fine, up to a maximum of the \$200 replacement fee, if the E-Reader is returned late. If the E-Reader is not returned or is over two weeks late I realize my account will be sent to a collection agency.
5. I may not download any content to the E-Reader.
6. The E-Reader may not be “claims returned.” The library will not mark an E-Reader returned unless it is physically present.
7. I will not copy or transmit copyrighted material contained on the E-Reader, it is illegal and is strictly forbidden.
8. I will be responsible for any damage. If the unit does not require replacement but is damaged, I will pay a \$25.00 damage fee.

Privacy Disclaimer: Ebook Readers maintain communications links with booksellers who may share collected data with publishers and others. Southeast Steuben County Library is not responsible for the privacy practices of these commercial organizations. Privacy policies or practices of eBook sellers, publishers or associated third-parties may not conform to the library’s Privacy and Confidentiality policy.

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

Patron’s Signature _____

PLEASE DO NOT RETURN THE E-Reader TO ANY OTHER LIBRARY.

PLEASE DO NOT RETURN THE E-Reader IN THE LIBRARY’S BOOK DROP.

For Staff Use Only: Patron signature required

PATRON’S NAME _____

PHONE NUMBER _____

PATRON’S EMAIL _____

PATRON’S LIBRARY CARD# _____

PATRON’S CONFIRMING ID _____

(add date returned w/ name)

– Adopted by the Southeast Steuben County Library
Board of Trustees on July 12, 2012

SOUTHEAST STEUBEN COUNTY LIBRARY MEETING ROOM POLICY

The Southeast Steuben County Library offers a Community Room with a retractable room divider and a Conference Room for use by community groups and individuals that wish to conduct meetings, conferences, or workshops which are open to the general public.

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

The library does not advocate or endorse the viewpoints of any group or individual.

Subject to availability and other conditions stated below, the rooms may be reserved on a first-come-first-served basis by any group regardless of its beliefs or affiliations or those of the individuals belonging to the group.

Meeting Room Use Rules & Regulations

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

1. Scheduled Library programs take precedence in cases of scheduling conflicts. The Library reserves the right to pre-empt the use of meeting space for Library purposes upon two (2) weeks' notice to the organization requesting that space.
2. Rooms are reserved on a first-come-first-served basis.
3. A Library Community/ Conference room Use Permit must be filled out at least one week prior to the scheduled programs and returned to the library. A library permission confirmation (either email or phone) will be granted within 3 days of the submitted Use Permit. The reservation is NOT complete until the Use Permit has been approved.
4. Meetings shall be open and free of charge to the general public. No admission fees or donation collection is allowed. Any commercial intent or solicitation for profit or

sales from the group, individual or organization is prohibited. However at the discretion of the Library Director, the following will be permissible at Library sponsored programs: Fund raising to benefit the Library, Friends of the Library or other Library-related groups. The sale of books, CDs or other published items by authors or artists as part of a Library program may be allowed.

5. Reservations may not be made more than three months in advance. Individuals or groups may book no more than three meetings in any three-month period.
6. An authorized adult representative of the group (18 years or older) must request use of the meeting room. This representative will be required to sign a Use Permit. By signing the form, the applicant agrees that the rules and regulations regarding meeting room use have been read and understood. Failure to abide by these regulations may disqualify the organization from future use of the rooms.
7. Group representatives must check in at the front desk before and after their community room use. A staff member will check the space to make sure the room is left in good order.
8. Rooms will not be used for personal or family purposes for example, birthday and retirement parties. The library offers these spaces for groups or individuals that wish to conduct meetings, conferences, or workshops, which are free and open to the general public.
9. One-week notice must be provided in case of cancellation. Groups that regularly fail to use reserved time may be barred from future reservations.
10. Organizations may be asked to provide a Certificate of Insurance that is acceptable to the Library Director. The Library Director will determine if a certificate of insurance is required.
11. Use of the room by a group must be in compliance with local codes and regulations.
12. The Community Room and the Conference Room are available for use only during library operating hours.
13. Limited food and beverages are permitted in the meeting rooms; however, the person filling out the User Permit must indicate if food or beverages will be provided. The Library does not provide coffee pots, serving utensils, trays, etc. The user must provide these. Alcoholic beverages are prohibited. Open flames sources and open heating elements are prohibited. Toaster ovens, microwave ovens and hot plates capable of cooking food, candles, and incense are prohibited.
14. Room preparation and clean-up is the responsibility of the group reserving the room. The Community Room and Conference Room must be left clean and orderly. All chairs and tables that were used during the meeting must be put away. Failure to do so will result in a warning letter. A second violation will result in the group being prohibited from using the meeting rooms.

15. Any personal or group equipment, supplies, or materials left in the room will be the responsibility of the group reserving the room. The library assumes no responsibility for any loss or damage to personal property.
16. If vacuuming is needed after your event, groups must vacuum the space.
17. Not adhering to the Community Room or Conference Room policies may result in the loss of meeting room privileges. If substantial cleaning is required, the group will be liable for the cleaning cost.
18. The library reserves the right to close due to adverse conditions and will attempt to notify scheduled applicants.
19. The use of the name, address or telephone number of the Southeast Steuben County Library as the address or headquarters for any group or organization using the library for meeting purposes is prohibited. Publicity generated by a group may recite the library name and address only. Any other mention requires the express written approval of the Library Director.

For any questions, please call (607) 936-3713 X217

– Adopted by the Southeast Steuben County Library
Board of Trustees on June 14, 2012

SOUTHEAST STEUBEN COUNTY LIBRARY TECHNOLOGY USE POLICY

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

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

The Library complies with the Children's Internet Protection Act (CIPA). This enables the Library to continue to be eligible for certain federal funding. CIPA states that all Library-owned computers with

Internet access must be equipped with filters to protect against visual depictions of obscenity, child pornography and material defined as harmful to minors.

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

Guidelines

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

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

- Patrons must be courteous and respectful when using computers and conform to the Patron Code of Conduct Policy.
- Patrons must use their own library card (or guest pass) to register for an assigned session.
- Patrons are responsible for logging into a new, private session each time they use a computer, and for closing all personal applications and logging out when they are done using their computers. Sessions are logged off automatically after their assigned time has expired. This ensures that each patron's privacy is protected.
- Computer users are responsible for bringing their own headphones if they wish to listen to audio, and their own flash drives or other devices for saving their work. The library sells sound earbuds and flash-drives. These can be purchased at the Check Out desk.
- If adult caregivers of children use the children's computers they must adhere to rules regarding computer use by children (e.g. Internet filtering and priority for class visits). Allowing adults to use children's computers is at the complete discretion of the Library.
- Patrons must perform their own Internet searches, though staff will provide assistance.
- Computers may be used by two or more people so long as their behavior is not disruptive.

- Computers and copy machines are automatically shut down 5 minutes before the Library closes.
- Patrons are prohibited from starting up or shutting down public use PCs. Ask staff for assistance.
- Computer time extensions are allowed until 10 minutes before the library closes.
- Printing requests must be made at least 15 minutes before the Library closes. Patrons may release their print requests from the printing station until 5 minutes before closing time.
- The Library is not responsible for loss of information due to viruses or other problems.

Patrons may NOT:

- Use SSCL computers or Wi-Fi for illegal activity.
- Use SSCL computers or Wi-Fi to access material that is legally defined as obscenity, child pornography, or, in the case of persons under the age of 17, material that is harmful to minors.
- Use any device to attempt to redistribute, share, or boost the Library's Wi-Fi signal.
- Use the network for unauthorized access or "hacking" into any computational, financial informational or communication services or resources.
- Distribute unsolicited advertising.
- Invade the privacy of others by misrepresenting oneself as another user or attempting to modify or gain access to files, passwords or data belonging to others.
- Add, delete, damage, vandalize or modify the Library's installed hardware or software.
- Engage in any activity that is harassing or defamatory.
- Deliberately propagate computer worms or viruses.
- Download copyrighted materials in violation of any copyright protection laws.
- May not open equipment or try to fix any problems or printer jams. Any computer related issues should be directed to the library staff.

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

Internet Use

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

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

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

- **Direct Electronic Communications.** Educate yourself and child about the importance of keeping personal information private. Monitor your child's participation with email accounts, chat rooms and discussion groups.
- **Social Networking.** Encourage your child to be honest about his/her age when signing up for social networking sites (e.g., Facebook, Twitter, Second Life, and other social sites) or blogs. These sites and services often have minimum age requirements and may not be appropriate for all children.
- **Unauthorized Disclosure.** Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, The Southeast Steuben County Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library.

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

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

- Developing and maintaining age-appropriate sections on our website for children and teens
- Installing and maintaining free educational and recreational programs and databases that help users safely and effectively search and navigate the Internet.
- Providing training programs and computer workshops.

Computer Sign Up

- Adults agree to the Library's Technology Use Policy by signing in to use one of the computers or accessing the library's Wi-Fi.
- Children, under the age of 14 must have a library card with parental/or guardian consent to use the library computers. This consent agreement is located on minor's library card application.
- Due to limited computers and space the library has only 2 designated PC areas. Children's Computers are for birth to age 12. Adult Computers are for age 13 and older.
- Patrons may use the computers for one hour per day. Patrons needing more time can request more time at the reference desk. Time extension maybe limited during peak computer usage.
- The library may reserve computers for training or class use at any time.
- Patrons must be present to sign up for computer usage time. Telephone sign-ups will only be accepted for persons with special needs (such as persons with disabilities)
- The library makes no guarantee regarding computer sign ups due to matters beyond its control.
- Patrons must pause their computer session, if they leave the computer. Leaving the computer for more than 5 minutes constitutes the end of the session.
- In the children's section parents or teachers may work with a single child per computer at one time.

Library Computer Usage

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

- Patrons may not open equipment or try to fix any problems or printer jams. Any computer related issues should be directed to the library staff.
- Patrons may not attempt to modify or damage computer hardware or software. Please notify a staff member if there is hardware or software that you feel should be available.
- Only the software provided and installed by the library may be used.
- Patrons will be charged for any purposeful damage to equipment.
- Patrons may print documents. Payment for copies is located at the Check Out desk.

Staff Assistance and the Public Computers

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

Wi-Fi Usage

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

- Due to the proliferation of Wi-Fi networks, Library users may also be able to access other Wi-Fi networks within the library that are not provided by the SSCL. Use of these non-library wireless networks within the Library's facilities is prohibited.
- As with most public wireless "hot spots," the library's wireless connection is not secure. There can be untrustworthy parties between you and anybody with whom you communicate, and any information being transmitted could potentially be intercepted by another wireless user.
- Use of SSCL's wireless network is entirely at the risk of the user. The library disclaims all liability for loss of confidential information or damages resulting from that loss.

- Cautious and informed wireless users should choose not to transmit personal information (credit card numbers, passwords and any other sensitive information) while using any wireless "hot spot." Please take appropriate precautions when using this service.
- Library staff can provide general information for connecting your device to the wireless network, but cannot troubleshoot problems related to your wireless device or assist in making changes to your device's network settings and/or hardware configuration. The Library cannot guarantee that your device will work with the Library's wireless access points.
- All wireless access users should have up-to-date virus protection on their laptop computers or wireless devices. The library will not be responsible for any information (i.e. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by viruses or hacking.
- Printing access is not available via the wireless connection from your personal laptop. If you need to print, please save your work to a flash drive or email files to yourself, then login to a wired library workstation and send jobs to the public printer.
- All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the Technology Use Policy and the educational and informational purposes for which it is provided.

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

SOUTHEAST STEUBEN COUNTY LIBRARY CREATION STATION MAKER AGREEMENT

- Use of the SSCL Makerspace Creation Station is intended for discovery, learning, entertainment and prototyping purposes.
- Prior to using the SSCL's Creation Station, Makers must (a) complete a Maker Agreement form; (b) verify: his/her identity with a valid form of ID, a photo ID or a library card.
- Makers must participate in mandatory safety trainings in order to use the computers, scanners, 3 D Printer software, the laminator, the binding machine, the audio recording kit, the photo & video recording kits, the Cricut machine and the sewing machines; they may not use these tools until in-person "certification" training has been completed.
- Only certified Makers may use the Creation Station.

- Makers must present their Creation Station certification card, a library card or a photo ID in order to use the Creation Station.
- Makers must "check in" with the staff member on duty, using their library card, and sign the guest book each time they use the SSCL Makerspace.
- No food or drink is allowed in the designated Creation Station.
- A Minor, anyone under age 14, without valid photo ID may verify his/her identity with a library card and valid ID of a parent/legal guardian.
- Makers under age 14 may not use the Creation Station without the supervision of a parent or guardian.
- Young children are the responsibility of their parents or caregivers and may not be left unattended in the Creation Station.
- Makers may only use the Makerspace during Makerspace hours of operation when a staff member or volunteer is present.
- When using a tool that does not require certification, the Maker is certifying that he/she is capable of using that item in a safe and proper manner. SSCL Makerspace staff will make instructional material available upon request.
- Goods that are produced in the Creation Station may not be sold within the library
- The SSCL provides the Maker with access to safety supplies in the Creation Station including a First Aid Kit and fire extinguisher.
- The Maker agrees that the Southeast Steuben County Library is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.
- The Maker agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/ she will immediately discontinue use of the tool/equipment and notify library staff.
- Makers must report any accident/incident that occurs on Creation Station premises to a staff member.
- Most tools are available to Makers on a first come, first serve basis, for use in the SSCL Creation Station and makerspaces.
- Makers bringing in their own materials should have them approved by the Creation Station staff or volunteer on duty.

- Items used in the Creation Station are to be returned to original their storage space, or to staff as applicable, in the same condition as they were issued, barring normal wear and tear.
- The Maker agrees to take precautions to avoid causing unnecessary mess or damage in the Creation Station.
- The Maker agrees to clean up his/her workspace in the Creation Station following use.
- The Maker agrees to pay for the loss or damage to any items and further agrees to accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.
- The Maker agrees to inform the Staff member in the case that they are unable to return a work surface, tool or equipment to its original state.
- The Maker acknowledges that the library is only able to provide consumable materials on a limited basis. The Maker agrees to avoid wasting consumable supplies and materials.
- The production of dangerous items and weapons in the Creation Station or the library's makerspaces is prohibited.

– Adopted by the Southeast Steuben County Library
Board of Trustees on August 20, 2015

LIBRARY POLICY: PATRON CODE OF CONDUCT

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

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

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

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

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

Inappropriate Conduct and Enforcement of Policy

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

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

Minor Offenses

- Using the Library as a place for extended sleep
- Excessive and disruptive conversations/discussions.
- All beverages must be covered and food must be eaten only in designated areas.
- Chairs must not be occupied by more than one person.
- Using materials for purposes other than reading, research, viewing or listening.
- Unauthorized canvassing, selling, soliciting, or engaging in any other commercial activity.
- Extensive staring at patrons or staff which tends to annoy or disturb.
- Being in a state of intoxication.
- Smoking, chewing tobacco or gambling
- Littering or improper waste disposal
- Animals, except those certified as assistance animals and wearing identifying vests, collars or tags.
- Leaving children unsupervised. (See the Unattended Children Policy.)
- Entering the Library without proper footwear or clothing, including a shirt.
- Cell phones and other devices must be muted. Audible use of cell phones is allowed only in designated areas.
- Using skates, skateboards, or scooters in the Library.
- Improper use of computers. (See the Computer Usage Policy.)
- Parking bicycles or scooters in non-designated areas
- Feet on furniture or walls
- Personal items are the responsibility of patrons. Items should not be left unattended.
- Other activities (not listed in Major Offenses) which are inconsistent with activities such as reading, studying, use of library materials, and other similar conduct normally associated with the use of public library facilities.

Treatment of Minor Offenses

- One warning for first infraction of any offense.
- Second infraction results in removal from the Library premises for the day.

- Third and subsequent infractions may result in banning from the Library premises for not less than 7 days [and] no more than 6 months.

Treatment of Major Offenses

Any patron who violates these rules will be immediately removed from the building. The patron may be banned for a period of 6 to 12 months within the discretion of the Director/designee, depending on the nature and the seriousness of the offense which required removal, the extent of damage or disruption caused, any history of prior infractions of Library policies, and other relevant circumstances.

Major Offenses

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

Repeat Offenders

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

Any patron subjected to the specific enforcement of this policy may file a written complaint with the Director -- or, if the complaint concerns a decision of the Director, with the Board by delivery of the

complaint to the Director -- within 5 days of the Library action which is disputed by the patron. The Director will review any complaint made to the Director and, within 5 business days of receipt, provide a written response affirming or overturning the enforcement action, with the reasons therefor. The Board will review any complaint made to the Board at the next regularly scheduled meeting of the Board and, within 5 business days of such meeting, provide a written response affirming or overturning the enforcement action, with the reasons therefor.

Copyright Statement:

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

– Adopted September 19, 2002 by the Library Board of Trustees

– Revised by the Library Board of Trustees on April 11, 2013

SOUTHEAST STEUBEN COUNTY LIBRARY POLICY: UNATTENDED CHILDREN

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

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

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

- Children under the age of 9 must have a parent/caregiver at least 16 years of age in the same area of the Library as the child. If a child under nine is found unattended,

or violates the rules of the Behavior Policy, the child and parent/caregiver may be asked to leave the Library.

- Children ages 9 and up may use the Library on their own. Parents, however, are still responsible for the actions and safety of their children. Children are subject to the same rules and consequences as other library users, including being asked to leave the Library. Please note: it is sometimes necessary for libraries to close due to unusual or emergency situations. All children should have the telephone number of someone to call in an emergency.
- Children may hurt themselves and others when they run or climb on library furniture or shelving. Please help prevent injuries by watching your children at all times.
- Repeated banging on keyboards damages the computers. Please keep all young children away from the computers.
- Your children are sharing the library with many other library users, some of whom need and expect a quiet library. Please be aware that the level of noise which parents are accustomed to may not be acceptable to others. Quiet voices are expected.
- The Library may not be used as day care.
- Due to staff size and the number of children in the Library, phone calls and messages will not be forwarded except in an emergency.
- Please be sure you know the library hours and promptly pick up your child before the library closes.

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

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

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

- An attempt will be made by staff to reunite the child with the parent or caregiver within the library.
- If the parent or caregiver is not in the library, a staff member will try to obtain a contact phone number from the child.
- If the phone number is obtained from the child, the parent or caregiver will be called and a request will be made to pick up the child within 30 minutes.

- The child will be turned over to the Corning Police Dept. if he/she is not picked up within a reasonable amount of time not to exceed 30 minutes, and an incident report will be submitted.

**PARENTS AND CAREGIVERS, NOT LIBRARY STAFF, ARE RESPONSIBLE FOR THE ACTIONS
AND SAFETY OF CHILDREN VISITING THE LIBRARY.**

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

POLICY ON PETITIONS

The posting of petitions for patron signatures and solicitation of patrons to sign petitions are prohibited on library premises. Persons using the library facilities for such purposes will be asked to leave the library, or other appropriate action will be taken for disruptive situations. Library staff will remove and discard any petitions found on library premises.

The Southeast Steuben County Library reserves the right to petition its patrons in matters of library advocacy. Library administered petitions require prior board approval.

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

PUBLIC BULLETIN BOARD AND PAMPHLET RACK POLICY

1. Items displayed are restricted to local cultural/educational events or announcements from local non-profit groups.
2. Events publicized should occur within 30 days.
3. The Library Director or designee must approve all posters, flyers, and other such materials. Final determination on the display of material will be determined by the library in keeping with the library's role as a source of community information. Please submit all materials to the Circulation desk. Items posted without approval will be removed.
4. The library may, at its discretion, retain copies of any materials posted or placed in the library for distribution.

5. Certain restrictions apply to the materials which are displayed. Disallowed materials are those that do not fit within the library's role as a source of community information, including, but not limited to:
 - Partisan Political Material
 - Petitions
 - Solicitations
 - Surveys
 - Materials Promoting a Particular Religion or Denomination
 - Items Posted Without Prior Approval

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

– Adopted by the Library Board of Trustees on April 12, 2012.

ACCESS TO SERVICES FOR OUR PATRONS WITH DISABILITIES

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

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

These accommodations may include but not be limited to:

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

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

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

POLICY ON THE CONFIDENTIALITY OF LIBRARY RECORDS

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

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

Information regarding or including:

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

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

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