

HUNTERDON COUNTY LIBRARY COMMISSION

# **LIBRARY POLICY MANUAL**

HUNTERDON COUNTY LIBRARY  
FLEMINGTON, NEW JERSEY

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## DONATED BOOKS AND MATERIALS TO AFFILIATED LIBRARIES

All books and materials donated to affiliated libraries will become the property of that individual library. The Hunterdon County Library will have no claim to ownership of these materials. This policy pertains to books and materials not supplied to a library through governmental appropriations or by revenue obtained specifically for materials acquisition.

Gift books may be processed by the Hunterdon County Library's technical services staff and still remain the property of the individual library. The head of technical services will determine the priority of processing these materials.

This policy is not intended to replace current technical processing procedures now being utilized. The Hunterdon County Library will continue to support the individual cataloging and processing efforts of affiliated libraries.

11/12/80; Revised 8/10

## AFFILIATED LIBRARY RESERVE FUNDS

Every year the Hunterdon County Library System allocates funds from its operating budget for the support of each of its affiliated<sup>1</sup> libraries. These funds may be spent to purchase books and other library materials including periodicals. Up to 25% of the current year's allocation may be spent on furnishings and equipment with the approval of the Library Director or the Library Commission. All books and other items purchased with these funds remain the property of the Hunterdon County Library System.

Due to space constraints, these affiliated libraries are often unable to expend all of the funds allocated during the current year. Recognizing this fact, it is, therefore, the Library Commission's policy that at the end of each budget year, all funds remaining in an affiliated library's account will be transferred to a reserve fund for that library.

These reserve funds, representing an accumulation of unspent monies from previous library system operating budgets, may be used to purchase furnishings, equipment, books, and other library materials. All purchases of items with accumulated reserve funds will remain the property of the Hunterdon County Library System.

Affiliated libraries will be required to make a formal, written request to expend reserve funds. The request must list the amount requested and the purpose for which the funds are to be expended. Requests under \$5500 and falling within the scope of this policy may be approved by the Library Director. Requests for larger amounts must be approved by the Library Commission. All approved requests will be fulfilled through the Hunterdon County Purchasing Department's purchasing and bidding process.

Each affiliated library will be informed periodically as to the status and amount of its reserve.

9/02

Revised 8/08;12/09

<sup>1</sup> There are two types of affiliated libraries – stations and members. There are two types of member libraries – association and municipal.

*Affiliated libraries include:*

- 1) Station Libraries – Bunnvale Library, Readington Township Library, and Three Bridges Library.
- 2) Member Libraries (Association) – Holland/Alexandria Free Public Library and Tewksbury Township Library.
- 3) Member Libraries (Municipal) – Frenchtown Public Library and High Bridge Public Library.

## ALCOHOLIC BEVERAGES ON PREMISES, USE OF

The Hunterdon County Library Commission hereby agrees to adopt a policy prohibiting the serving of alcoholic beverages on the library premises. This policy is consistent with the opinion of county counsel (attached).

This policy applies to any group that may utilize library facilities whether or not they are directly related to the Hunterdon County Library. In addition, this policy applies to all Hunterdon County Library operated facilities.

6/10/80

## AUDIO-VISUAL DAMAGE

The Hunterdon County Library is not liable for any damage to patron equipment due to the use of library audio-visual materials. The library will make every effort to make sure that materials reach users in good condition, however patrons use these materials at their own risk.

Appropriate signs will be posted.

11/10/97

## LIBRARY BILL OF RIGHTS

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

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

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

## BOOK PURCHASES FROM STAFF MEMBERS PROHIBITED

The Hunterdon County Library Commission adopts the policy prohibiting the purchase of books and materials from members of the library staff either on their own behalf or as an intermediary for a vendor.

This policy will avoid any potential criticism of impropriety resulting from a business transaction between the employee and employer.

This policy does not affect reimbursement for materials and books obtained at conferences, workshops, etc. with prior approval of the Library Director.

11/12/80

## BOOK SELECTION

The Hunterdon County Library Commission, recognizing the pluralistic nature of this community and the varied backgrounds and needs of this community and the varied backgrounds and needs of all citizens, regardless of race, creed or political persuasion, declares as a matter of book selection policy that:

1. Books and/or library material selection is and shall be vested in the librarian and under his direction such members of the professional staff who are qualified by reason of education and training. Any book and/or library material so selected shall be held to be selected by the board.
2. Selection of books and/or other library material shall be made on the basis of their value of interest, information and enlightenment of all people in the community. No book and/or library material shall be excluded because of the race, nationality or the political or social views of the author.
3. This board believes that censorship is a purely individual matter and declares that while anyone is free to reject for himself books which he does not approve of, he cannot exercise this right of censorship to restrict the freedom to read of others.
4. This board defends the principles of the freedom to read and declares that whenever censorship is involved no book and/or library material shall be removed from the library save under the orders of a court of competent jurisdiction.
5. This board adopts and declares that it will adhere to and support:
  - a. The Library Bill of Rights, and
  - b. The Freedom to Read Statement adopted by the American Library Association, both of which are made a part hereof.

Recommended in:

Young, Virginia G. *The Library Trustee: a Practical Guidebook*.  
New York, R. R. Bowker Company, 1969.

1/20/71

## ESTABLISHMENT OF NEW DIRECT SERVICE BOOKMOBILE STOPS

A petition requesting direct stop bookmobile service in a specific area must be signed by ten (10) families residing in the area; such petition must be presented to the County Library Commission.

The bookmobile stop must be located in an area which provides adequate parking facilities for the bookmobile and for borrowers' vehicles.

Essential safety precautions must be provided, i.e., the bookmobile cannot be parked on a hill nor near an intersection where it would obstruct vision of passing motorists; nearby residents should be able to walk safely to and from the bookmobile (especially important for young children.)

The day and hour of the bookmobile stop will be selected by the bookmobile staff to best serve the area within the framework of the existing bookmobile schedule.

The bookmobile stop will be maintained as long as actively used by residents of the area.

12/17/69

## BULLETIN BOARDS

A bulletin board is provided for the placement of announcements concerning cultural, educational and civic activities. Postings that benefit a private individual or further a commercial enterprise are not permitted. Notices that promote a particular religion, or house of worship are not eligible for inclusion. Legal notices are not permitted unless they specifically relate to the business of the County of Hunterdon.

Notices, posters and other forms of announcements may be placed only on the bulletin board provided for such purpose. All notices and posters that the sponsor wishes to have posted on the bulletin board must be delivered to the Reference Department. A staff member will place those items that meet the Library's criteria. Submissions will not be returned.

Postings may not be larger than 11"x 17" and must include the date posted, the name of the organization and/or person posting it and their address and/or telephone number. Postings not meeting these criteria may be removed by the library.

The Library will only display posters and notices for thirty days prior to the event. Posters and notices that increase awareness of community services that promote the health and welfare of the community may be posted at the discretion of the Library for an indefinite period. The library has no responsibility for the maintenance of the postings.

**POSTING ON A LIBRARY BULLETIN BOARD DOES NOT IMPLY SPONSORSHIP OR ENDORSEMENT OF ANY GROUP, PROGRAM OR ACTIVITY.**

## COMPUTER, PERIPHERAL EQUIPMENT AND SOFTWARE POLICY

The intent of this policy is to maintain the integrity, security, compatibility, and seamless operation of all hardware and software systems in the Hunterdon County Library (HCL) to ensure quality library service for all HCL users.

The Hunterdon County Library (HCL), in conjunction with the Hunterdon County Information Technology Department (IT), will purchase and maintain all computers and peripheral equipment that are used for the Library's Integrated Library System (ILS). Affiliated libraries agree to allow IT to use any existing equipment and network connections for use with HCL's ILS.

Requests from affiliated libraries for HCL to purchase, for their use, computers for public internet searching or computers for staff use will be decided by the Library Commission on an individual basis. HCL will provide ink cartridges and paper for each related printer. Affiliated libraries will send any revenue from the public use of these printers to HCL to help defray the cost of these supplies.

Affiliated libraries may use other sources of funding to purchase equipment, but IT will only install and maintain equipment and software that has been reviewed and approved by IT prior to purchase. IT will attempt to recommend alternatives to items that do not meet with their approval. If an affiliated library desires software other than what is provided by IT, such software must be approved by HCL and IT.

Affiliated libraries which choose to purchase non-approved software will not receive training or support from IT for this software. Training and support for affiliated library staff on software or general computer use will be the responsibility of the affiliated library in these instances.

Once approved, computers will be delivered and installed by IT with standard Hunterdon County software packages, typically consisting of Microsoft Office (Word, Excel, Powerpoint, Outlook), and anti-virus software. IT will be responsible for technical support, including maintenance and troubleshooting of problems, or installation/re-installation of software. Affiliated libraries will ensure that others do not attempt to install other software, or attempt to repair or alter the function of these computers. Computers will be set up using the same security practices implemented for all Hunterdon County computers.

IT and the HCL staff will train and assist affiliated library staff with the use of the library circulation system. IT will provide technical assistance to affiliated libraries by telephone, when practical, or on-site as needed. Response time will vary according to IT staff availability and the nature of the problem. Critical issues will be given top priority.

HCL will be able to contact IT during normal County business hours, Monday thru Friday 8:00 am – 4:30 pm for technical assistance. Issues that arise during non-business hours will be addressed the next business day.

11/05

Revised 12/09

## COMPUTER PRINTERS

The Hunterdon County Library has a number of databases now accessible to the public through computers located throughout the library. Printers are attached to these computers for the convenience of users.

Pages may be printed at a charge of 5 cents per page. All other black and white printing shall be charged at 5 cents per page for each page printed.

All printing in color shall be charged at the rate of 5 cents per page for each page printed.

6/96

Revised 12/09; 1/11

## CONDUCT IN THE LIBRARY

The Hunterdon County Library endeavors to provide a safe, quiet, and comfortable environment in which all persons, regardless of age, sex, racial or ethnic origin, religion, or economic status, are able to make use of library resources and services. In order to facilitate unhampered and equal access for all patrons to the collections and services of the library, the Hunterdon County Library Commission has adopted the following regulations governing the use of the Library.

Patrons shall be engaged in activities associated with the use of a public library while in the building. These activities may include reading, studying, tutoring, quiet meetings, reading quietly to a child, making use of audiovisual resources, attending a program or viewing an exhibit. Patrons not engaged in any of these activities may be asked to leave the building. Shoes and shirts must be worn at all times.

The following behaviors are not permitted in the library:

1. Eating or drinking at computer stations or near other electronic equipment.
2. The use of e-cigarettes, tobacco products (smoking or chewing) or vapor pens.
3. Talking loudly, running or engaging in other disruptive or noisy activities.
4. Bringing animals into the library, except for certified service and therapy animals.
5. Misusing the restrooms (e.g. bathing or doing laundry).
6. Sitting on a table, placing feet on furniture, or sleeping.
7. Bare feet.
8. Following or staring at others with intent to annoy; ***filming or photographing others without their permission.***
9. Interfering with another person's use of the library or with the library personnel's performance of their duties.
10. Leaving a child under the age of 9 unattended in the library without the supervision of an adult.
11. Carrying a weapon into the library unless authorized by law.
12. Damaging or stealing library property.
13. Soliciting contributions or signatures.
14. Refusing to leave the library at closing time or in an emergency.

In addition, behaviors in the library are also governed by local ordinances and state and/or federal law.

Anyone engaged in any of the above activities will, after warning by library personnel and failure to heed such warning, be asked to leave the premises. Police assistance may be utilized if an individual refuses to leave the library when asked.

Persistent violations of the Library's rules may result in suspension of Library privileges, including the right to use the facility and/or borrow materials.

Such suspension and the term of the suspension will be determined by the Hunterdon County Library Commission upon recommendation of the Library Director. The individual whose use of the library has been suspended may appeal to the Library Commission to reverse the decision or to reinstate his or her privileges.

All provisions of this policy shall be enforced in a fair and nondiscriminatory manner.

1/08

Revised 9/09; 1/15;4/16;**10/17**

## CONDUCT IN THE LIBRARY, PROCEDURES

The library staff will deal with individuals who are engaging in any of the prohibited activities with good manners, tact and a calm approach. Because each situation is unique, judgment and common sense will play an important role in any situation. To keep discussion restrained, it may be best to take the patron aside. Alert a supervisor or another staff member to the problem.

In some cases, a patron may be unaware that certain activities such as bringing a pet into the library are prohibited and will only need to be informed of library rules. In other situations, such as a child running or shouting, a reminder of the rules may be sufficient. In cases where staff members feel a patron is threatening their safety or the safety of others, staff may need to call the police.

1. The library staff member will inform the patron that the activity is not permitted in the library.
2. If a staff member judges a situation to be too serious to handle alone, he or she will ask assistance from a supervisor or another staff member.
3. If the behavior continues, the staff member or supervisor will inform the patron that he or she must leave the library if the disruptive behavior continues.
4. If the patron continues to be disruptive and does not leave the library, the staff member or supervisor will call the police.
5. In emergency situations the staff member observing the problem behavior will immediately notify the police and then notify the supervisor. The Library Director will also be notified. Emergencies include, but are not limited to, situations involving assaults, or the use of weapons.
6. In case of serious or repeated problems or in any case in which a patron is asked to leave the library, or the police are called, a patron incident form will be filed.
7. In the case of repeated violations, the Director may recommend to the Library Commission that the patron's library privileges be suspended.

Revised 12/09

PATRON INCIDENT FORM

TO THE EMPLOYEE:

Please fill out this form whenever there is an unusual incident involving a patron which is not a patron complaint. If you are unable to get the patron's name and address, provide as complete a description as possible. Also report any information from other patrons and/or staff involved.

\_\_\_\_ Vandalism

\_\_\_\_ Patron Argument

\_\_\_\_ Theft

\_\_\_\_ Medical Emergency

\_\_\_\_ Harassment

\_\_\_\_ Other (explain)

EMPLOYEE NAME \_\_\_\_\_

DATE AND TIME \_\_\_\_\_

NAME OF PATRON (IF KNOWN) \_\_\_\_\_

ADDRESS OF PATRON \_\_\_\_\_

PHONE NUMBER OF PATRON \_\_\_\_\_

DESCRIPTION OF PATRON \_\_\_\_\_

DESCRIPTION OF INCIDENT \_\_\_\_\_

ACTION TAKEN \_\_\_\_\_

WITNESSES \_\_\_\_\_

COMMENTS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

REFERRED TO:

\_\_\_\_ DEPARTMENT HEAD                      \_\_\_\_ NAME

\_\_\_\_ ADMINISTRATIVE OFFICE              \_\_\_\_ NAME

## CONFIDENTIALITY OF LIBRARY RECORDS

The Hunterdon County Library Commission, at its regular meeting on August 10, 1976, adopted the following amended version of the ALA Council's POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS.

In recognizing the library's position of special trust with members of the public, the Library Commission of the Hunterdon County Library wishes to clarify its policy and responsibility with regard to confidential information about patrons (and patron use of library resources) that comes into the library's possession.

As the choice of books and other library materials, along with the use of the informational resources of the library, is essentially a private endeavor on the part of each individual patron, the library shall make every reasonable and responsible effort to see that information about that patron and his choices remains 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, the questions they ask. The awareness of the existence of such a possibility inhibits free usage of the library, its resources and facilities, and is contrary to the ALA Library Bill of Rights and the Freedom to Read Statement.

Therefore, the Library Commission of the Hunterdon County Library has adopted the following guidelines concerning the disclosure of information about library patrons:

No information regarding or including:

1. A patron's name (or whether an individual is a registered borrower or has been a patron),
2. A patron's address,
3. A patron's telephone number,
4. The library's circulation records and their contents,
5. The library's borrowers' records and their contents,
6. The number or character of questions asked by patrons,
7. 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 be given, made available or disclosed to any individual, corporation, institution, government agent or agency without valid process order or subpoena.

All library employees (and those volunteers who work in its behalf) are hereby instructed to comply with these guidelines. The Library Commission recognizes that it is only through continued public confidence in the fact that these guidelines are indeed being upheld, can the public maintain its confidence in the public library. It is this confidence that is vital to the library's role in the community and the community's right to know.

8/10/76

Revised 1/18/08

## CONTINUING EDUCATION/PROFESSIONAL ASSOCIATIONS POLICY

### Introduction

The Library Commission believes that staff learning opportunities and membership in job-related professional associations are an important aspect of professional and personal development and it is committed to encouraging opportunities that strengthen the skills and capabilities of its staff.

HCL supports learning opportunities that enhance its staff's overall professional and personal growth. Funds for continuing education and professional association dues are budgeted each year and the level of support may, therefore, differ from year to year.

Staff learning opportunities include:

- a. Training in specific job-related skills, techniques, procedures and resources;
- b. Continuing education in the form of classes and workshops (both in-house and off-site);
- c. Participation in library related associations on a local, regional, state or national level;
- d. Participation in staff development programs designed to foster and the growth of the employee as an individual

Staff may be required to attend training programs that relate to their job duties and accountabilities.

Employees interested in pursuing an MLS degree should consult the HCL policy handbook for *Tuition Reimbursement for Professional Courses* information.

### Professional Association Dues

As approved by library administration, Full-time staff will be reimbursed in the following manner for professional association dues:

- a. Full time staff may be reimbursed 50% of the annual professional association dues in each professional association to which he or she belongs.
- b. Full time staff may be reimbursed 75% of the annual professional association dues in each professional association in which the staff member actively serves on a committee or serves in an elected or appointed capacity. Staff member must certify that he/she has permission to serve. Supervisor must certify that the staff member is active.
- c. Staff should claim the amount to which they are eligible on the voucher and provide documentation for their committee membership or election/appointment status.

### Examples

:

- a. Sally belongs to NJLA but does not serve on a committee or in any capacity. Her dues were \$120. She is reimbursed \$60.
- b. Dave belongs to NJLA and is an active member of the Youth Services Committee. His dues were \$120. He is reimbursed \$90.

- c. Angela belongs to NJLA and serves on a committee. Dues are \$120. She also belongs to ALA and does not serve on a committee. Dues are \$140. She also belongs to PLA and is appointed to the IT committee. Dues are \$70. She is reimbursed \$90 [NJLA] + 70 [ALA] + \$52.50 = \$212.50

Hourly staff do not receive reimbursement for association dues.

### **Participation in Continuing Education Programs**

Employees are expected to get their supervisor's and the Director or Assistant Director's approval before signing up for local, regional, state or national training programs and workshops, or before agreeing to serve on the committee of a local, regional, state or national work-related organization.

An employee must receive permission from his/her supervisor and the Director or Assistant Director before signing up for an out-of-state workshop or conference, before making a commitment to serve on the Board of any work-related organization, or before agreeing to run for elected office in any work-related organization.

- a. If funds are approved for a particular conference in the annual budget, further approvals are not needed.

At times public desk schedules, workflow requirements and/or the need to provide opportunities to as many staff as possible may justify a supervisor turning down a request for an employee to participate in a learning opportunity.

### **Compensation and Travel Reimbursement**

For information on compensation and reimbursement for travel pursuant to attendance at continuing education opportunities refer to the policies and procedures on employee expenses.

4/13/18

## COPY OF MEETING SCHEDULES

The Hunterdon County Library Commission does not mail copies of its regular meeting schedule. Such information is available from the library website [www.hclibrary.us](http://www.hclibrary.us), the community bulletin board at the Headquarters Library, or through request to Library Administration.

1/16/78

Revised 12/09

## DISCARDED LIBRARY MATERIALS

Recognizing the library's responsibility in developing and maintaining a collection of currently useful materials through systematic withdrawal of outdated materials, the Library Commission further realizes that such discarded materials may have continuing usefulness for other libraries, organizations, or individuals.

Therefore, the Hunterdon County Library may exchange, discard, sell, or otherwise dispose of books and other library materials no longer needed for public use. All monies received from such sales shall be deposited in the miscellaneous receipts account. The sale of materials will be in accordance with the procedures set forth in County Counsel's opinion letter dated August 24, 1981. (copy attached).

9/15/81

## DONATED MATERIALS TO THE LIBRARY

The Hunterdon County Library Commission reaffirms its support of and adherence to the Library Bill of Rights and The Freedom to Read Statement as adopted by the American Library Association.

The Hunterdon County Library will accept donations from individuals, groups, associations, corporations, etc., under the following conditions:

1. The library reserves the right to determine the disposition of the item(s) donated, including adding such items to the collection, or disposition by sale or destruction.
2. Items that are to be considered for inclusion in the library's collection are subject to the same criteria as are the materials considered for purchase by the library.
3. Items that do not have adequate reviews available may be added to the collection if the appropriate professional staff reviews them and recommends their inclusion. If such materials are donated by a particular interest group or individual, a bookplate will be affixed to the item stating that it was donated to the library by the particular group or individual, and represents their views.
4. The library will not attest as to the value of donated items; however, an acknowledgment of the donation will be provided if requested.

10/18/88

EMPLOYEES LEAVING AFTER 10 YEARS OF SERVICE OR MORE

A book will be purchased for the permanent collection of the library, with a commemorative book plate honoring any employee who has completed 10 years or more of satisfactory service.

2/11/81

Revised 12/09

## EQUIPMENT LOAN AND/OR RENTAL

The loan of audio-visual and other hardware items; i.e. slide projectors, and video equipment, shall be restricted to the Friends of the Hunterdon County Library and to the Agencies of Hunterdon County government.

Determination of a bona fide county agency can be easily determined by consulting the white pages of the telephone directory listing the agencies under "Hunterdon County Offices".

Once eligibility is established, final approval is subject to the library director or his/her representative.

2/80

Revised 12/09

## EXHIBITS BY INDIVIDUALS AND ORGANIZATIONS

The Hunterdon County Library offers exhibition space to augment its cultural, educational and civic role in the community. The library reserves the right to select material to assure its appropriateness for viewing by the diverse populations, age groups and interests of library patrons. Samples are required for first time exhibitors.

Items may be offered for sale but are limited to those created by the exhibiting artist/craftsperson. The library will supply signs and title cards. If the exhibitor wishes, he/she may provide a list of the prices for items on exhibit. This information must be provided to the Library Program Coordinator, Special Events, who will type the information onto one list, no larger than 8 ½" x 11", which he will mount near the exhibit, at his discretion. The information must be provided to the Library Program Coordinator, Special Events, no later than one week before the exhibit time. No individual price tags are permitted. Exhibitors may provide brochures or cards for the public. Sales are the sole responsibility of the exhibitor. No art work or crafts on exhibit in the library may be removed for any reason, before the exhibit is scheduled to end. This includes any pieces that the artist may have sold.

Information for news releases must be submitted two weeks in advance.

Exhibits are to be delivered and picked up on the agreed dates.

Artwork **MUST** be framed or matted with provision for hanging.

A copy of the insurance statement is to be filled out and returned to Hunterdon County Library in advance.

Preference for exhibit space will be given to residents of Hunterdon County.

Permission to place exhibits in the library in no way implies sponsorship of an exhibitor or endorsement of exhibit contents.

10/01

Revised 12/09

HUNTERDON COUNTY LIBRARY  
Insurance Agreement for Displays

RT. 12, FLEMINGTON, N.J. 08822

DATE

Please check:

- ( ) A. I have my own insurance on my property on exhibit and do not wish any more.
- ( ) B. I do not have insurance and agree to accept the insurance carried by the library which is a blanket policy on all concurrent exhibits of up to \$15,000 total value. I understand that as the exhibitor I will be responsible for the first \$100.00 of any loss or damage to my exhibit.

It is important that you return this sheet, along with a title of the value of your exhibit prior to the beginning of your show. A sheet is attached for an inventory of your exhibit.

STATEMENT: I understand the Hunterdon County Library provides insurance on all exhibits, combined, for a total of up to \$15,000. I hereby waive any claim I might have against the Hunterdon County Commission, staff or volunteers for loss or damage to my property in their care other than that provided by said insurance.

Signature \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Date of exhibit \_\_\_\_\_

## FILMING IN THE LIBRARY

Anyone wishing to film in or around the Hunterdon County Library (Headquarters, North County Branch, South County Branch, and bookmobile) will be required to adhere to the County's Policy for Use of County Lands, Facilities and Meeting Rooms, section 2.1.4. The Library Commission will advise the County of their recommendation regarding filming within the library buildings or grounds. The commission will make their decision based on the appropriateness of filming in an environment populated by patrons ranging from the very young to the very old, and the amount of disruption within the library caused by the filming.

1. The filmmaker and crew must abide by the library's Patron Code of Conduct. If exceptions need to be made for the purpose of the film, the exceptions must be identified  
  
( <http://www.hclibrary.us/pdfs/policies/conductpolicy.pdf> )
2. Filming must take place during hours of operation.
3. Filming must not interfere with the daily operation of the library.
4. The filmmaker must contact Library Administration ([library@hclibrary.us](mailto:library@hclibrary.us) ) at least sixty days prior to filming with the following information:
  - Date and time of proposed filming, including a start and ending time
  - The topic and purpose of the film
  - The number of people involved
  - A list of equipment to be used and power and/or Internet access requirements
  - The space or area inside or outside of the library requested for use
5. Filmmakers cannot solicit staff or library patrons to participate in the production if filming is approved.
6. If approved, the filmmaker must supply signage notifying public of filming.

## 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.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

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.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint,

but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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.

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

American Booksellers Foundation for Free Expression  
The Association of American University Presses, Inc.  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

Updated version pasted from the ALA website 12/09

HUNTERDON COUNTY LIBRARY COMMISSION  
ROUTE 12, FLEMINGTON, NEW JERSEY

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author \_\_\_\_\_

Title \_\_\_\_\_

List Type

- Book
- Audio recording
- Video
- Magazine
- Content of library program
- Other (specify)

Request initiated by \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Complaint represents:

Self \_\_\_\_\_

Name of organization/group \_\_\_\_\_

1. Did you read or view the entire book or material? What amount?

\_\_\_\_\_  
\_\_\_\_\_

2. To what do you object? Please be specific and cite pages and other particular references.

\_\_\_\_\_  
\_\_\_\_\_

3. Have you read reviews of the work?

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4. What are your specific recommendations to the Library regarding this work?

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5. Additional comments:

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Forward to the Library Director either through mail or through any County Library facility:

Mail to:                    Hunterdon County Library  
                                  Attn: Director  
                                  314 State Route 12  
                                  Flemington, NJ 08822

## GIFTS TO THE LIBRARY OTHER THAN BOOKS AND OTHER LIBRARY MATERIALS POLICY

Gifts of money, including those made in honor of someone, or in memory of someone, are welcome. The giver may give the money for unrestricted use by the Library, or may request that books or other library materials purchased with their funds, be restricted to a specific subject area. In all cases, the Library will accept the donation, and or purchase the requested items if they fit within the collection guidelines of the Library system.

Gifts of objects, paintings, other art works, collections of objects, computers, furniture, unpublished manuscripts, ephemera, trees or other plants, etc., are generally not accepted. Any exceptions must be prearranged and preapproved by the Library Director and as appropriate, the Library Commission. It is recognized that the Library has a different role in the Community than a museum, and its archival role is limited. In all cases, gifts of objects that are accepted must be deemed by the Library Director to enhance the Library's role in the Community. Available display space and storage space for these objects and their appropriateness for the Library will be factors in their consideration. Objects that are accepted, are accepted with the understanding that the Library will make appropriate decisions about their display, their continued display, and their disposal when the Library cannot or no longer wishes to maintain them. In all cases, the Library assumes full ownership of any gift, and will not consider any objects given, as long term loans to be returned to the donor.

The Library recognizes the sincerity and generosity of those who are offering gifts of objects to the Library, and will try to offer suggestions to the potential donor, for items the Library does not accept, as to other more appropriate organizations which might be better able to accept such gifts.

A letter of acknowledgement will be sent to the giver, but no monetary value can be assigned by the Library for any gifts, except gifts of money.

## HANDICAPPED PATRONS

The Hunterdon County Library Supports the rights of all patrons to equal access to materials and services, and complies with Sec. 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Accordingly, no otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in any of its programs or activities.

## THE HUNTERDON COUNTY LIBRARY COMMISSION

The Hunterdon County Library Commission shall consist of five members appointed by the Board of Chosen Freeholders. All appointments shall be for terms of five years except in the case of appointments to fill vacancies occurring other than by expiration of term, which vacancies shall be filled in the same manner as appointments are made, but for the unexpired terms only. The Library Commission shall serve without compensation.

### Director:

A Director shall be selected by the Library Commission in accordance with any regulations for county employees. The Director shall manage and direct the program and staff with the advice and consent of the Library Commission.

### Staff:

Necessary staff shall assist the Director. Recruiting and interviewing of applicants shall be undertaken by the Director with final approval by the Library Commission.

The Director shall hold periodic staff meetings as a means of acquainting the staff with the program and aims of the County Library. Any requests or suggestions of interest and concern to the Library Commission from the staff members shall be discussed first with the Director who shall then carry them to the Library Commission.

### Program:

A long range program for serving Hunterdon County shall be planned by the Director in consultation with the Library Commission. This program shall be carried out by the Director and the staff after final approval by the Library Commission.

The County Library should maintain a program of service which locates information, guides reading, organizes and interprets materials for persons of various backgrounds, stimulates thinking and discussion, and aids community enterprises which need library aid. Continuous study of the community shall be made in order to help individuals, groups and institutions.

Funds:

All funds of the County Library including tax receipts, fines, gifts and other monies accruing to the County Library shall be under the control of the Commission.

The yearly budget request to the Board of Chosen Freeholders shall be prepared by the Director and approved by the Library Commission.

All vouchers shall be signed by a designated member of the Library Commission.

\*Any purchase of more than fifty dollars (\$50.00) for any item other than library materials and supplies necessary for daily operation of the library must be approved by the Library Commission.

\*\$250 by Purchase Authorization Resolution adopted by Hunterdon County Library Commission 12/15/87.

\*\$1000 Purchase Authorization Resolution adopted by Hunterdon County Library Commission 6/8/01

\*\$5500 Purchase Authorization Resolution adopted by the Hunterdon County Library Commission 3/17/06

Revised 6/8/01;3/17/06

## INTERNET

### Purpose of Internet Service

The Library System serves an increasingly diverse population of Hunterdon County. Our mission is to provide quality library services and resources to help the people in Hunterdon County expand their knowledge, make informed decisions, enjoy leisure reading, and enhance their daily lives.

### Access to the Internet

The goal of the Hunterdon County Library is to provide information, materials and services to meet the wide range of needs of all of its patrons. Access to all Internet materials, services and facilities will be provided to all patrons at public Internet stations as well as through wireless access. Public Internet stations located in the Youth Services Department are reserved exclusively for use by children ages 17 and under. Adults accompanying children may assist them at the child's computer. Parents are encouraged to discuss the use of the Internet with their children and to review the ways that their children use it.

The World Wide Web is an uncontrolled network of computers. Many Web sites contain inaccurate, dated and/or misleading information. The process of evaluation, review and selection, which the library uses for other materials and services, cannot be applied to the Web, and the library has no control over the data provided therein. Each individual must accept responsibility for determining the appropriateness of the resources that he/she elects to access. Responsibility for youth using the Internet rests with the parent or guardian, not with library personnel.

### Restrictions

No person shall use a library Internet workstation in a way that is inappropriate for an open public area shared by people of all ages and backgrounds or that disturbs or interferes with patrons, employees or operations of the library.

Patrons are not permitted to use library computers for the following purposes:

- Display, send, receive or print text, images or graphics of obscene material or materials harmful to minors.
- Display send, receive or print text, images or graphics that violate laws relating to child pornography.
- Use an Internet workstation to transmit threatening or harassing material.

- Engage in any activity that is deliberately offensive or creates an intimidating or hostile environment for library staff and customers.
- Violate copyright or software licensing agreements.
- Violate the laws.
- Breach security of the library's computers or of computers belonging to another person or corporation.
- Upload data into another computer.
- Alter or attempt to alter programming in the library's computers or in computers belonging to another person or corporation.
- Access the operating system of this or any other computer.

### Liability

Data and files retrieved from the Internet are not the property of the Hunterdon County Library. Patrons accept all risk when they use data or programs from the Internet. Patrons who use the HCL facilities to access the Internet, either in the library or through remote access, agree to hold HCL harmless from any liability arising from inaccurate or misleading information or from concurrent or subsequent damage caused to the patron's equipment, operating systems or files or from any other direct or consequential injury caused to them through use of the Internet. The library cannot be held responsible for patrons who are unable to make full use of their time because of technical difficulties.

### Assistance

Librarians are available at the reference desk to give limited assistance in the use of the Internet. Staff may limit the amount of time assisting users of the Internet in order to provide adequate support for all other library services.

### Violation of Regulations

The user will be liable for any misuse of the computer. The library will terminate any session if the user is operating in violation of library regulations. The library will report any violation of law to the Police Department. The library will prosecute anyone who knowingly damages or attempts to damage library property, including computers, operating systems or data files. The library will prosecute anyone who attempts to upload programming into its computers or who attempts to use the library's computer to upload programming into another person or corporation's computer.

## Procedures

Specific procedures and regulations governing the use of the library's computers in accessing the Internet will be decided by the Library Director, and such procedures and regulations will be posted in the library.

The Hunterdon County Library reserves the right to modify this policy at any time.

Adopted 5/11/98

Revised 1/08; 6/08

## INTERNET POLICY: WIRELESS ACCESS

The Hunterdon County Library provides wireless Internet access to library patrons during normal library business hours. Patrons using the wireless service agree to comply with all provisions of the Hunterdon County Library Internet Policy. Use of wireless access is subject to the following conditions:

- The library's wireless Internet service is unencrypted and use of the wireless service is done at the patron's own risk. The library will not assume responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from connection to the library's wireless service.
- The library accepts no responsibility regarding the ability of patron-owned equipment to connect to the wireless network.
- Library staff will not change settings on patron-owned equipment.
- The library accepts no responsibility for any software downloaded and/or installed, e-mail opened, or sites accessed while patrons are using the wireless service. Any damage done to the patron's equipment from viruses, identity theft, spyware, plug-ins, or other Internet-borne programs is the sole responsibility of the patron; and the patron indemnifies and holds harmless the library from any such damage.
- The library is not liable for the loss or compromise of any confidential or sensitive information, or for any damages resulting from that loss or compromise.
- The library does not guarantee that any particular web site or electronic transaction will work.
- The library's wireless service is subject to periodic maintenance and unforeseen downtime.
- The library's wireless service is not to be used as a permanent connection.
- The Hunterdon County Library is committed to providing an environment appropriate for its customers and employees. Wireless Internet users are asked to refrain from displaying materials on patron-owned equipment that may be interpreted as part of an intimidating, hostile, offensive or inappropriate environment. Wireless Internet users should not display offensive material to passersby.

Copies of our Internet Policy are available at the Reference Desk, Circulation Desk, our public Internet stations, and our webpage at:

<http://www.hclibrary.us/librarypolicies/internetpol.htm>

Adopted: 6/20/08

## CHARGES FOR LOST OR DAMAGED LIBRARY MATERIALS

All lost library materials must be paid for.

All severely damaged library materials, where the damages have obviously been caused by the patron, must be paid for. These include books that are returned wet, moldy, muddy, dog-chewed, etc.; and the situation should be dealt with as soon as possible, preferably while the patron is still in the building. Consult the Circulation/Acquisitions Librarian, the Technical Services Librarian, or the professional on duty if there are questions about the extent of damages or charges.

Charges for lost or severely damaged materials will be the replacement cost of items plus a processing fee. The replacement fee for items will be \$15.00 or replacement cost.

9/94

Revised 12/09

## REFUNDS FOR LOST AND FOUND LIBRARY MATERIALS

Refunds are not given for lost library materials that have been paid for.

2/02; Revised 8/10

MEETING ROOM – HEADQUARTERS AND NORTH COUNTY BRANCH

**PLEASE SEE THE HUNTERDON COUNTY POLICY FOR USE OF COUNTY  
LANDS, FACILITIES AND MEETING ROOMS**

Hunterdon County Library  
Vision & Mission Statement

**OUR VISION**

To Inform, Inspire and Innovate

**MISSION STATEMENT**

We provide library facilities and services that meet the evolving needs of the Hunterdon County community.

**INFORM**

We believe an informed community is an empowered community. We are dedicated to enriching lives with outstanding library facilities, resources and services. Our commitment to developing strong partnerships broadens our ability to enhance the quality of life for the Hunterdon County community.

**INSPIRE**

We seek to inspire others; we create worlds of possibility. We are dedicated to enriching our community with the transformative power of discovery. We are committed to excellence.

**INNOVATE**

We are a dynamic public library; we embrace the challenges of the future. We welcome opportunities to provide innovative programs and services. We strive to implement evolving technologies for seeking, receiving, and communicating information. We recognize that our facilities and methodologies also need to evolve to meet the future needs of the Hunterdon County community.

9/20/13

## NAME BADGES

In order to clearly identify Library employees throughout the Library, all employees will wear Hunterdon County Library identification badges. Badges may have the staff member's first name or last name (ex: Ms. Smith) or simply STAFF per employees preference.

## RESIDENT AND NONRESIDENT BORROWERS

Since Hunterdon County Library is a tax-supported institution, its services and resources are available to those individuals who live or pay taxes in the library's service area (i.e., all residents of Hunterdon County except those individuals who reside in \*Flemington, Lambertville or Milford. Those communities maintain municipal libraries and do not pay the county library dedicated tax).

Nonresidents who pay the county library dedicated tax and present a valid property tax receipt are entitled to borrowing privileges without charge.

Nonresidents who teach in public or private schools in the library's service area are eligible for library cards without charge while so employed. Such cards will be valid from August 15 to June 30 and may be renewed annually. Teachers must present a letter on school letterhead from the school principal, superintendent, or the school librarian to obtain a library card.

Nonresidents who are employed by the county library are eligible for library cards without charge while so employed.

Nonresidents who are employed by Hunterdon County are eligible for library cards while so employed. Employees will need to present their county ID or a letter from their department head on county stationary to obtain card. Such cards will be valid for one year.

Nonresidents, not so qualified, may receive borrowing privileges upon payment of an annual nonresident fee, such fee to be established annually according to the following formula:

$$\begin{array}{l} \text{Dedicated Tax} \\ \text{Population Served} \end{array} \quad \times \quad \begin{array}{l} \text{Number of Persons} \\ \text{Per Average Household} \end{array} \quad = \quad \text{Nonresident Fee}$$

The nonresident fee shall cover one calendar year from date of issuance of library card, such money not to be refunded.

\*The Hunterdon County Library and Flemington Public Library entered into a reciprocal borrowing agreement that permits Flemington residents the privilege of being issued a Hunterdon County Library card. Upon presentation of a valid Flemington Public Library card, a five-year Hunterdon County Library card will be issued to the Flemington resident. The reciprocal agreement is subject to annual renewal by both libraries.

## NONRESIDENT FEE

1978 - \$17.00  
1979 - 20.00  
1980 - 20.00  
1981 - 25.00  
1982 - 25.00  
1983 - 28.00  
1984 - 31.00  
1989 - 38.00  
1990 - 50.00  
1991 - 56.00  
1993 - 60.00  
2000 - 90.00

**OVERDUE FINES**

Fines will be charged for overdue materials as follows:

**DVDs/BLU RAYS OR VIDEOCASSETTE TAPES**

\$1.00 per working day up to a maximum fine of \$10.00.

**REFERENCE BOOKS**

Do not circulate

**14 DAY BOOKS**

.20 cents per working day up to a maximum fine of \$10.00.

**ALL OTHER LIBRARY MATERIALS:**

.10 cents per day per item up to a maximum of \$5.00

**OTHER CHARGES:**

Lost Materials: cost of item plus \$3.00 non-refundable processing fee.

\$10.00 service fee for delinquent accounts referred to the library's collection agency.

Patrons who fail to return items within 6 weeks of the date due or who accumulate fines and other charges in excess of \$50.00 may have their accounts referred to a collection agency. An additional service charge of \$10.00 will be added to each delinquent account referred to the collection agency.

4/02; Revised 8/10

## PHOTO DUPLICATION

### PROVISION OF PHOTOCOPY TO LIBRARIES:

As part of its area reference and interlibrary loan functions, Hunterdon County Library will supply photocopies of any material in its collections, if not available for loan. Up to 20 pages per article will be provided free of charge to the requesting library. A maximum of three articles may be requested at one time from any given library. For articles over 20 pages in length, a charge of 5 cents per page will be made for the additional pages. The requesting library may charge its library patrons according to its own policy; however, we have suggested that a straight fee of 5 cents per page be charged to individuals requesting photocopy. Any monies received for photocopy may be retained by the library whose patron originated the request.

### PROVISION OF PHOTOCOPY TO INDIVIDUALS:

As Hunterdon County Library has a coin operated photocopier on its premises, most library users can do their own photocopying at the rate of 5 cents per impression. In certain instances, Hunterdon County Library will photocopy for the patron, charging the patron the required 10 cents per impression, with the following exceptions when such photocopying will be done without charge:

1. Up to three articles (20 pages or less in length) will be provided free from *Mechanix Illustrated*, *Computers & Electronics*, *Popular Mechanics*, and *Popular Science*.
2. One article (20 pages or less in length) will be provided without charge from *Consumer Reports* or *Consumer Research*.

The periodicals listed above are heavily used and are, therefore, retained in-house for reference and photo duplication as needed. All other magazines are permitted to circulate.

### PHOTOCOPY OF COPYRIGHTED MATERIALS:

The photocopying of copyrighted materials is limited under the "Fair Use" doctrine of Sec. 107 of the Copyright Act of 1978 (Title 17, U.S. Code). Sec. 108 applies only to libraries. In general, the rights under Sec. 108 apply only to copies made or distributed "without any purpose of direct or indirect commercial advantage: (108 9a) (1) ).

### WHOLE WORKS:

Under the doctrine of “Fair Use” (i.e., no impairment of rights and benefits of the author who wrote the work, or its publisher), copyrighted material cannot be reproduced in its entirety unless the item is unavailable through regular trade sources. (In other words, a book that is out-of-print and cannot be obtained in any other way may be photocopied from an extant copy, provided the copy to be made is needed for educational, informational or archival purposes.)

### EXCERPTS: (From Books, Pamphlets, Periodicals, Etc.)

Parts of a book or periodical may be photocopied, provided the patron can demonstrate “Fair Use,” in this case, would entail educational or informational need; and no commercial profit may be realized by the person requesting the copy. Also, only one copy may be reproduced on any given occasion. No aggregate use of copyrighted material is permitted. A person requiring multiple copies of a copyrighted article, story or book must contact the publisher for permission to make the desired number of copies (over the one copy allowed); or, he may buy the desired material through commercial trade sources (i.e., the Copyright Clearing Center).

Stories, articles and poems which are included in anthologies may also be photocopied in their entirety, provided only one copy is made and no commercial advantage is to be gained by the user.

### PHOTOCOPY OF PERSONAL DOCUMENTS:

Birth certificates, wills, sales transactions, etc., may be duplicated by the patron or, if assistance is needed, by staff member; however, the following items cannot be photographed or reproduced in any form: bonds, paper money, postal money orders, passports, draft registration cards, or any type of government issued stamps.

### OTHER:

It is impossible to supervise the photocopying activities of the patron who is reproducing copy independently and without staff assistance; however, in all other cases, the photocopying of printed materials and the number of copies to be made must be determined in the light of need, use and purpose at the time. Ultimately, the decision to photocopy (or not) must be left to the discretion of the librarian or staff member, who must weigh the concept of “Fair Use” on each occasion.

In addition to the above, Sec. 108 (e) (2) states...the library must include a “warning of copyright” on its order forms and prominently display a warning of copyright at the place where orders are accepted. A similar warning must be placed where unsupervised reproducing is done (108 (f) (2) ). The language for these warnings, as provided by Copyright Office regulations, can be found in the law or in the Copyright Handbook, 2nd. Ed., 1982, pp. 170-1.

8/21/84; revised 1/11

## PUBLIC RELATIONS AND PUBLIC INFORMATION

In recognition of the Hunterdon County Library's responsibility to maintain continuing communication with present and potential users of the library's services and resources, so as to assure effective and maximum usage by all citizens, we adopt the following resolution as a matter of policy.

The objectives of the Hunterdon County Library's public relations program are:

- to promote community awareness of library service
- to stimulate public interest in and usage of the library
- to develop public understanding and support of the Hunterdon County Library and its role in the community

The following means may be used to accomplish the foregoing objectives:

1. An annual plan of specific goals and activities shall be developed; sufficient funds shall be allocated to carry out the program, and the program shall be evaluated periodically.
2. Open, effective communication with the library staff members to assure courteous, efficient and friendly contact with library patrons and the general public.
3. Personal and informational group contacts shall be sought and maintained with government officials, opinion leaders, service clubs, civic associations, and other community organizations.
4. Local media shall be utilized to keep the public aware and informed about the Hunterdon County Library's resources and services.
5. Newsletters, brochures, and other promotional materials shall be produced and distributed through effective means of reaching the public.

6. The Hunterdon County Library may sponsor programs, classes, exhibits, and other library-centered activities, and shall cooperate with other groups in organizing these to fulfill the community's needs for educational, cultural, informational or recreational opportunities.
7. A designated staff member shall have the responsibility for coordinating the Hunterdon County Library's public relations and public informational activities.

8/21/84

PURCHASE AUTHORIZATION RESOLUTION

WHEREAS, specific library positions have a responsibility to expend funds in the course of fulfilling their duties, and

WHEREAS, these staff positions have previously submitted their budgetary requirements for approval, and

WHEREAS, the Hunterdon County Library Commission reviews the budgetary requirements and adjusts as required, and

WHEREAS, the Hunterdon County Library Commission sets the authorized spending levels and specifies the items the staff positions are authorized to purchase,

THEREFORE, BE IT RESOLVED that those individuals holding staff positions with budgetary responsibilities be permitted to make purchases up to the extent previously authorized by the Library Commission, and

BE IT FURTHER RESOLVED that purchases exceeding \$5500 and not previously authorized by the Library Commission must be submitted to the Commission for approval.

HUNTERDON COUNTY LIBRARY COMMISSION

Adopted December 15, 1987

Revised June 8, 2001;12/09

HUNTERDON COUNTY LIBRARY PERSONNEL AUTHORIZED TO MAKE PURCHASES

Library Director  
Assistant Library Director  
Supervising Librarian, Reference  
Supervising Librarian, Youth Services  
Supervising Librarian, Technical Services  
Supervising Librarian, Extension Services  
Supervising Library Assistant  
Assistant Supervisor of Accounts  
Program Coordinator, Special Events  
Secretarial Assistant

NOTE: This list is pursuant to a resolution entitled PURCHASE AUTHORIZATION RESOLUTION adopted on December 15, 1987 by the Hunterdon County Library Commission.

12/05  
Revised 12/09;7/11

**BE IT RESOLVED THAT** Supervising Librarians Adrienne Gardner and Kristin Momberg, and Secretarial Assistant Kathleen Connors be granted permission to sign all vouchers for approval on behalf of, or in the absence of, Library Director, Mark Titus.

**BE IT FURTHER RESOLVED THAT** Supervising Librarians Adrienne Gardner and Kristin Momberg, and Secretarial Assistant Kathleen Connors be further granted permission to approve and sign library payroll in the absence of Library Director, Mark Titus.

HUNTERDON COUNTY LIBRARY COMMISSION  
Adopted April 16, 2010

**BE IT RESOLVED THAT** Supervising Librarian Jennifer Winberry be granted permission to sign all vouchers for approval on behalf of, or in the absence of, Library Director Mark Titus.

**BE IT FURTHER RESOLVED THAT** Supervising Librarian Jennifer Winberry be further granted permission to approve and sign library payroll in the absence of Library Director Mark Titus.

HUNTERDON COUNTY LIBRARY COMMISSION  
Adopted July 20, 2012

## REGISTRATION

### Eligibility

- Residents living within the Hunterdon County Library service area are eligible for free Hunterdon County Library cards.
- Non-residents who own property or a business in the service area are eligible for free Hunterdon County Library cards.
- Non-residents who teach at a school in the service area and non-resident County of Hunterdon employees are eligible for free library cards.
- Non-County residents and residents of Milford Borough and Lambertville City may pay an annual fee to receive a Hunterdon County Library card.

In order to register as a library borrower, applicants must offer proof of identification and residence within the library's service area (driver's license, voter registration, tax bill, N.J. state I.D. card, etc.)

Library cards will be issued without charge to eligible borrowers upon completion of registration forms.

Children may register for library cards. Parental signature is required on registration forms for children under the age of seventeen.

The registration form shall read:

“As a registered borrower of the Hunterdon County Library, I agree to comply with the rules of the library and assume full responsibility for all materials borrowed in my name. I shall make every effort to return materials on time, pay overdue fines when materials are returned late, and pay replacement cost for materials not returned.”

By applying for a Hunterdon Library card, the applicant agrees to comply with the rules and responsibilities as outlined in the above statement.

Revised 9/07; 8/10

## RESERVES

Borrowers may reserve books and other library materials that are not immediately available. Reserves for popular items will be filled in order of receipt. Borrowers will be notified when reserved materials become available. Reserved material will be held for one week only.

Patrons may have a total of one hundred (100) requests at any one time. Ten (10) requests are permitted at any one time on DVDs.

4/13/76; Revised 7/18

## BORROWING PROCEDURES FOR SCHOOLS

Students should be encouraged to personally utilize school and public library resources in order to develop library research skills. Ordering books on their behalf, as deposit collections for the classroom, will not further the students ability to effectively utilize all a library has to offer.

1. It is expected that each school will endeavor to build its own collections in areas where there is perennially a great demand. Bulk loans of books on countries and states are routinely requested by a number of schools each year. Since this is obviously a yearly assignment the school is expected to anticipate this and to purchase the materials needed to support their own curriculum.
2. Requests must be limited to general subject areas that do not require extensive research. Examples of permissible requests include books on Civil War, photography, Africa, etc.
3. The number of books supplied will be determined by the amount we have available and the projected demands for the subjects. We will not deplete a collection to fill one school's request. For example, we would not loan 30 books on the Olympics during an Olympic year.
4. Holiday books (Halloween, Thanksgiving, Christmas, etc.) are not available for school loans.
5. All requests must be submitted through the school librarian, or if none, by the school principal, either in writing or by telefacsimile, **DIRECT REQUESTS WILL NOT BE ACCEPTED FROM TEACHERS.**
6. A maximum of 4 subject requests may be submitted per week, **PER SCHOOL.**
7. A maximum of 30 individual book requests for specific titles may be submitted per week per school.
8. A maximum of 3 periodical requests may be submitted per week.
9. There is a limit of 150 items that may be charged to a school at any one time.

10. All requests should be submitted at least one week prior to date needed.
11. Books from other Hunterdon County libraries are not available for loan to schools.
12. Only items owned by headquarters (HC) library are available for school loan.
13. No books with the collection codes of New adult fiction, New adult non-fiction, New biography, or any Bestseller may be loaned to schools.
14. Items are loaned for a six week period.
15. All requests and check-outs must be made through Extension Services.
16. School loan services are made available for curriculum support purposes only. Both students and teachers who want recreation reading materials should be guided to use their public library.
17. During a visit to the county library the school's borrowing privilege is extended only to the school librarian, to a teacher with written permission from the school librarian or, in the absence of a school librarian, from the top school administrator. All materials charges out to the school will be delivered by the county library courier. This service must be arranged through Extension Services at the main library.
18. Once weekly delivery service to schools will be provided as needed.
19. The school is responsible for lost and damaged items and will be billed prior to the end of each school year. All charges must be paid before the start of the new school year or service will be suspended.

## SCHOOL/GROUP VISIT POLICY

The Hunterdon County Library invites groups from schools or organizations in the library's service area to visit the library during the school year. The purpose of the visit can be for general orientation and/or for research assistance on specific topics. In order to accommodate the number of groups who wish to visit, and also maintain an adequate level of service to regular library patrons, we ask that the below stated guidelines be followed:

1. Any group, whether large or small, wishing to visit the library will be referred to as a class and its members as students.
2. All classes wishing to visit the library must schedule a visit whether or not instruction by a librarian is requested. The teacher, school librarian or group leader should contact the children's department librarian (908-788-1432) as far in advance as possible. Visits will be scheduled on a first come, first served basis.
3. There is a limit on one instructional tour per class per school year.
4. Duration of visits is not to exceed three hours.
5. We normally accept only one class at a time, with a maximum of 25 students. At least one teacher and one other adult must accompany the class. The adults are expected to remain with, and supervise, the class at all times. (Larger groups will be accommodated only if adequate staff are available and there are no other library conflicts).
6. To schedule a visit we need to know: the date, time and length of the requested visit, the number of students, the number of accompanying adults, and the purpose of the visit. If the visit will involve research, please identify the general topic(s) involved.
7. In order to allow checking out of library materials, each student should have a library card prior to their visit. Applications will be provided in advance. Students needing a library card should be given an application to fill out and return to the teacher/librarian/leader. Applications must be returned to the library at least one week prior to the visit. A reminder of this requirement is included in the confirmation letter for your visit.

Please remind students who already possess a Hunterdon County Library borrower's card to bring it with them on the day of the visit. Application for a replacement card should be made one week prior to the visit as well.

Individuals not eligible for a free card (residents of Lambertville, Milford, outside Hunterdon County) must pay a non-resident fee to obtain a library card.

Library materials will not be checked out unless the student has a library card.

8. During a visit to the county library the school's borrowing privilege is extended only to the school librarian, to a teacher with written permission from the school librarian or, in the absence of a school librarian, from the top school administrator. All materials charged out to the school will be delivered by the county library courier. This service must be arranged through extension services at the main library. It is not to be used in lieu of a student obtaining a borrower's card.

10/91; Revised 8/10

## SCHOOL/PUBLIC LIBRARIES

Recognizing that the missions of school and public libraries are essentially different and that research has shown that combined school/public libraries do not always adequately meet the needs of the public library segment of the population, the Hunterdon County Library will not consider entering into any such combination except under special circumstances.

- a. The proposed combination must be in an area of the county which is currently unserved or under served by the County Library, its branches, bookmobile, or affiliated libraries.
- b. Improving library services is the over-riding concern in planning the combined library.
- c. A feasibility study has been conducted indicating that a joint school/public library is the best method of meeting the library needs of the public in that area.
- d. Community members in all areas to be served by the proposed facility are involved in and are supportive of the decision to have a combined school/public library program.
- e. Mission statements for both the public library and school library programs are clearly understood and supported by all parties. Further, there is an understanding of how these missions coincide and differ and how they will be carried out.
- f. The two boards which are to govern different parts of the combined program will specifically define their responsibilities in a formal agreement drawn up during the planning phase.
- g. All parties agree on general procedures for operating the combined library, including such elements as hours of operation, responsibility for expenses, access to resources and activities, user rights and responsibilities, and authority for daily decision making.
- h. Collection development policies consistent with the mission statements of both parties have been developed to guide selection of material for both the public and school library clientele.

- i. The public library will be a member of the Hunterdon County Library system and actively participate in its programs of service including borrowing privileges and interlibrary loan.
- j. The library will be open to the public and will provide service to the public during morning, afternoon, evening and Saturday hours.
- k. The issue of access to material for all age groups and maturity levels has been discussed in detail and thoroughly understood by all parties, and a process for allowing access to resources for users had been decided and is supported by all parties.
- l. The building is easily accessible to the public. There is an entrance directly into the library from the outside at ground level.
- m. The building design permits adjacent parking for public library patrons. The parking area is well-lighted.
- n. The mixing of preschoolers, children, teenagers, and young and older adults is not seen as threatening or uncomfortable by any of the potential users or the responsible agencies.
- o. The combined facility must provide the best opportunity to obtain public library service where it did not previously exist, a means for strengthening available material resources, and an adequately planned program of services to meet the needs of the public library patrons.

## REFERENCES

Cassell, Marianne K. Combined School-Public (Community) Libraries: A Brief Overview. Montpelier, Vt.: Vermont State Department of Libraries, 1985.

Fairfax (Va.) School-housed Public Library Committee Report. Richmond, Va.: Fairfax County Public Library, 1973.

Madsen, Anne J. and Sue D. Williams. "Sharing Facilities and Funding: Should Communities Combine Their School and Public Libraries?" *Virginia Librarian* (July-September 1994): 16 - 20.

Olson, Renee. "2 in 1: Designing a Combined Library That Works for Everybody." *School Library Journal* (Feb. 1996): 24 - 27.

Wisconsin Department of Public Instruction. Division for Library Services. Combined School and Public Libraries: Guidelines for Decision Making. Madison, WI: Wisconsin Department of Public Instruction, 1994.

## TUITION REIMBURSEMENT FOR PROFESSIONAL COURSES

Staff members are encouraged to take professional courses in Library Services, for which the Hunterdon County Library Commission will reimburse tuition according to the following policy:

1. Staff members who plan to take professional courses and receive tuition reimbursement must present such requests in writing to the Library Director by October 1 of each year for the following calendar year, such information being needed for budget preparation. The Library Commission will reimburse tuition only for courses so requested and approved. Budgetary demands may limit the number of courses that can be approved for tuition reimbursement in any given calendar year.
2. Tuition will be reimburses for courses so approved upon successful completion of course and receipt of a passing grade.

1/20/71

## UNATTENDED CHILDREN IN THE LIBRARY

### Introduction

The Hunterdon County Library encourages children of all ages to visit the library and hopes they will find it a warm, inviting place to be. Programs and resources are offered to make the library enticing to children, to help children enjoy their visits, and to develop a love of books, reading, and libraries.

The well-being and safety of young children left alone is a serious concern. Children on their own are vulnerable and may become frightened or anxious. If unattended for an extended period of time when no library program is being offered, they can become bored, restless, and disruptive. It is not the library's intention to seek out unattended children but rather to have a reasoned response prepared if problems present themselves. For that reason, the following policy has been established.

### Policy

All patrons, regardless of age, sex, racial, or ethnic origin, religion, or economic status are entitled to courteous and efficient service, access to materials, and pleasant surroundings free from harassment, discomfort, and stress.

Library staff, however, cannot assume responsibility for the care or supervision of children using the library's facilities. Parents or caregivers are responsible for the care and behavior of their children in the library. Understanding that children mature at different rates, the following guidelines have been established to ensure that children are safe and cared for while in the library:

- Children under 9 – A parent or responsible caregiver (age 13 or over) must remain with the child at all times.
- Children 9-12 – These children are welcome to use the library independently as long as a parent or responsible caregiver remains in the library at all times. Parents are responsible for their behavior and will be contacted if problems arise.
- Children 13 and over – These children are old enough to use the library responsibly. If problems arise, they may be asked to leave or parents may be contacted. (See attached Conduct in the Library Policy.)

If problems arise while children are using the library or if they are left alone, the library staff will attempt to reach the parents. If the parents cannot be contacted, the police will be called.

## Procedures

### Introduction

Leaving children alone in the library can sometimes create problems for the child and the staff. The library is concerned about the safety of children when they are in the library. We cannot monitor every child who comes into the library; rather, we want to avert problems before they arise and to have a reasoned response prepared if they do.

Not every contingency, however, can be covered in a procedures document. For example, “extended period of time” has not been defined. For one young person thirty minutes might be too long, for another several hours might be appropriate. The child’s maturity, ability to remain occupied, and personal sense of comfort will influence how long is too long; the resultant behavior will be an indicator. Very young children, on the other hand, must have a responsible person with them at all times. In this case staff will intervene before a problem arises in order to avert potential crisis.

The policy is our tool to tell parents that they are responsible, that they must monitor their children, and that they must be aware of what is appropriate for their child; it serves as a method of notifying parents of their responsibility and as a guide for staff. Staff, however, will need to use common sense and sound judgment in following these procedures, dealing with unforeseen circumstances, and ensuring the safety of our young patrons.

### Definitions

An unattended child is any young person, under the age of 9, using the public library resources and facilities unaccompanied by a parent or responsible caregiver (age 13 or over).

A vulnerable child is a child under the age of 18 whose safety or well-being would be endangered if he/she were sent out of the building. Examples of vulnerability might include the child being too young to be on his/her own, the child being sent out into an unsafe environment, or being left alone in the dark outside the building after library hours.

### Unattended Children

1. An unattended child who is frightened or crying should be reassured by the staff.
2. The staff person should try to identify and contact the parent or attending adult.
3. A staff member should stay with the child until the parent/ caregiver is located.

### During Library Hours

1. If the parent/caregiver is in the building, a staff member should try to locate him/her by paging on the public address system using the parent's or child's name (or if unknown, the child's physical description). Upon locating the parent or attending adult, reunite the child with the adult and explain the library policy on unattended children.
2. If the child is alone in the building, with the child's help, obtain the parent's name and telephone number (or use other sources such as the telephone book or library database). Call the parent and inform him/her of the library's policy and request that the parent pick up the child. If the parent cannot be reached by phone or if the parent does not respond within a reasonable period of time, staff will call the police and ask that they assume responsibility for the child.
3. During programs for children under 13, a parent/caregiver must remain in the building and meet the child when the program is over.
4. Children exhibiting inappropriate behavior will be informed of the Rules of the Library. If inappropriate behavior continues, staff can either ask the child to leave or contact the parent/caregiver to request that the child leave. If the parent cannot be reached by phone or if the parent does not respond within a reasonable period of time, staff will call the police and ask that they assume responsibility for the child.
5. All unattended children should know or have emergency contact information.

### After Library Hours

1. During closing announcements, if staff notices a vulnerable child, they should ask that child if he/she will be picked by closing. If the child seems unsure, Call the parent/caregiver to ascertain that the child will be picked up.
2. If the child is alone at the library at closing time and appears to be vulnerable, the library staff will immediately attempt to call the parents. If staff cannot contact a parent within 15 minutes, the person in charge will call the police.
3. Two staff members remain with the child inside at the front entrance until the parent/caregiver or police arrives.
4. When the parent arrives, the library's policy will be explained and given to the parent/caregiver in written form. On-going problems will be referred to the police or other appropriate agencies.
5. Under no circumstances will library staff transport or take the child away from the library building.
6. If the parent/caregiver has been contacted and is en route, two staff members will remain with the child. If the parent/caregiver does not arrive within 30 minutes, staff may notify the police. Both staff members will stay until they arrive.
7. Staff members are to make a written report of the incident.

### Grievance Policy

Parents/caregivers who have grievances with the library must inform the Library Director.

5/18/07; revised 6/10