

**ARDSLEY PUBLIC
LIBRARY
POLICY MANUAL**

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ARDSLEY LIBRARY

MATERIALS SELECTION POLICY

I. GENERAL LIBRARY OBJECTIVES

The Ardsley Public Library is a community center that provides free services to all children and adults in the community we are chartered to serve. Our goal is to provide materials for residents that meet their educational, informational and recreational needs through the purchase and organization of appropriate books, periodicals, and non-print materials.

The Ardsley Public Library will not purchase highly specialized and/or technical materials that can be obtained through inter-library loan from the 37 other libraries of the Westchester Library System, as well as the further resources of the New York State Library, many nearby college libraries, and even the Library of Congress.

Selection of materials is under the professional supervision of the Library Director, and is performed by members of the professional staff, who operate within the framework of the policies, goals, and objectives determined by the Library Board of Trustees.

II. CRITERIA FOR SELECTION

Among the general criteria for the selection of materials are:

1. Relevance to community needs and interests
2. Timeliness or permanence
3. Relationship to the existing collection
4. Reputation and authority of the author
5. Comprehensiveness and depth of the subject
6. Critical reviews
7. Inclusion in standard bibliographies

III. FICTION CRITERIA

1. Most best-sellers are purchased automatically
2. Works of standard popular authors are considered on individual merit

3. Some specific criteria in selecting fiction are:
 - a. Critical reviews
 - b. Vitality and originality
 - c. Effective characterization
 - d. Authenticity of historical or social setting

The selection of audio-visual materials, which includes audio books and DVDs, will follow the criteria for the selection of books.

IV. POLICIES FOR CHILDREN AND YOUNG ADULTS

The Ardsley Public Library will purchase books and other materials for children and young adults that are suitable for these age groups. The collections will be clearly labeled. Fiction will be separated from the adult collection.

Selection procedures for adult, young adult and juvenile materials will rely on published reviews and the considered and professional judgment of the staff. Responsibility for the reading of children rests with their parents and legal guardians. Selection of materials for the adult collection is not restricted by the possibility that children may obtain materials their parents may consider inappropriate.

V. DONATIONS OF LIBRARY MATERIALS

The library may accept donations and/or materials that are not in conflict with the Materials Selection Policy.

Decisions in this regard will be made by the Library Director. The Director will consult with the Library Board of Trustees when there is any question of the appropriateness of the gift.

It is understood that the library is free to keep or dispose of gifts. Each gift will be acknowledged in writing by the Director.

In the case of memorial gifts, the Director will assist the donor in selecting

VI. SPECIFIC CRITERIA

The Ardsley Public Library acknowledges a particular interest in local and state history, and in the works of local authors. The library will apply the same standards of selection of the works of local authors as it does to other library materials.

The library endorses the Library Bill of Rights and the Freedom to Read Statement, adopted by the Council of the American Library Association.

ARDSLEY PUBLIC LIBRARY INTERNET POLICY

The Ardsley Public Library follows the Internet Policy of the Westchester Library System, which is available on the WLS Home Page.

The Ardsley Public Library provides access to the Internet via a wireless network (Wi-Fi) for patrons to use with their own mobile devices. The user agreement will clearly state all policies when patrons access Wi-Fi. Patrons must agree to the policies to use Wi-Fi.

In addition, by using one of the public Internet workstations at the Ardsley Public Library, you agree:

- *To use the computer for educational, informational, or recreational purposes only, and not for unauthorized, illegal purposes.
- *That the Ardsley Public Library cannot monitor individual usage or guarantee accuracy of material viewed over the Internet.
- *That the library staff may discontinue computer usage for any reason.
- *That failure to use the Internet workstations in accordance with library policies and procedures may result in revocation of Internet use privileges, library privileges, and/or criminal prosecution.

**PUBLIC ACCESS TO LIBRARY COMPUTERS AND ALL OTHER
LIBRARY MATERIALS**

Limitation of loan and on-site use of all library materials (books, DVDs, CDs or computers) is determined at the discretion of the Director on behalf of the library.

Except as noted above, patron use of library computers is limited to 30 minutes when other patrons are waiting for access.

EMPLOYMENT POLICY

The Ardsley Public Library follows the employment policy and whistleblower policy of the Village of Ardsley. Refer to the Village of Ardsley policy manual.

The Director is responsible for recruiting new library personnel. The Director will notify the Library Board of Trustees of all hires.

ARDSLEY PUBLIC LIBRARY

COMMUNITY ROOM POLICY

The Ardsley Public Library is to be used primarily for programs sponsored or co-sponsored by the Library or the Friends of the Library. When not needed for library programs, the community room may be used by groups sanctioned and approved by the Library's Board of Trustees. The use will be based on a first-come, first-served basis for public meetings of a civic, educational, or cultural nature. It may not be used for regularly scheduled meetings of civic, private or social groups.

CONDITIONS OF USE:

1. Granting permission to use the community room is not an endorsement of a group's policies.
2. The Ardsley Public Library assumes no responsibility whatsoever for any property placed in the library in connection with a program. The applicant organization agrees that the library is expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained during or by reason of a program held on the library's premises.
3. The sponsor of any group meeting in the library shall be liable for any damage to or loss of library property.
4. The application for use of the community room must be submitted thirty days before the requested meeting date. The Library Board of Trustees reserves the right to review all applications for use of the library and will provide interpretation of this policy and its enforcement.
5. The fee for the use of the community room by Ardsley Public Library card holders is \$50.00. The fee for non-resident applicants is \$100. Fees are payable at the time of approval of the application and are non-refundable except in the case of the library not being accessible. The room must be left in a neat and orderly condition, and the group is responsible for set-up and breakdown of tables and chairs. A custodial fee will be added if this condition is not met, and the Library Board of Trustees reserves the right to deny future use of the room to a group disregarding these provisions.
6. Library-related activities always have priority.

7. Room use is limited to a maximum of three hours, including set-up and clean-up. The event will take place during library hours unless approved by the Library Board of Trustees.
8. Limited use of the kitchen facilities is allowed, but the stove and oven may not be used.
9. Alcohol is not to be brought to or consumed on library property.
10. For reasons of fire safety, no group of more than fifty seated or one hundred standing shall use the community room. Capacity has been dictated by the Life Safety Code Handbook of the Ardsley Fire Department.
11. Groups using the library may not charge an admission fee, and no contributions or endorsements may be solicited.
12. Copies of these guidelines are available for distribution.

LIBRARY BUILDING AND PROPERTY

No object may be affixed to any part of the library building, premises, or property without the approval of the Library Director.

ARDSLEY PUBLIC LIBRARY CODE OF CONDUCT

The Ardsley Public Library is a public institution governed by the laws of the State of New York which prohibit disorderly conduct in public places. The Library Board of Trustees has adopted a Code of Conduct to govern patrons' use and enjoyment of the library. The full text is available at the Circulation Desk or from the Director.

It is expected that all patrons and staff be considerate of others in the library and confine their use of the facilities to legitimate library purposes.

UNDER THE CODE OF CONDUCT THE FOLLOWING ARE PROHIBITED:

- ABUSIVE OR PROFANE LANGUAGE
- DEFACEMENT OF BOOKS OR OTHER PROPERTY
- DISRUPTIVE BEHAVIOR
- DOGS, CATS, OR OTHER ANIMALS IN THE LIBRARY, WITH THE EXCEPTION OF SERVICE ANIMALS
- FOOD OR BEVERAGES
- INAPPROPRIATE USE OF FURNISHINGS
- LOUD CONVERSATION OR NOISE, INCLUDING USE OF RADIOS AND CELL PHONES
- RUNNING
- SOLICITING
- SKATEBOARDS, ROLLER SKATES, ROLLER BLADES OR SCOOTERS
- SMOKING, ALCOHOLIC BEVERAGES, USE OF DRUGS
- UNATTENDED CHILDREN
- TRESPASSING ON LIBRARY GROUNDS

The Board of Trustees of the Ardsley Public Library, in order for the library to operate and be administered in the best interests of the citizens it serves, publishes and posts these regulations applicable to all patrons of the library.

- I. No person shall destroy, injure, or deface books or any other property and/or materials belong to the library or remove any furniture, fixtures, equipment, decorations, or accessories from its proper place.
- II. No person may abuse or threaten other patrons or members of the staff.

- III. No person while on the premises of the library shall conduct himself in a violent, riotous, or disorderly manner, or use abusive, obscene, or profane language or engage in lewd conduct or disturb any public meeting or assembly or be found under the influence of alcohol or drugs in such a condition as to threaten the safety and rights of others. The library premises include not only the building, but also the land area surrounding it, such as the park, garden area, driveway, bridge, and parking lot.
- IV. No person shall smoke in the public areas of the library building or consume food or drink in the public areas of the library building.
- V. No person while on the premises of the library shall engage in loud or disruptive conversation or conduct or harassment or unruly behavior which inhibits the use of the library by others, nor shall any person refuse to obey the reasonable requests of a staff member to desist in any such behavior. No person may play music without using earphones. If sound is still heard, despite the use of earphones, the patron must turn off the radio.
- VI. No person while in the library building shall attempt to obtain signatures to a petition or conduct surveys or distribute printed material without the express permission of the Director or his/her designee. No posters or flyers may be posted without the permission of the Director or his/her designee. Solicitations for charitable, religious, or other purposes, selling of tickets, magazines, or merchandise of any kind are prohibited on library premises, except for fund-raising activities conducted by the library or by the Friends of the Library.
- VII. No person shall bring animals into the building, except for service animals, dogs used by law enforcement agencies, or any animals used in library programs.
- VIII. No person shall leave children under the age of 12 unattended for any extended periods of time on library premises. The library is not a baby-sitting service. Parents or caregivers are expected to look after their children while visiting the library with them.
- IX. Roller skates, skateboards, roller blades and scooters are not permitted in the library or on library premises.

Librarians on duty are authorized to ask persons who violate these rules to leave the library and library grounds immediately. Repeated violations of these rules may result in such violators being denied access to the library. Any person who is denied access to the library for a period in excess of one week may appeal, in writing, to the Board of Trustees, Ardsley Public Library, 9 American Legion Drive, Ardsley, NY 10502.

**LIBRARY HOURS OF OPERATION, HOLIDAY CLOSINGS,
EMERGENCY CLOSINGS**

The Library will be open to the public during the following hours:

Mon. - 10:00 AM – 5:30 PM
Tues. - 10:00 AM – 5:30 PM
Wed. - 10:00 AM – 5:30 PM
Thurs. - 1:00 PM – 8:00 PM
Fri. - 10:00 AM – 5:30 PM
Sat. - 10:00 AM – 5:30 PM
Sun. Closed

These hours apply throughout the calendar year, with the exception that during the months of July and August Saturday hours will be 10:00 AM to 1:00 PM.

The Library will observe all holiday closings as defined by Village of Ardsley Policy.

Any unscheduled Library closing, with the exception of those due to inclement weather or other emergency, must be approved by a Board majority at the regular Board meeting prior to the closing.

In the event of inclement weather or other emergency, the decision to (1) not open the Library (2) close before regular closing time or (3) open later than regular opening time will be made by the Director and Library Board of Trustees in conjunction with the advice of the appropriate Village officials.

The Director will notify the appropriate media outlets prior to all emergency and other unscheduled closings and post notification at the library and on the library website.

CIRCULATION POLICIES

Fines are posted at the library.

Patrons will be able to renew all items once unless an item is on reserve within the system.

All Village of Ardsley and Village of Elmsford residents are eligible to receive an Ardsley Public Library card. There is no cost for a card. Valid proof of residency is required.

There is no charge to borrow library materials.

A valid library card is required for all checkouts.

Lost items:

After every effort has been made to locate a lost library item, the patron to whom the missing item is checked out will be required to pay the library the replacement cost of that item. The replacement cost is determined by the Director. The Director may allow the patron to purchase the item independently as a replacement.

MEDIA AND PUBLIC RELATIONS

The Director and/or Children's Librarian are the only staff members authorized to speak with members of the media with regard to library programs and events. They are encouraged to do so in order to maintain good relations with all media representatives and to give the widest possible exposure for library functions and services.

All media inquiries of a non-routine nature regarding interpretation of policy or extraordinary events of a legal, police, or emergency nature should be referred to the Village Manager.

EXPENSE REIMBURSEMENT

The Ardsley Public Library follows the expense reimbursement policy of the Village of Ardsley. Refer to the Village of Ardsley policy manual.

ARDSLEY PUBLIC LIBRARY
GUIDELINES FOR EMERGENCY PROCEDURES

In the event that an emergency (fire, health, accident, bomb threat) occurs in the library or on surrounding library property during library hours, the Director, or in his/her absence a staff member, must call 911.

This requirement will also apply to a situation when the library is officially closed but a library-sponsored or other program is taking place on the premises.

The Ardsley Public Library follows the emergency policies of the Village of Ardsley. Refer to the Village of Ardsley policy manual.

**NOTHING IN THIS POLICY STATEMENT SHALL CONFLICT WITH
THE ARDSLEY PUBLIC LIBRARY'S RESPONSIBILITY TO ABIDE BY
ALL FEDERAL, STATE AND LOCAL LAWS.**

**ADOPTED BY THE ARDSLEY PUBLIC LIBRARY
BOARD OF TRUSTEES
REVISED 2021**