

# KENENDY FREE LIBRARY POLICY MANUAL

## I. Mission

The mission of the Kennedy Free Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.

## II. Who May Use the Library

---

A. The library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition, age; or sexual orientation.

B. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

C. The Kennedy Free Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under age six must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

## III. Materials Selection/Collection Development Policy

---

### *A. Responsibility for Selection*

The ultimate responsibility for selection of library materials rests with the library director. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

### *B. Criteria for Selection*

1. The main points considered in the selection of materials are:
  - o a. individual merit of each item
  - o b. popular appeal/demand
  - o c. suitability of material for the clientele
  - o d. existing library holdings
  - o e. budget
2. Reviews are a major source of information about new materials. The primary source(s) of reviews are book publishers' catalogs. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Therefore, consideration is given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

### ***C. Interlibrary Loan***

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Kennedy Free Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

### ***D. Gifts and Donations***

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Kennedy Public Library encourages and appreciates gifts and donations.

### ***E. Weeding***

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

### ***G. Potential Problems or Challenges***

The Kennedy Free Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for what children read rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. The library will provide books and other materials for young adults and children which are suitable for these age groups. Whenever possible, these collections will be clearly labeled. They will be separated from the adult collections.

## **IV. Circulation Policy**

---

### ***A. Registration***

All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card.

Applicants under 13 years of age must have a parent or guardian give their consent on the application form before a new card can be issued.

### ***B. Lost or forgotten cards***

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items.

### ***C. Loan periods***

1. 3 weeks for books, 2 weeks for books marked "New"
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out with director's permission.
3. Periodicals may be checked out for one week.
4. One week checkout for DVDs.

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects.

There is no limit on the number of items a patron can borrow at one time, but Librarian may exercise the right to limit the number of books and videos taken by a patron who has a consistent number of overdue items in the past.

### ***D. Reserves***

Reserves may be placed by patrons either in person, over the phone or online. Patrons will be notified by telephone when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

### ***E. Fines and charges***

Fines will be charged for any borrowed items that are overdue.  
Charges will be calculated according to the Chautauqua-Cattaraugus Library System policy.

### ***F. Damaged materials***

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost or replace the same exact item.

## **V. Computer and Internet Use Policy**

---

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service.

### ***Warnings:***

The Internet is a decentralized, unmoderated global network; the Kennedy Free Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

**Guidelines:**

- Computer use is offered in 1 hour sessions on a first-come, first-served basis; each user is allowed one session. Additional time may be allowed, dependent on whether others are waiting and/or at the discretion of the Library's staff person. Once having had the service for 1 hour the user must abandon use of the computer if another patron requests use of the service
- There is no charge for use of the computer
- Library staff is available for general assistance in using the computer. However, staff is not expected to train patrons in the use of application programs
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters

## **VI. Meeting Room Policy**

---

Kennedy Free Library's Meeting Room is available for use by adult groups at any time. Children's groups may use the meeting room if accompanied by a supervising adult.

The availability of the meeting room is on first come, first served basics. Reservation may be made by calling the library at 267-4265. The name and phone number of a contact person is required at the time of request for use of room.

It is understood that library programming will have first priority in room use.

There will be no charge for use of the meeting room.

No admission may be charged by the group.

Refreshments may be served and shall be provided by the group. No smoking is allowed.

The people using the room shall leave it in neat, clean, orderly condition; cleanup is the responsibility of the users.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

## **VII. Equipment Use Policy**

---

A printer is available. Printer paper will cost \$ .10 per sheet and must be paid for at the conclusion of the session.

A photocopy machine is available to patrons who wish to copy materials at the rate of \$.10 per page.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

Fax services are available. Cost \$0.10 per page.

## **CONFIDENTIALITY LAW**

Kennedy Free Library supports and complies with New York State Law (New York State Civil Practice Law & Rules 4508, Chapter 112, Laws of 1988) with respect to the confidentiality of library records. All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations, but will not be disclosed to others except upon the request or consent of the library user, or pursuant to subpoena, court order, or otherwise required by law.

## **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.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

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