

# Internet & Public Access to Computers

MPL provides computers and access to the Internet to expand the information resources available to our community. Although the Internet can be used for a variety of purposes, the library will focus access and usage towards those functions that are consistent with its mission. Generally, the Library does not monitor the Internet or have control over the information accessed through this environment. While patrons are free to access whatever Internet sites they wish, the viewing of material that is in violation of the Children's Internet Protection Act (CIPA) or the Town of Macedon's Adult Entertainment Policy (See L.L. No. 2-1991 Town of Macedon Policy: Chapter 34- Adult Entertainment: <https://ecode360.com/16090538#16090538> ) will not be permitted. There may be situations where a MPL Staff member will request a patron to leave a particular Web Site, remove text/images from a computer screen or to log-off the computer and exit the Library if it is in violation of either policy.

Patrons should be aware that not all sites on the Internet provide accurate, true, complete or current information. Further, some internet sites may carry information that a patron could find false, controversial or inappropriate.

## Computer/Internet Access:

- The use of MPL public access computers is on a first-come, first-served basis.

# Internet & Public Access to Computers (continued)

- MPL may establish computer usage priorities and/or overall computer usage time limits if necessary due to high demand in order to accommodate patrons with research, school, or business needs before those with entertainment and/or recreational interests.
- A maximum usage time will be enforced if there is a queue of patrons waiting for computer access or for other usage conditions.
- Patrons will make the computer available within 5 minutes of being advised that their time limit has expired.
- Consent to use the Internet is given upon parental/guardian consent for a minor's library card. Unless the parent/guardian informs the library the minor is not allowed to use the Internet, the child will be allowed access.

## Computer/Internet Hardware/Software

- Patrons are not allowed to add, delete, or modify the installed computer hardware and /or software.
- Patrons may not install any software or save any files on the computer. The Library reserves the right to remove any unauthorized files and restore the computer to its original configuration.
- Patrons who knowingly abuse, misuse, or engage in any use of the computer equipment not authorized by the library will be prohibited from using this service and will be subject to loss of library privileges and possible criminal prosecution.

# Internet & Public Access to Computers (continued)

## Computer/Internet Services & Conditions

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- The MPL staff is trained to provide limited computer/internet support. They will assist patrons as their time allows. Formal group computer instruction and information on the Internet will be provided at intervals to be determined by the interest level of patrons.
- Printing services are available at the rates posted\*.
- MPL is not responsible for any damage or loss of data resulting from the use of our computers.
- MPL does not condone nor tolerate using library resources to break any law. Computer resources may only be used for legal purposes.
- It is unacceptable to use MPL resources to interfere or disrupt other users, services or equipment. Use of the Internet is intended for private, non-commercial activities, and does not permit unauthorized sales and marketing of products and services.
- Misuse of the computers or Internet access will result in suspension of the patron's library privileges.

# Confidentiality of Patron Borrowing Records

Gould's Consolidated Laws of New York  
Volume 1 – Civil Practice law and Rules:

*Section 4509: “Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college, and university libraries and library systems of this state, including but not limited to records relating to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.”*

In relation to the law quoted above, the MPL's policy on Confidentiality of Patron Records is as follows:

Any information in a patron's record, either personal or pertaining to the materials borrowed, is confidential and may not be given to anyone who is not a staff member, except in the following cases:

- A patron may be given information about his or her own record upon presentation of appropriate I.D. (or Library card).
- A parent or guardian may be given information about the borrowing record of his or her child upon presentation of appropriate identification only if the child has a bill on the

# Confidentiality of Patron Borrowing Records (continued)

account for an item assumed lost. Identification may include the child's library card, printed overdue notice, or personal identification that confirms that the adult is the guardian listed in the child's patron record.

- Parents and guardians are legally responsible for the borrowings of minor children under the age of 16 and may inquire about materials that have generated a bill.
- Those materials on a minor's account that are borrowed and in good standing shall not be revealed to the parent or guardian as it would be a violation of the child's right to privacy.

No provision herein shall be deemed to be contrary to the provisions of the Education Law of the State of New York, the Civil Service Law, or any other laws affecting libraries.

The MPL shall abide by existing civil service employment requirements and requirements established by the New York State Education Department.

# Purchase of Materials for Personal Use

Personal books or other material purchases through the use of library vendors and accounts is not allowed. As a nonprofit entity, the library is given the privilege of tax-exempt status and that status is not legally transferable to any employee or volunteer associated with the library.

The purchase of book sale items is permitted. Employees must ask a fellow staff member to ring up the sale at the circulation desk. Volunteers also must be tended to by a staff member.

*In order to preserve honesty and avoid any possible misconception, no person is permitted to purchase and pay for any book or material within the book sale without the assistance of a staff member.*

# Disruptive Behavior

One goal of the MPL facility is to provide a safe, comfortable environment that is conducive to the use of the library tools and materials, either by individuals or small groups. Patrons are expected to observe all MPL rules, the rights of other patrons and MPL staff members while using the library for its intended purposes.

The following items are examples of behavior that is not allowed in the library:

- Any behavior that endangers the safety or health of others
- Violation of any local, state, or federal law while in the library
- Vandalism or deliberate destruction of library materials
- Theft of library materials or the personal property of other patrons or staff members
- Deliberate disruption of library procedures
- Use of abusive language or personal gestures
- Loud talking or laughing that disturbs or could disturb other patrons
- Smoking, vaping, eating or drinking lidless beverages in the library
- Inappropriate dress including any style of clothing that exposes a the private areas of a person's body or boasts disruptive or lewd statements.

In most cases, patrons who are behaving inappropriately in the library will be given one warning by the designated MPL

# Disruptive Behavior (Continued)

lead staff member and requested to behave in an appropriate manner. Patrons who refuse to correct their behavior after one warning will be asked to leave.

If a patron is causing a major disturbance, he will be asked to leave the library immediately and, if the behavior is severe enough and/or repetitive the director may choose to contact the police and/or suspend library privileges.\*

In cases where a patron is creating a major disturbance, poses a clear danger to themselves or others, deliberately violates the law, or refuses to leave the library after being asked to leave by the designated MPL supervisor, the police will be called to handle the situation.

The policy on Unattended Children will be used for disruptive persons under the age of nine.

\*Loss of library privileges, conditions and limits for disruptive behavior are determined by the Director in consultation with the Board of Trustees.

\*Patrons may appeal suspended privileges by writing a letter to the current President of the Macedon Public Library Board prior to the next regularly scheduled library board meeting and attending said meeting.



# Wireless Policy

The Macedon Public Library provides wireless Internet connectivity (wifi) as a service for users with wireless-enabled laptops and other devices.

This service may not be used as a permanent Internet connection.

Staff may assist customers in explaining how to access the wifi or give them verbal troubleshooting tips when the patron reports having problems. For the protection of the patron's equipment, staff are not permitted to physically handle the patron's personal technology device.

By choosing this free, wireless service, the user agrees to abide by the library's Internet Use Policy that prohibits abusive or illegal activity and the viewing of prurient materials as outlined in the Children's Internet Protection Act (CIPA) and the Town of Macedon Decency Policy. Those in violation will be asked to stop. Failure to stop will result in the suspension of library privileges and possible legal consequences.

It is the responsibility of the user to avoid viewing inappropriate websites, to refrain from spamming and to not engage in any illegal activities or any other activity prohibited by CIPA or the Town of Macedon Policy Decency Policy.

## Wireless Policy (continued)

Use of the wireless network is at the patron's own risk. Neither the library, nor the Town of Macedon, nor any officers, agents or employees are responsible for any damage that may occur to the patron's computer or to the patron's other materials and/or work while connected to the wi-fi.

# Friends of the Macedon Public Library

The Board of Trustees recognizes the Friends of the Macedon Public Library as a vital source of funding support and advocacy for the aims and purposes of the library. As such, the Macedon Public Library Board wishes to maintain a close, cooperative and harmonious relationship with its Board of directors.

Cooperative projects for the benefit of the library are encouraged, provided no such project compromises the Library's Board of Trustees' statutory responsibility for library policy and management.

Cooperative projects should be selected by the Library Director, in consultation with the Friends Board of Directors and/or authorized representatives, for their appropriateness in meeting current need, practicality, and conformance to policies of the Board of Trustees.

The Board's policy regarding the Friends organization is not intended to limit or prohibit working relationships with other nonprofit organizations that provide assistance to the library, or with other individuals who seek to offer contributions and/ or volunteer assistance to the library.

The Board of Trustees and library employees alike are encouraged to lend active support to the work of the Friends through non-executive membership and participation in Friends activities.

# Copying & Printing

Macedon Public Library charges all library users and library staff for photocopying and printing.

- Photocopying is defined as any copy created with a photocopying machine.
- Printing is defined as any copy created with a computer printer, a microform printer, a scanner, or any other device that creates the copy of an image, words or design.

The cost to print on the various devices within the library will be posted at the circulation desk.

Fees for photocopying and printing are uniform throughout the library on all devices able to print or make copies on paper.

## EXCEPTION:

The fee for patrons printing resumes, cover letters, job applications and tax forms on paper will be waived for up to ten pages per day. Any pages printed beyond ten pages will be charged the applicable fees.

# Smoking Policy

The Macedon Public Library is committed to protecting the health, welfare, and safety of the visitors and employees and/or volunteers by eliminating the use of tobacco products in and around its facility.

The Macedon Public Library recognizes that:

- The U.S. Surgeon General has concluded that secondhand smoke is harmful to human health.
- Visible smoking contributes to the social acceptability, normalization, and perceived prevalence of tobacco use, factors which promote youth initiation and impede cessation.
- Smoking products consumed in public spaces are often discarded on the ground, posing a risk of ingestion to children and animals, and incurring costly litter cleanup.

Therefore, the Macedon Public Library prohibits smoking of all types in the building and on the grounds. This restriction includes the use of all forms of smoking devices and smokeless tobacco products: cigarettes, cigars, pipes, e-cigarettes/electronic vapor products, snuff, snus and chewing tobacco.

This policy applies to all visitors, employees and volunteers.

# Smoking Policy (Continued)

The Macedon Public Library adheres to all relevant state and local regulations, including Public Health Law §1399-o.

## LOCAL COMPLIANCE PROCEDURES:

- Signs clearly designating areas where tobacco use is prohibited will be posted.
- A copy of the tobacco-free policy will be included in the Macedon Public Library Policy Handbook that is publicly available to employees and patrons online.
- Employees shall advise their guests of the tobacco-free policy.
- Persons in violation of this policy will be asked to leave the premises.

# Digital Privacy Booth

The Macedon Public Library offers a digital privacy booth to patrons. The booth is offered to make private, digital meetings accessible to all.

The booth can offer complete privacy via the use of a computer with a camera and headset if a patron types using the keyboard to communicate via online chat. If a patron opts to speak aloud using the headset microphone, the booth is semi-private (the sound is muffled, but not completely blocked). Patrons may choose their level of privacy at their own personal discretion.

The uses of the booth may include, but are not limited to, instances such as:

- Health navigator appointments
- Telehealth appointments
- Virtual job interviews
- Social services appointments
- Therapeutic appointments
- Webinars and virtual training opportunities
- Zoom meetings to stay connected to family
- Virtual classes
- Online support group meetings such as Alcoholics Anonymous or Weight Watchers
- Legal consultations
- Tax preparation appointments

## Digital Privacy Booth (Continued)

The booth may be booked in one hour blocks of time with a limit of no more than three hours of time blocked per patron in any one day. Appointments must be booked a minimum of one day prior to the appointment by calling the library.

The library reserves the right to schedule blocks of time for special outreach services such as health navigator appointments or free tax preparation services.

All appointments must be coordinated by the patron. If a patron has further questions following the appointment, the patron will be responsible for reaching out to the person or people they engaged with virtually.

The library assumes no responsibility or liability for the quality of the appointment the patron receives as this is a meeting that is between the patron and a third party.

The library will provide the technology, equipment and internet connectivity necessary for a virtual appointment to occur, but assumes no liability for failure of the technology, equipment or internet connectivity on the date of the appointment.

The library will maintain the confidentiality of all patrons who opt to use the booth. No record of any individual appointment shall be kept on file.



# Digital Privacy Booth (Continued)

The library will count each appointment type in aggregate for the purpose of providing statistical information for state reporting only. No individual name shall be attached to any reporting of statistics.

The categories for reporting appointments are:

Health

Legal

Employment

Social services

Support

Educational

Financial

Personal

Patrons will be asked to categorize their appointment under one of these broad categories to further protect privacy. No patron will be asked to give any descriptive details associated with their appointment. Patrons may decline to categorize their visit if desired.

# Freedom to Read

The Macedon Public Library adopts the following core values from the Freedom to Read Statement:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers and librarians do not need to endorse every idea or presentation contained in the books they make available.
3. 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.
4. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality of thought and expressions.

*Based on the Freedom Statement adopted June 25, 1953; revised January 28, 1972, January 16, 1999 revised June 20, 2004 by the ALA Council and The AAP Freedom to Read Committee.*

Link to the Freedom to Read statement:

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

# Free Access to Libraries for Minors

The Macedon Public Library adopts the ideas contained within the following interpretation of the Library Bill of Rights (LBOR):

- Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the LBOR. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.
- Article V of the LBOR states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The “right to use a library” includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V.
- Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities, which fulfill the needs and interests of the library users at different stages in their personal development, are a necessary part of library resources. The needs and interests of

# Free Access to Libraries for Minors (Continued)

each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criteria such as chronological age, level of education, or legal emancipation.

- The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community and restricts access for all library users.
- Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else.
- The mission, goals, and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents – and only parents – have the right and the responsibility to restrict the access of their children – and only their children – to library resources. Parents or legal guardians who do not want their children to have access to

# Free Access to Libraries for Minors (Continued)

certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarian and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

- Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.

# Restricted Access to Library Materials

The Macedon Public Library adopts the ideas contained within the following interpretation of the Library Bill of Rights (LBOR):

Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violates the basic tenets of the LBOR.

Historically, attempts were made to limit access by relegating materials into segregated collections. These attempts are in violation of established policy. Such collections are often referred to by a variety of names, including “closed shelf,” “locked case,” “adults only,” “restricted access,” or “high demand.” Access to some materials also may require a monetary fee or financial deposit. In any situation that restricts access to certain materials, a barrier is placed between the patron and those materials. That barrier may be age related, linguistic, economic, or psychological in nature.

Because materials placed in restricted collections often deal with controversial, unusual, or “sensitive” subjects, having to ask a librarian or circulation clerk for them may be embarrassing or inhibiting for patrons desiring the materials. Needing to ask for materials may pose a language barrier or a staff service barrier. Because restricted collections often are composed of materials which some library patrons consider “objectionable”, the potential user may be predisposed to think of the materials as “objectionable” and, therefore, are reluctant to ask for them.

# Restricted Access to Library Materials (Continued)

Barriers between the materials and the patron which are psychological, or are affected by language skills, are nonetheless limitations on access to information. Even when a title is listed in the catalog with a reference to its restricted status, a barrier is placed between the patron and the publication (see also “Statement on Labeling”).

There may be, however, countervailing factors to establish policies to protect library materials – specifically, for reasons of physical preservation including protection from theft or mutilation. Any such policies must be carefully formulated and administered with extreme attention to the principles of intellectual freedom. This caution is also in keeping with ALA policies, such as “Evaluating Library Collections,” “Free Access to Libraries for Minors,” and the “Preservation Policy”.

Finally, in keeping with the “Joint Statement on Access” of the American Library Association and the Society of American Archivists, restrictions that result from donor agreements or contracts for special collection materials must be similarly circumscribed. Permanent exclusions are not acceptable. The overriding impetus must be to work for free and unfettered access to all documentary heritages.

*Adopted February 2, 1973; amended July 1, 1991, by the ALA Council.*

# Freedom to View

The Macedon Public Library adopts the values described in this Freedom to View statement also adopted by the American Library Association (ALA):

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

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

This statement was originally drafted by the Freedom to View



## Freedom to View (Continued)

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

## Freedom to View (Continued)

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# Statement on Labeling

The Macedon Public Library adopts the ideas expressed within the American Library Association's Statement on Labeling:

Labeling is the practice of describing or designating certain library materials by affixing a prejudicial label to them or segregating them by a prejudicial system. The American Library Association opposes this as a means of predisposing people's attitudes towards library materials for the following reasons:

1. Labeling is an attempt to prejudice attitudes and as such, it is a censor's tool.
2. The American Library Association opposes the establishment of criteria for judging publications as objectionable.
3. Libraries do not advocate the ideas found in their collections. The presence of books and other resources in a library does not indicate an endorsement of their contents by the library.

The American Library Association opposes efforts which aim at closing any path to knowledge. This statement does not, however, exclude the adoption of organizational schemes designed as directional aids or to facilitate access to materials.

*Based on a policy adopted July 13, 1951; amended June 25, 1971; July 1, 1981 by the ALA Council.*

# Materials Selection

This policy functions as a general guide for the selection of materials that enable the library to meet the goals enumerated in its mission statement.

## SELECTION PHILOSOPHY

Materials for the library collection are chosen to serve the informational, educational, and recreational needs of the community. The primary goal of selection is to provide the best possible collection with the financial resources available. The decision to purchase any item for the collection is usually based on demand or anticipated need. The library staff is constantly gathering information concerning the needs of library users by means of surveys, circulation statistics, interlibrary loan requests, and patron input. Follow-up studies are conducted on those items or subject areas for which demand is constant.

**Selection based on demand:** We believe that the library patron is an important part of the selection process. An individual request from a patron for a title is usually honored if the request conforms to the guidelines outlined in this policy statement.

**Selection based on need:** Some materials are chosen for the purpose of updating and developing specific subject areas. Materials added in this manner are selected from reviews, availability lists, vendors' catalogs, bibliographies, and local experts.

# Materials Selection (Continued)

The library strives to present materials representing all sides of an issue in a neutral, unbiased manner. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of that particular point of view. The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its material selection regarding race, creed, gender, sexual orientation, occupation or financial position.

*The Macedon Public Library endorses the LIBRARY BILL OF RIGHTS and the FREEDOM TO READ STATEMENT of the American Library Association, both of which are included and intended to be a part of this policy statement.*

# Responsibility for Selection

The responsibility for materials selection and the development of the library collection rests with the Library Director, who works under the authority of and the policies determined by the Board of Trustees.

Materials may be available in a variety of formats. Factors governing the choice of format include anticipated use, storage requirements, ease of access, and the format of earlier editions. When all other factors are equal, ease of access by the public should be the primary consideration.

## SELECTION GUIDELINES

Adult and young adult books are selected on a variety of criteria in addition to demand or need. As a general rule the library will only acquire works of interest to the layperson. The library does not support educational curriculums through the purchase of textbooks. However, textbooks may be added to the collection if they provide the best or only source of information on a subject or to complement an existing area with another perspective.

Price, accuracy and timeliness are other factors influencing selection. The library does not commonly purchase out-of-print or dated material for the collection. No attempt is made to purchase all the works by a certain author.

Periodicals are added to the collection on the basis of need. Prime consideration is given to those that fill a particular void in the

# Responsibility for Selection

(Continued)

library's collection and are relevant to community members' interests.

Newspapers are an important source of information. The library attempts to provide a range of newspapers.

Sound and video recordings are an intrinsic part of the library's collection. Many subjects can only be covered adequately by an audio or video recording. The library's collection also includes movies and music recordings.

Visual media are added to the library's collection in a manner consistent with patron demand and budget constraints. As technology changes the library will acquire visual media in the prevailing formats.

Children's books and other material expressly purchased for children are selected to meet the informational and recreational needs of persons below sixth grade. The criteria of patron demand and need are also considered in acquiring children's materials.

Historical materials dealing with Western New York, Wayne County, and the Macedon area are actively sought by the library. The library prefers to confine itself to the printed or spoken work in the collection and preservation of this material. The library does not usually attempt to include artifacts as part of the collection, although certain

# Deselection/Weeding

“Weeding” of the collection is an ongoing process directly related to collection development. Materials that are worn, damaged, outdated, duplicated, or no longer used may be removed from the collection. Other factors taken into consideration are frequency of use, community interest, and availability of other material on the subject.

In general, the M-U-S-T-Y\* Weeding Criteria will be applied:

- **M** = Misleading, inaccurate and/or obsolete information
- **U** = Ugly in appearance due to wear and tear, filth and changes in book cover styles. Damages unable to be repaired in an attractive manner.
- **S** = Superseded A newer, updated version is available or too many duplicates are on hand
- **T** = Trivial The writing is poor, the information is substandard, interest level has faded
- **Y** = Your collection has no use for the book. It is irrelevant to your community.

*\*Coined by the American Library Association*

The Bullis Collection is a special collection in the general trust of the Town of Macedon that is housed within the library. No weeding criteria shall apply to this special collection as it is legally prohibited as per the terms of the Town accepting the trust.



# Requests for Reconsideration

Residents of the Town of Macedon, which the Macedon Public Library is legally chartered to serve, wishing to lodge a complaint concerning material held in the library collection must use the following procedure:

1. An individual or group wishing to question the presence of an item in the collection should contact the Library Director.
2. If the patron wishes to carry the objection further, a written objection will be taken to the Board for further consideration.
3. Items the Board deems appropriate for the collection will not be removed except by court order. (A form for Reconsideration of Library Materials is included in Appendix D).
4. No item shall be removed that infringes upon the Freedom to Read Act.

# The Bullis Collection

The Bullis Collection of Rare Literature was entrusted to the Town of Macedon by Jeanette (Nettie) Bullis. The collection represents the reading interests of the Bullis family and gives a glimpse of New York State heritage for public understanding, enjoyment and study.

The Library Director works to help organize the materials in the Bullis Collection to provide easier access for patrons.

Any materials added to the Bullis Collection by the Macedon Public Library due to relevance and enrichment are not to be considered additions to the property of the Bullis Collection. These materials will remain the property of Macedon Public Library and, should the Bullis Collection ever be relocated elsewhere, the Macedon Public Library would have every right to any materials added to the collection by Macedon Public Library.

# Page Job Description

This part-time work includes shelving of library materials, shelf maintenance, and performing minor clerical tasks. Provides simple directions to patrons. May be asked to perform simple physical tasks to support library programs or procedures. The work is performed under direct supervision and requires no prior knowledge of library procedures, as employees are trained on the job. Does related work as required.

## TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Sorts, shelves, relocates and searches for library materials;
- Reads shelves for accuracy of order, re-shelving materials as needed;
- Checks library materials in and out;
- Provides simple directional information to patrons;
- Clears study tables and keeps furniture in order;
- Dusts or cleans materials;
- Assists patrons in use of A/V equipment;
- Does simple mending of library material;
- Assists in preparation of displays.

## FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to understand and carry out simple oral and written directions;
- Courtesy, good judgment, accuracy, and orderliness;
- Ability to sort material in alphabetic or numeric order;
- Ability to lift objects such as books, supplies and files.

## MINIMUM QUALIFICATIONS: None

# Clerk Job Description

The work part-time position involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on the job training is provided. Work is performed under direct supervision of experienced clerks or Librarians. May supervise pages and volunteers. Does related work as required

## TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Arranges or files materials according to library filing rules;
- Performs routine searches of and updates to computer records;
- Issues borrowers cards according to library procedures;
- Performs routine circulation, reserve and overdue functions;
- Makes and checks routine arithmetic computations;
- Operates office machinery such as photocopiers, fax machines or computers;
- Answers the telephone and takes messages;
- Calls patrons to deliver messages or information on library materials;
- Types cards, lists, labels or short entries on forms.

## FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of office terminology, procedures and equipment as applied to library clerical work;
- Working knowledge of business arithmetic;
- Working knowledge of library filing and shelving rules;

# Clerk Job Description (Continued)

- Ability to understand and follow oral and written instructions;
- Ability to operate an alphanumeric keyboard such as a typewriter, terminal, or personal computer accurately – skilled typing is not necessary;
- Tact and courtesy in dealing with other staff personnel and the public.

## MINIMUM QUALIFICATIONS:

- High school graduate or possession of a high school equivalency diploma.
- Qualified on the Civil Service Eligible List if working more than 20 hours per week.

# Library Assistant

This position is an administrative position that involves basic management of staff as well as planning, overseeing and implementing programming with a focus on how-to programs. This staff member is directly supervised by the director.

## TYPICAL WORK ACTIVITIES (ILLUSTRATIVE ONLY):

- Oversight of Purchase Orders
- Oversight of Materials Processing
- Attending OWWLUG meetings
- Oversight of Materials Additions to the System
- Oversight of OPAC records maintenance
- Overseeing MACCIRC communications
- Managing/Directing Volunteers
- Supervising Clerks on Saturday and Other Times When Necessary
- Program Planning & Implementation on a wide variety of topics targeted at various ages
- Ability to plan and communicate all programming ideas to the director by a deadline
- Communicating workplace news to employees weekly (or more often if needed)
- Collaboration with and support of youth services specialist
- Organization of backstock supplies and materials
- Editing promotional materials for the director and other staff as needed

# Library Assistant

- Training staff on Evergreen procedures
- Train staff on technical skills
- Train staff on local customer service procedures

## MINIMUM QUALIFICATIONS:

- Bachelor's degree from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices.
- The ideal candidate will hold an undergraduate degree with a major in education or child development/psychology. In lieu of one of the aforementioned majors, experience teaching youth for a minimum of three years will be acceptable. Pay shall be commensurate with education and experience.
- Qualified on the Civil Service Eligible List

# Youth Services Specialist

This position requires an energetic, team-oriented staff member with a strong public service commitment to provide library service and programming for children from birth to 18 years of age. Constant contact and collaboration with teachers and local school employees, daycare specialists, youth organizations, and children of all ages will be of paramount importance.

## TYPICAL WORK ACTIVITIES (ILLUSTRATIVE ONLY):

- Conducts regular community needs assessments to identify youth needs, in order to create tailored services and programs to address identified needs.
- Provides prompt, courteous and direct assistance to all patrons with basic information regarding use of library materials, equipment, and services.
- Recommends resources aimed at the specific interests and needs of youth in the community.
- Adopts a connected learning approach to presenting programs, classes and events for and with teens so that they educate, inform and inspire.
- Instructs caregivers in information gathering, research skills and literacy skills as needed.
- Leverages community experts, coaches and mentors for services and programs.
- Adopts a community engagement mindset and develops and maintains effective relationships with schools, community groups, agencies and non-profits that target youth.



# Youth Services Specialist

(Continued)

- As opportunities arise, educate the public about the value of public libraries and the profession.
- Creatively promote library services and the profession.
- Oversees volunteers aiding in the creation of program materials or displays
- Takes a leadership role in developing, implementing and evaluating programs for youth
- Attends and participates in professional library conferences, seminars, and network committees; reads professional literature; attends and participates in staff meeting discussions.
- Other duties as assigned.

## MINIMUM QUALIFICATIONS:

Broad understanding and love of literature, acquired by at least one of the following ways:

- Master Degree in Library Science or related field
- Bachelor's degree in a related field (ex: English Literature)
- Experience as a leader who is responsible for people, planning and collaboration
- Experience as a teacher of youth or a trainer of adults
- Qualified on the Civil Service Eligible List

# Library Director

Position requires the ability to handle complex administrative, supervisory and professional duties requiring adherence to professional standards of accuracy, confidentiality, integrity and tact. Under the general direction of the Library Board, has responsibility and authority for organizing and managing the Library operation and for planning, directing and coordinating its program of service to the community. This position requires a standard work week of 40 hours and participation in various meetings and work-related functions outside the standard work week.

## Major Position Duties:

### *Board Relations:*

- Works with the Library Board to establish a long range plan that aligns the library's mission, goals and objectives with community needs.
- Formulates and recommends policies to the Library Board; implements and executes library policies and supervises the development of uniform procedures throughout the library system.
- Prepares library board meeting agendas and necessary reports in cooperation with the board chairman and notifies library board of scheduled meetings. Maintains a record of procedures and business which is readily accessible to board members.
- Submits an annual operational budget to the Library Board for review, discussion and approval.

# Library Director

(Continued)

- Explores with library board new revenue sources and collaborations with other organizations.
- Serves as chief consultant to the board in regard to library programs and services, recommends to the board, as necessary, the adoption of new programs and technologies, and reports regularly on their success and impact.
- Orients new trustees and serves as resource for trustee activities.

## *Professional Librarianship:*

- Oversees the library's collection development plan for adult, children's and local history collections and supervises the selection, purchase, and withdrawal of library materials according to that plan.
- Informs and advises the board as to local, regional, state, and national developments in the library field and works to maintain communication with other area libraries.
- Attends meetings, conferences and workshops to maintain contact with professional and library-related agencies, and to maintain knowledge in current trends in public library operations and technology.

## *Community Involvement and Development:*

- Relates library objectives to community needs, and represents the library on community boards and committees.
- Maintains close liaison with county and local officials,

# Library Director

(Continued)

community leaders, and civic groups to inform them of library needs and concerns.

- Works closely with Friends of the Library to support and advise Friends activities.
- Works in conjunction with the library board as needed for the creation, implementation, and execution of fund-raising through capital and endowment campaigns, grant support, and any other public or private fundraising.
- Keeps the public well informed of the library's activities, accomplishments and challenges. Develops and administers a public relations plan. Prepares press releases and makes presentations to community groups upon request

## *Organization Administration:*

- Oversees and directs the supervision of the daily operation and activities of all locations of the Cherokee County Public Library.
- Develops staff job descriptions; recommends and administers personnel policies. Insures that staff performance evaluations are completed on a regular schedule.
- Recruits, hires, evaluates and disciplines library staff in conformity with state and federal regulations and library personnel policies.
- Develops and oversees a staff professional development/training plan.

# Library Director

(Continued)

- Works to promote high staff morale. Encourages clear and open staff communications. Serves as liaison to staff in reporting board-related information, decisions, and actions.

## *Fiscal Management:*

- Develops the annual library capital budget proposal for review by the board.
- Administers approved budget. Expends funds within established guidelines. Provides regular report of financial accounts to the library board. Prepares and provides other reports in accordance with county, state and/or federal requirements.
- Ensures that audit is performed on annual basis or otherwise as required by board.
- Incorporates library's goals and strategic plan as basis for financial planning.
- Reports payroll and keeps accurate payroll records
- Reports NYS Retirement and keeps accurate NYS Retirement records
- Grant writing to secure funding for construction, services and programming.

## *F. Facilities Management:*

- Regularly reviews building needs and advises board in its planning for future expansion or development.
- Assesses the adequacy of existing facilities in regard to the provision of automated services.

# Library Director

(Continued)

- Other duties and responsibilities as assigned.

## Qualifications:

- Master of Library Science from an American Library Association accredited institution.
- Three years progressively responsible professional (post-MLS) library experience, administrative/supervisory experience preferred
- Eligible for professional certification from New York State Department of Education.
- Possession of valid driver's license.
- Desire to meet and serve the public.
- Above average decision-making skills.
- Ability to communicate clearly both orally and in writing.

# Employment Application

Use the current application issued by Wayne County Civil Service available on their website: <https://web.co.wayne.ny.us/Jobs.aspx>

-

The application should be filed with Wayne County Civil Service and Macedon Public Library.

In addition, when filing an application with the Macedon Public Library please include the following:

- the official Wayne County Civil Service application,
- a cover letter detailing what position is of interest and how and why you would make a good candidate for the stated position,
- a resume and
- three references.

# Exit Interview

Date of Interview:\_\_\_\_\_

Employee Name: \_\_\_\_\_

Interviewer's Name:\_\_\_\_\_

Effective date of Termination:\_\_\_\_\_

Date of Insurance Termination:\_\_\_\_\_

Last day worked:\_\_\_\_\_

Action form/letter of resignation received?\_\_\_\_\_

Amount of time with Library:\_\_\_\_\_

1. Reason for leaving:

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

2. What have you accomplished while here, projects, etc.?

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

3. Was your job description accurate?

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

4. Were you adequately trained?

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



# Exit Interview

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**5. Any suggestions to improve library?**

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**6. What did you like most about working here?**

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**7. What did you like least?**

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**8. If the opportunity ever presented itself would you consider coming back?**

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# Reconsideration Request

First and last name (print please):

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Address:

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Library Card #: -----

Title of Work to be reconsidered:

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Basis of Concern (check all that apply):

- Does not meet current Selection Criteria.
- Improperly cataloged (please note the specific issue).
- Does not fall within the needs of the community.

Have you read/viewed/listened to the entire work? (write "yes" or "no" ) -----

Please include any comments you would like the Library to consider (please continue on the back side of this paper).

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SIGNATURE:-----

DATE:-----

# Reconsideration Request

## INSTRUCTIONS & PROCESS:

- Please list only one work per form.
- Please submit this form by emailing it to the Library Director or mailing it to the Macedon Public Library Director, 30 Main Street, Macedon, NY 14502.
- The submission will be reviewed by the Library Director within 14 days of receipt.
- You will receive a response in writing that indicates either:
  - A. Your request for reconsideration has been evaluated and no change is required
  - OR
  - B. Your request for reconsideration has been evaluated by the Library and the selection or cataloging of the item will be changed, which shall be briefly described in the reply.

If the library determines that no action is needed, and you disagree, you may appeal this determination within fourteen (14) calendar days by submitting a copy of your original reconsideration request , and the Director's reply, together with statement saying "I request an appeal" to the Board of Trustees. This request for an appeal should be mailed to Macedon Public Library Board of Trustees, 30 Main Street, Macedon, NY 14502.

# Reconsideration Request

The Board of Trustees is an all-volunteer organization that meets no less than four times per year. Therefore, any appeal regarding a request for reconsideration will be finalized within (60) days. Any material under review will remain in circulation until such time as the Library determines it must be removed.

All requests for reconsideration will be evaluated per the Library's Plan of Service, policies and adherence to the American Library Association's Freedom to Read statement, American Library Association's Freedom to View statement and the American Library Association's Library Bill of Rights.

The Board of Trustees' determination on the reconsideration request is final as the Board of Trustees is the final authority.

# Procurement

## Competitive bidding determination

A. Every purchase made will be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to § 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under state and county contracts; and surplus and secondhand purchases from another government entity.

B. The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, or a memo from the purchaser detailing the circumstances which led to an emergency purchase.

# Procurement (Continued)

**§ 26-6 Method of securing.**

All goods and services, except those goods and services purchased through a county or state contract, from agencies for the blind or severely handicapped, from correctional institutions or purchases pursuant to § 26-8B of this article will be secured by use of written requests for proposals, written quotations, verbal quotation, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided.

**§ 26-7 Method of purchase.**

A. The following method of purchase will be used in order to achieve the highest savings, except purchase contracts under \$20,000 and public works contracts under \$35,000; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under state and county contracts; or purchases pursuant to § 26-8B of this article:

| <u>Estimated Amount of Purchase</u> | <u>Contract Method</u>                                    |
|-------------------------------------|---|
| Up to \$499                         | Discretion of the purchaser                               |
| \$500 to \$1,999                    | 3 verbal quotations                                       |
| \$2,000 to \$19,999                 | 3 written/fax quotations or written request for proposals |

# Procurement (Continued)

| <u>Estimated Amount of Public Works Contract</u> | <u>Method</u>  |
|--|--|
| Up to \$250                                      | Discretion of the purchaser                                  |
| \$250 to \$2,999                                 | 2 verbal quotations  |
| \$3,000 to \$9,999                               | 3 written/fax quotations                                     |
| \$10,000 to \$35,000                             | 3 written/fax quotations or<br>written request for proposals |

B. A good-faith effort shall be made to obtain the required number of alternate proposals. If the purchaser is unable to obtain the required number of alternate proposals, the purchaser will document the attempt made at obtaining the proposals, but in no event shall the failure to obtain the proposals be a bar to the procurement.

## § 26-8 Documentation.

A. Documentation is required of each quotation or request for proposals taken in connection with each procurement.

B. Documentation and an explanation are required whenever a contract is awarded to other than the lowest best value responsive and responsible bidder or offerer. This documentation will include an explanation of how the award will achieve savings. The purchaser will be responsible for determining if the bidder is best value/responsible.



# Procurement (Continued)

## § 26-9 Exceptions.

A. In the following circumstances it is not in the best interests of the Town of Macedon to solicit quotations or document the basis for not accepting the lowest bid. In these circumstances, the individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, moral worth, and the ability to have a close relationship with the governing body. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of the services are such that they do not readily lend themselves to competitive procurement procedures. The citizens of the municipality deserve the benefit of expertise in these types of services as it may ultimately save the taxpayers money.

- Services of an attorney;
- Services of a physician;
- Technical services of an engineer engaged to prepare plans, maps and estimates;
- Securing insurance coverage and/or services of an insurance broker;
- Services of a certified public accountant;
- Investment management services;
- Printing services involving extensive writing, editing or art work;
- Management of municipally owned property; and

# Procurement (Continued)

Computer software or programming services for customized programs, or services involved in substantial modification and customizing of prepackaged software.

B. In addition, in the following situations it is not in the best interests of the municipality to secure alternate proposals because of the time required and type of purchase:

- Emergency purchases pursuant to § 103(4) of the General Municipal Law;
- Purchases of surplus and secondhand goods pursuant to § 103(6) of the General Municipal Law; and
- Purchases under \$100.

§ 26-10 When effective; annual review.

This policy shall go into effect upon the filing of the Best Value Purchasing Local Law[1] with the Secretary of State and said policy will be reviewed annually.

[1]Editor's Note: See Ch. 26, Art. I, Best Value Contracts.

As accessed from E-360 Town of Macedon Policy Handbook on November 6, 2023.

# Whistle Blower Policy

**A. Application.** This Whistleblower Protection Policy applies to all of the Organization’s staff, whether full-time, part-time, or temporary employees, to all volunteers, to all who provide contract services, and to all officers and directors, each of whom shall be entitled to protection.

**B. Reporting Credible Information.** A protected person shall be encouraged to report information relating to illegal practices or violations of policies of the Organization (a “Violation”) that such person in good faith has reasonable cause to believe is credible. Information shall be reported to the library director (Compliance Officer), unless the report relates to the Compliance Officer, in which case the report shall be made to the President of Macedon Public Library Board of Trustees or the Board of Directors.

Anyone reporting a Violation must act in good faith, and have reasonable grounds for believing that the information shared in the report indicates that a Violation has occurred.

**C. Investigating Information.** The Compliance Officer shall promptly investigate each such report and prepare a written report to the Board of Directors. In connection with such investigation all persons entitled to protection shall provide the Compliance Officer with credible information. All actions of the Compliance Officer in receiving and investigating the report and

# Whistle Blower Policy (Continued)

additional information shall endeavor to protect the confidentiality of all persons entitled to protection.

**D. Confidentiality** The Organization encourages anyone reporting a Violation to identify himself or herself when making a report in order to facilitate the investigation of the Violation. However, reports may be submitted anonymously by writing an unsigned, typed letter and mailing it to the Macedon Public Library Board of Trustees. Reports of Violations or suspected Violations will be kept confidential to the extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable the Organization or law enforcement to conduct an adequate investigation.

**E. Protection from Retaliation.** No person entitled to protection shall be subjected to retaliation, intimidation, harassment, or other adverse action for reporting information in accordance with this Policy. Any person entitled to protection who believes that he or she is the subject of any form of retaliation for such participation should immediately report the same as a violation of and in accordance with this Policy.

Any individual within the Organization who retaliates against another individual who has reported a Violation in good faith or who, in good faith, has cooperated in the investigation of a

# Whistle Blower Policy (Continued)

Violation is subject to discipline, including termination of employment or volunteer status.

**F. Dissemination and Implementation of Policy.** This Policy shall be disseminated in writing to all affected constituencies. The Organization shall adopt procedures for implementation of this Policy, which may include:

- (1) documenting reported Violations;
- (2) working with legal counsel to decide whether the reported Violation requires review by the Compliance Officer or should be directed to another person or department;
- (3) keeping the board of directors informed of the progress of the investigation;
- (4) interviewing employees;
- (5) requesting and reviewing relevant documents, and/or requesting that an auditor or counsel investigate the complaint; and
- (6) preparing a written record of the reported violation and its disposition, to be retained for a specified period of time.

## Whistle Blower Policy (Continued)

The procedures for implementation of this Policy shall include a process for communicating with a complainant about the status of the complaint, to the extent that the complainant's identity is disclosed, and to the extent consistent with any privacy or confidentiality limitations.

This policy shall be reviewed, signed and filed by all staff members and trustees each year.

# Conflict of Interest Policy

## SECTION 1. PURPOSE:

Macedon Public Library (MPL) is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of MPL as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public. Consequently, there exists between MPL and its board, officers, management and employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of MPL honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of MPL. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with MPL or knowledge gained there from for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

## SECTION 2. PERSONS CONCERNED:

This statement is directed not only to directors and officers, but to all employees who can influence the actions of MPL. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning MPL.

# Conflict of Interest Policy

(Continued)

## SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to MPL.
2. Persons and firms from whom MPL leases property and equipment.
3. Persons and firms with whom MPL is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting MPL.
6. Agencies, organizations, and associations which affect the operations of MPL.
7. Family members, friends, and other employees.

## SECTION 4. NATURE OF CONFLICTING INTEREST:

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with MPL.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with MPL.
3. Receiving remuneration for services with respect to individual transactions involving MPL.



# Conflict of Interest Policy

(Continued)

4. Using MPL's time, personnel, equipment, supplies, or good will for other than MPL-approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with MPL. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.
6. Friends, board members and staff may participate in contests provided that the prize awarded is valued at \$50 or less.

## SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy. The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of MPL.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing

# Conflict of Interest Policy

(Continued)

responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

## SECTION 6. DISCLOSURE POLICY AND PROCEDURE:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The [board or a duly constituted committee thereof] has determined that the transaction is in the best interest of the organization. Disclosure in the organization should be made to the chief executive officer (or if she or he is the one with the conflict, then to the board chair), who shall bring the matter to the attention of the [board or a duly constituted committee thereof]. Disclosure involving directors should be made to the board chair, (or if she or he is the one with the conflict, then to the board vice-chair) who shall bring these matters to the [board or a duly constituted committee thereof].

The [board or a duly constituted committee thereof] shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized

# Conflict of Interest Policy

(Continued)

as just, fair, and reasonable to MPL. The decision of the [board or a duly constituted committee thereof] on these matters will rest in their sole discretion, and their concern must be the welfare of MPL and the advancement of its purpose.

# Conflict of Interest Policy Disclosure Statement

In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed “affiliated persons” and include the following:

- your spouse, domestic partner, child, mother, father, brother or sister;
- .any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1.NAME OF EMPLOYEE OR BOARD MEMBER: (Please print)

-----

2.CAPACITY:

\_\_\_\_\_board of directors

\_\_\_\_\_executive committee

\_\_\_\_\_officer

\_\_\_\_\_committee member

\_\_\_\_\_staff (position): \_\_\_\_\_

# Conflict of Interest Policy Disclosure Statement (Continued)

In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed “affiliated persons” and include the following:

- your spouse, domestic partner, child, mother, father, brother or sister;
- .any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1.NAME OF EMPLOYEE OR BOARD MEMBER: (Please print)

-----

2.CAPACITY:

-----board of directors

-----executive committee

-----officer

-----committee member

-----staff (position): -----

# Conflict of Interest Policy Disclosure Statement (Continued)

3. Have you or any of your affiliated persons provided services or property to MPL in the past year?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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-----  
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5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which MPL was or is a party?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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6. Were you or any of your affiliated persons indebted to pay money to MPL at any time in the past year (other than travel advances or the like)?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

# Conflict of Interest Policy Disclosure Statement (Continued)

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from MPL or as a result of your relationship with MPL, that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to MPL?

\_\_\_\_\_YES

\_\_\_\_\_NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving MPL?

\_\_\_\_\_YES

\_\_\_\_\_NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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# Conflict of Interest Policy Disclosure Statement (Continued)

-----  
9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by MPL's [board or a duly constituted committee thereof] in accordance with the terms and intent of MPL's conflict of interest policy?

-----YES

-----NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

-----  
-----

PRINTED NAME:-----

SIGNATURE:-----

DATE-----

This questionnaire shall be reviewed, completed, signed and filed each year by all staff members and trustees.



# Maintaining Confidentiality Agreement

I understand that my access to data, information, and records (all hereinafter referred to as Information) maintained in the manual and automated information and records systems (all hereinafter referred to as Macedon Public Library) is limited by my needs for the information in the performance of my job duties.

By my signature below, I affirm that I have been advised of, understand, and agree to the following terms and conditions of my access to Information contained in the Information Systems available at Macedon Public Library.

1. I will use my authorized access to Information Systems only in the performance of the responsibilities of my position as an employee of Macedon Public Library.
2. I will comply with all controls established by Pioneer Library System and Macedon Public Library regarding the use of information maintained within Information Systems.
3. I will avoid disclosure of Information to unauthorized persons without the appropriate consent of the Information owner except as permitted under applicable Pioneer Library System or Macedon Public Library policy and Federal or State law. I understand and agree that my obligation to avoid such disclosure will continue even after I leave the employment of Macedon Public Library.
4. I will exercise care to protect Information against accidental or unauthorized access, modifications, disclosures, or destruction.

# Maintaining Confidentiality Agreement (Continued)

5. When discussing Information with other employees in the course of my work, I will exercise care to keep the conversation private and not overheard by others who are not authorized to have access to such information.

6. I understand that any violation of this Agreement or other Macedon Public Library policies related to the appropriate release of or disclosure of Information may result in one or more sanctions, including immediate termination of my access to Information Systems, criminal penalties, or civil liability.

I affirm that I have been given the opportunity to review the Confidentiality of Library Records Policy and other NYS and Macedon Public Library policies referenced therein, and I further affirm that my questions about those policies have been answered to my satisfaction.

Employee Printed Name

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Employee Title

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Employee Signature Date

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# Disaster Response/ Emergency Plan

The following will guide employees through a series of possible situations. Each employee will be given a hardcopy of the plan that is small enough to keep in a wallet for quick access in addition to posting it in our online policy manual. *The hardcopy will have contact information included. The hardcopy will be updated regularly as contact information changes due to new hires, new trustees and new emergency contacts. For security purposes, the hardcopy contains more information than the online policy.*

## **Emergency Situation with Response:**

- **Fire/Fire Alarm:** If fire is seen and you are unable or in doubt of ability to extinguish, do a quick sweep of the library to evacuate all people. Use nearest clear exit(s) and send evacuees to the hill to the north of the parking lot. Pull the alarm before exiting yourself. Use a cell phone to call 911 to report the fire even if the alarm is on. If anyone is unaccounted for, do not re-enter building; report to emergency personnel. Call the Director, the Board President and the Town Supervisor if fire is confirmed. If alarm sounds, but no fire is witnessed, call 911 to report.
- **Black Out/Electrical Power Outage:** If in daytime, continue working. If after sunset, ask all patrons to leave. Lock the doors until power resumes. If power does not resume in 1 hour, call the Director to report needing to close. If Director is not reached, call Board President. If Board President is not reached, call Board V.P. If Board V.P. is not reached, call Board Treasurer. The telephone may not work. Use a cell phone if needed.

# Disaster Response/ Emergency Plan

- **Tornado/Severe Thunderstorm:** Calmly instruct all staff and patrons to seek safety in the public restrooms. Make sure the door to the restroom is closed. Wait until the event has passed before exiting. If the event gives no warning, instruct all staff and patrons to stay clear of windows and glass doors. Take cover under nearest desk, table or counter. In case of severe thunderstorm, do not touch phones or electrical equipment. Do not make contact with water/plumbing. Stay clear of all glass. Do not make contact with concrete walls or floors. Patrons and staff must be permitted to stay in the library if severe weather is occurring at the time of closing.
- **Snow or Ice Storm:** If weather is deteriorating rapidly, the library may close. If the Director is not working, call the Director to find out if the library will close early. If Director is not able to be reached, call the Board President to find out if the library will close early. If any patron is unable to leave after a decision has been made to close, staff must stay for 30 minutes to allow for the patron to arrange for transportation. If no one is available to pick up the patron, you may call the police for assistance. Do not give the patron a ride yourself.
- **Earthquake:** Instruct all staff and patrons to drop to the ground, take cover under the nearest table, desk or counter and hold on. Stay clear of glass, doors, walls and any objects that might fall. Do not exit the building until all shaking has subsided. Once the quake has ended, all staff and patrons should exit the building.

# Disaster Response/ Emergency Plan

Assess for damages. Call the library Director, Town Supervisor and 911 if a serious quake has occurred and building damage (whether obvious or not) seems possible. Do not re-enter until building has been deemed safe for re-entry.

- **Active Shooter:**

**Run:** If you are in a position to run away and exit the building, do it! Call 911 as soon as you are safe.

**Hide:** If you cannot run, but can barricade yourself in an area, do it. Push heavy items in front of the door and turn out the lights. Stay down below any windows. Call 911 as soon as it is safe to do so.

**Fight:** If you cannot run or hide you must fight. In this situation anything you can grab and throw is fair game. Also consider spraying chemicals in the shooter's face. Whatever you can do to distract and/or disable the shooter can save your life and give you time to run away.

**Call the Director, Town Supervisor and Board President once the incident is over and you are safe.**

- **Robbery:** If you are held up do not be a hero. Give the person the money. Your life is more valuable than whatever amount of money might be in the cash drawer. After the robber(s) have left, call 911 to report the incident. Call the Director and Board President.

# Disaster Response/ Emergency Plan

- **Personal Injury:** If injury occurs within the library, do not attempt to treat yourself. Keep the injured person, staff and patrons calm. Call 911. If the injured person is a under 18 or alone, if possible, an attempt should be made to notify an adult family member. If there is blood or other bodily fluids involved, make sure anyone in proximity to the injured is wearing rubber gloves. After emergency help arrives, fill in an incident report. Call Town Supervisor to report the incident. Also report if there are bodily fluids on the floor that will need to be professionally cleaned and sanitized. Call Director to report the incident and *place 2 copies of report on Director's desk.*
- **Gas Leak:** If you or anyone else inside the library suspects the smell of natural gas, do not hesitate to report it to 911. Call the Director.
- **Broken Glass:** If a large amount of broken glass is all over the library due to a broken window, light or door, call the Town Supervisor immediately. Cordon off the area to keep all staff and patrons clear of being injured. Call the Director.
- **Downed Power Line:** If there is a downed power line on the property, call 911 immediately. Do not go near the lines. Instruct all patrons to stay away from the lines. Call the Director.
- **Electrical Issues:** If there is a broken outlet, frayed or exposed wire or any other type of electrical hazard in the building, block off the area. Call the Town Supervisor to report the problem immediately. Call the Director.

# Pandemic Response Plan

**Purpose:** The Macedon Public Library has adopted this Pandemic Response Plan in compliance with New York State Labor Law §27-c to implement operational plans in the event of certain declared public health emergencies including, but not limited to, novel coronavirus (COVID-19) or other communicable disease or pandemic illness.

The primary goals of Macedon Public Library's Pandemic Response Plan are to establish:

- The roles and responsibilities during all phases of a public health emergency
- Preparedness activities and response protocols
- Coordination and decision making for the continuation of operations

The Pandemic Response Plan is designed to ensure precautionary, response, and recovery measures to a public health emergency involving a communicable disease threatening to impact or immediately impacting the library's staff, trustees, volunteers, and/or community members.

**Administration:** The Library Director, as authorized by the Board of Trustees, administers the Pandemic Response Plan. This includes activating the plan, establishing an internal communications network, and coordinating all response and recovery activities. If, for any reason, the Director is unable or unavailable to administer the plan, administrative authority shall be passed to the President of the Macedon Public Library Board of Trustees.

**Definitions:**

- *Personal Protective Equipment (PPE):* Equipment worn to minimize exposure to communicable disease or pandemic illness as mandated by local, state, or federal law and/or any Executive Orders related to the public health emergency or mandates issued by federal agencies

# Pandemic Response Plan

including the Center for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA).

- *Employee*: Any person employed by the Macedon Public Library regardless of job classification or title.
- *Contractor*: Any individual performing paid services for the library but not an employee of the Macedon Public Library.
- *Essential*: Designation made to an employee or contractor whose duties require them to be physically present at the Macedon Public Library to perform their job, OR tasks that are vital or necessary to the safety or operational needs of the library.
- *Non-essential*: Designation made to an employee whose duties do not require them to be physically present at the Macedon Public Library, OR tasks that are not vital or necessary to the safety or operational needs of the library.
- *Communicable disease*: Illness caused by an infectious agent that occurs through the direct or indirect transmission of the infectious agent or its byproducts or via inanimate environment or object to a susceptible person or persons.
- *Retaliatory Action*: The discharge, suspension, demotion, penalization, discrimination, or other adverse employment action taken against any employee.

## **Essential Employees & Duties**

In the event of a state-ordered reduction of in-person workforce, the library Director shall be designated as an Essential Employee and is permitted to be physically present at the Macedon Public Library to perform tasks essential to their job or the operations of the library including, but not limited to, maintenance of the facilities that could otherwise threaten or pose a risk to the library's facilities if not performed; bookkeeping such as accounts payable, accounts receiving, and processing payroll; and/or accepting,



# Pandemic Response Plan

sorting, and opening postal mail or packages.

These essential tasks may be delegated to a specific employee or contractor at the discretion of the Director. This employee or contractor is permitted to be physically present at the Macedon Public Library to perform only the designated essential tasks as assigned.

**Telecommute/Work From Home** In the event of a state-ordered reduction of in-person workforce, the Macedon Public Library will permit employees whose duties and routine tasks require the use of a computer and/or internet access to work from home. These employees will be provided library-issued equipment necessary to perform those duties and tasks. The Director will provide instructions for downloading/installing any software for employees to perform their duties remotely.

**In-Person Reporting** The Director will coordinate the schedule for employees and contractors reporting to the library in-person to perform essential tasks so that the Macedon Public Library remains in compliance with the state-ordered reduction of in-person workforce. **No employee or contractor is permitted to report to the Macedon Public Library without authorization from the Director.**

**Personal Protective Equipment (PPE)** PPE as required by local, state or federal laws or Executive Orders will be provided by the Macedon Public Library. As per OSHA guidelines, employees are not financially responsible for mandated PPE. Employees may provide their own PPE if they desire and if it is in compliance with all local, state, or federal laws or Executive Orders and CDC and OSHA regulations.

The Macedon Public Library will provide any necessary training for mandated PPE including proper use and disposal.

# Pandemic Response Plan

The Macedon Public Library will keep a supply of PPE in storage in the event a public health emergency is immediately declared. All employees will be aware of the storage location of PPE. The Director will monitor PPE supply levels and replenish the supply as needed in accordance with the library's Procurement Policy.

**Failure to comply with PPE mandates may result in disciplinary action.**

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**Exposure to Communicable Disease** If required by local, state or federal laws or Executive Orders, mandatory, continuous health screening practices will be implemented for all employees.

In the event an employee is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease, the following procedures will be immediately implemented:

- The employee must not report to the library or they must leave the premises immediately, if already at work, and notify the Director.
- The Director will notify both local and state health departments and will follow guidance specific to workplaces with a suspected or positive case.
- The Director and the employee will determine which other staff members were in close contact and possibly exposed to the communicable disease.
- The Director and the employee will determine which areas of the library are now considered "contaminated" and need to be immediately closed.

## **Cleaning Contaminated Areas**

- The library will immediately close off contaminated area(s).
- The area(s) will be quarantined for a length of time determined by local or state health departments.
- Air circulation out of the space will be temporarily turned off so that

# Pandemic Response Plan

particles will not circulate throughout the facility.

- After the determined length of time, the area(s) used by the employee will be cleaned, vacuumed, and disinfected including the director's office, the Bullis Room, the backroom, the kitchenette, the Community Room, the bathrooms, the hallway, the library proper, the circulation desk, front entry, and all shared electronic equipment like computers, tablets, keyboards, and other office supplies.
- The area(s) will be cleaned by the Town of Macedon's contracted cleaning service and shared equipment will be cleaned by staff members using CDC approved cleansers and disinfectants while wearing appropriate PPE.
- Once the area(s) has (have) been appropriately disinfected, it (they) can be opened for use.
- The library will continue routine cleaning and disinfecting and logging these activities as recommended.

**Contact Tracing** The Director will adhere to local and state guidance regarding Contact Tracing which may include reporting or contacting other employees, contractors, visitors, and patrons who voluntarily supplied their information for the purpose of Contact Tracing who may have been in close contact with the employee suspected or confirmed to have the communicable disease. ***The Director will keep the health status of employees confidential.***

**Compensation** The Macedon Public Library will adhere to all local, state, or federal laws or Executive Orders regarding sick leave or expanded family and medical leave for specified reasons related to this communicable disease.

# Pandemic Response Plan

## Returning to Work

- If an employee is exposed to the communicable disease or exhibits symptoms of the communicable disease, they must follow all local and state health department directives which may include being tested for that communicable disease and/or quarantining for a specified amount of time at home.
- If an employee has a suspected or confirmed case they must not report back to work until they have met all recommended criteria in consultation with a healthcare provider and in accordance with local, state, and/or federal criteria specific to the communicable disease.
- All other employees will be provided instructions for returning to work dependent on the determination of risk of exposure by the local or state health department during Contact Tracing.

**Mitigating Risk** Reporting to work following a known-exposure to the communicable disease, having symptoms consistent with the communicable disease, or following a positive test without being medically cleared to return to work (as defined above) will be considered a violation of library policy and may result in disciplinary action.

The Macedon Public Library will not take any retaliatory action for employees not reporting to work due to a suspected or confirmed case of the communicable disease. Employees must follow the established protocols outlined in the Personnel Policy for reporting an absence.

**Continuation of Operations** In the event of a declared public health emergency involving a communicable disease, the Director will address operations according to the following outline. Some circumstances will require deviation from this sequence in order to best serve the safety and health of the library staff and community.

# Pandemic Response Plan

- Assess the emergency declaration as it relates to the library's facilities, materials, staff, or community.
- Notify the appropriate persons including employees and the Board of Trustees.
- Determine the next steps, with the information available, regarding:
  1. Services or service points
  2. Hours of operation
  3. Personnel
- Draft a press release or statement to the public
- Document in detail the sequence or timeline of events before, during, and after the declared public health emergency.
- Prepare for recovery.

**Communication** Once approved by the Board of Trustees, this Pandemic Response Plan will be published in a clear and conspicuous location at the Macedon Public Library and on the library's website. A copy will be provided to all employees.

## **Ongoing Use Evaluation**

This Pandemic Response Plan was as required by law with the health and safety of the library's employees and community as the top priority.

The Pandemic Response Plan will be evaluated annually by the Director and Board of Trustees and updated as needed. Questions or concerns regarding Macedon Public Library's Pandemic Response Plan should be directed to the Director:

*macedonlibrarydirector@owwl.org*

**ADOPTED by the Macedon Public Library on February 22, 2021.**

# Community Room Policy

**Purpose** The Macedon Community Room is located in the same building as the MPL, at 30 Main Street, Macedon, NY 14502. Except for this co-location, it is not otherwise affiliated with the library. This policy memorandum clarifies the terms by which this room and its facilities may be reserved, and the rules and regulations which are in force while this room is in use.

## **Available Facilities:**

- Meeting room
- Capacity: 100 persons; limited to 75 if configured with tables and chairs; or as posted by the Fire Marshall
- Tables and Chairs available
- Coat rack in hallway outside room
- Separate outside entrance
- Available kitchenette with wet sink, range, refrigerator, cabinets
- Restroom available
- No inside telephone access (except for emergencies during normal operating hours)

## **Who can reserve the facilities:**

- Individuals and groups representing not-for-profit organizations may reserve the facilities
- Reservations must be made by an adult 21 years of age
- All reservations must adhere to the guidelines in this policy
- Use of these facilities by an individual or group does not constitute the Town's endorsement of the purpose or goals of that individual or group

## **Scheduling Reservations:**

- The master schedule for use of these facilities is maintained by the Town Clerk, whose office is in the Town Complex at 32 Main Street, directly east of the Library building.
- You must visit the Town Clerk's office in-person to request a reservation and sign the Use Agreement (in addition, forms will be made available to be downloaded from the Town's website: <http://macedontown.net> ).
- Reservations are on a first-come, first-served basis subject to the remaining guidelines of this policy.
- Applicants accept liability for any damages or cleaning expenses resulting from the use of these facilities.

## **Canceling Reservations**

- Reservations must be canceled by notifying the Town Clerk's office. Twenty four hours notice is appreciated if possible.

# Community Room Policy

## Recurring Reservations

- In the interest of fairness to all persons and groups who may wish to use these facilities, the number of reservations made for a recurring use should be kept to a reasonable limit. The Town Board reserves the right to deny requests, and/or rescind reservations where the extent of recurring reservations is deemed unreasonable.

## Rules for Use of Facilities:

Violations for any of these rules may result in future access (even already-existing reservations) being restricted or denied.

1. Keep in mind that the facilities are adjoining the Town Library, and as such, users must respect that operation by keeping the noise level to a minimum.
2. Supervision by at least one adult 21 years old or more is required for each group of 20 minors within the room.
3. Neither the Library nor the Town assumes any responsibility for equipment or personal articles belonging to users or their guests.
4. No use of tobacco or alcohol products is permitted on the premises.
5. During library hours the parking places near the building are to be left open for library patrons.
6. The facility must be left in clean condition, as agreed to in the Use Agreement. Litter/trash is to be removed by the user, or placed in the outside dumpster. Spills are to be cleaned up; tables and chairs are to be returned to the position in which they were found; floors are to be left in a clean condition. The user may be assessed a cleaning charge if deemed necessary.
7. No keys are to be given out or copied. The room is only available for use during normal building operating hours, or when someone sanctioned by the Town or the MPL agrees to open and/or close the facility as needed.

***Effective Date: July 24, 2003 The Town of Macedon reserves the right to amend this policy at any time without prior notice.***

# Bullis Room Policy: Introduction

The Bullis Collection is a local collection placed that was placed in the care of Macedon Public Library in 1980. Jeanette “Nettie” Bullis named the library in her will and testament as the trustee of the collection and offered a trust to take care of the books.

The library is a municipal public library and, as such, the Town of Macedon is the lead agency for the trust granted for the care and maintenance of the collection. The interest from the trust must be used to care for the collection, but the principal must remain untouched.

The interest shall be used solely to maintain the items in the collection. Interest may be spent to reimburse the library for payroll hours spent on cataloging and organizational needs of the collection.



# Circulation of Bullis Room Items

## BOOKS:

- The books in the Bullis Collection have a wide variety of values. As such, decisions concerning the circulation of the books shall be made based on the value of the book in question.
- In general, patrons shall be encouraged to use all books in-house. However, depending on the need and extent of use required by the patron, the book may be loaned for a period not to exceed two weeks with no renewals.
- Any book exceeding \$100 in value will be highly discouraged as a candidate for circulation except for in exceedingly special circumstances to be determined by the Director.
- If loaned, each book must be loaned within a plastic bubble sleeve with a box encasing it to protect the item as much as possible.

## ARTIFACTS:

- Non-book items shall include (but not exclusively be limited to): letters, pamphlets, rocks, photographs, post cards, personal artifacts, diaries, journals, maps, folios and official papers. These items will further be described as Bullis “Artifacts.”
- Artifacts are exclusively loaned to museums, libraries, schools and historical organizations requesting their use for in-house events or exhibition purposes. The artifacts in question may be loaned up to 8 weeks with no renewals.

# Circulation of Bullis Room Items

(Continued)

Items shall be loaned using protective coverings and sturdy cardboard boxes or plastic totes to ensure the items are kept as safe as possible in-transit.

# Lost or Damaged Items

If a Bullis Collection book or artifact is borrowed and it is lost, the person or organization borrowing the item shall be responsible for paying the appraised value of the item to the library.

Failure to make amends will result in legal action.

If the item is damaged, the borrowing patron or organization will be responsible to pay for the professional appraiser to reappraise the item and any costs of repair associated with the damage.

Failure to make amends will result in legal action.

# Care & Maintenance

## INVENTORY

The Bullis Collection shall be inventoried by volunteers every five years. A member of the library staff shall generate a shelf list. Volunteers will use this list to compare what is on the shelves with what is listed and a report of all missing items shall be created. The Town of Macedon Historian shall be given the list of any missing items, and make a decision regarding the replacement of the item(s).

Any missing items that are not marked for replacement shall have their records deleted from the library's circulation system. The Town of Macedon Historian shall make updates in the Bullis Excel Database C as needed.

## CARE OF LEATHER BOUND BOOKS:

The leather bound books in the Bullis Collection should be treated with neats oil every 5 years or so.

*Directions for use: Put a couple of tablespoons in a small glass bowl and heat in the microwave for 10-20 seconds. Dip fingertips in the oil and gently rub into the leather. Let dry for 24 hours and then wipe down with soft cloth and put back on shelf. If it doesn't feel dry, it doesn't go on the shelf.*

## BOOK REPAIR

From time to time, books will need some repair. Simple glue such as Elmer's can be used for bindings. Some need to be completely

# Care & Maintenance

reconstructed. Cloth, boards, endsheets, Jade glue, and all the supplies needed to complete the job shall be available from the library.

Books and notes on repair are available in the Bullis Room. The information is kept in red binders and labeled “Book Repair.”

## CARE ASSOCIATED WITH SEASON

The windows and window sills in the Bullis Room must be checked every morning in the winter for condensation.

Condensation must be wiped dry to prevent the materials in the room from becoming moldy.

The door to the Bullis Room must always be kept shut to maintain the appropriate humidity level within the room. This must be adhered to year-round.

## APPRAISAL:

Every five years an appraiser shall be hired to evaluate all items in the collection . The money accrued from the trust shall be used to fund the appraisal. The appraisal report shall be kept in the safe. Following the appraisal an inventory shall be done.

# Organization

The Bullis Collection is in subject matter order as of June 30, 2017. Following subject placement, the books are then filed by the author's last name. In the case of an editor or no author, books are filed by title.

In the case of biographies, the books are filed by the subject (person the book is about).

The Bullis Excel Database C shall be used to aid in finding materials.

The library is aiming to re-organize the collection using the Dewey Decimal System. Books will be covered using archival quality mylar covers. They will receive a barcode and a spine label. Records will be added to the circulation system.

Upon the entire collection being re-organized, the Bullis Excel Database C shall be used primarily for appraisal values. The library aims to eventually put the information from the Bullis Excel Database into the library's Google Drive account.

# Donations & Acquisitions

## **DONATIONS:**

Donations of the following will be accepted for addition to the Bullis Collection:

- Items of titles lost in the fire that do not have representation in the collection at this time
- Artifacts that have provenance directly associated with members of the Bullis Family that inhabited the Bullis House at 1727 Canandaigua Road.
- Items of a size that is able to fit within the room the collection is housed in without having to rearrange the room
- Items that do not exhibit signs of mold or fungus

If an item is donated to the Bullis Collection and the collection already contains the same, exact item, the item may replace the original item if:

- it is in better condition than the original Bullis Collection item
- contains no details of provenance

Donations of the following will be accepted for placement within the Bullis Room, but ownership by Macedon Public Library:

- Locally historically significant items
- New York State historically significant items
- Artifacts that enrich the environment of the Bullis Room as determined by the library director
- Items of a size that is able to fit within the room the collection is housed in without having to rearrange the room
- Items that do not exhibit signs of mold or fungus

# Donations & Acquisitions (Continued)

Suggestions may be made for the placement of items not accepted. For example, large pieces of furniture may be recommended additions for the historically preserved Bullis House at 1727 Canandaigua Road by contacting the Landmark Society.

In the past, the Bullis Collection has received items from the following families:

- Knapp
- Bills
- Rudovitz
- Rothfus

Monetary donations in excess of \$99.99 will be treated as grants. The money will be targeted for a particular need within the collection and be spent only on materials or programming that fulfill that explicit need.



# DUTIES

## LIBRARY DIRECTOR and STAFF and VOLUNTEERS

- Organization of collection
- Cataloging of collection
- Hiring of appraiser
- Generating Inventory List
- Overseeing volunteers who do inventory
- Overseeing use and borrowing of materials
- Overseeing daily volunteers doing various tasks

## HISTORIAN

- Using the appraisal list to make decisions regarding the replacement of materials
- Programming targeted at children, teens, or adults offered quarterly (offering to each audience at least once per year is preferred)
- Promotion of collection to other organizations
- Outreach to other organization using collection materials