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POLICIES



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 1.1

Revised: 5/30/86

Revised: 9/19/05

CONTENT AND ISSUANCE OF POLICIES

Need for this Policy:

A formal method is required to establish and record policies for the Library.

Policy:

Policies of the Library shall be established by the Board, to codify Library operating routines. Writing, issuing, and assuring conformance to Library Procedures shall be the responsibility of the Director.

Responsibilities:

The development and updating of Policies is the responsibility of the Policy Committee, and must be approved by the Board prior to issuance.

Definition of Key Words:

"Audio Visual Material": **AV** materials are items such as videos, DVDs, music cassettes or CDs and Audio books on cassette or CD.

"Board": The term **Board** refers to the Board of Trustees of the Clifton Park-Halfmoon Public Library.

"Circulating Encyclopedias": **Circulating Encyclopedias** are those so designated by the Library Director, and may be borrowed by a patron.

"Director": The term **Director** shall refer to the Library Director.

"Friends": The term **Friends** refers to the Friends of the Clifton Park-Halfmoon Library.

"Juvenile": The term refers to those items which are designated **Juvenile** ("J" or "E") in the card catalog.

"Learn": The employee is able to implement the emergency procedure.

"Library": The term **Library** is understood to mean Clifton Park-Halfmoon Public Library.

"Library District": The term **Library District** is as defined in the Library's enabling legislation.

"Library Policy": Policies document decisions made to implement the Board's plans and to achieve its objectives. Policies probably begin with the recognition of a need by the Library staff.

"New and Popular Materials": **New and Popular** materials are non-print items (Audio Visual materials), and printed materials less than 12 months old, including fiction and non-fiction books and periodicals.



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

"Non-residents": **Non-residents** are those persons who reside outside the boundaries of the Town of Clifton Park and those in the Town of Halfmoon living outside the Shenendehowa Central School District.

"Residents": **Residents** are those persons who reside within the boundaries of the Town of Clifton Park, and those in the Town of Halfmoon living within the Shenendehowa Central School District.

"Review": Designed to ensure retention of the procedure, **review** may include a variety of methods such as re-reading, discussion, demonstration, and mock drill.

"Staff": In Policy 15, **Staff** includes both paid employees and volunteers.

"Work Week": **Work week** is defined as the number of hours an employee is normally scheduled to work in a seven day period.

Approved: 1/22/85



GENERAL



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 2.1

Revised: 5/22/86

Revised: 9/19/05

MISSION STATEMENT (AIMS AND PURPOSES)

Need for this Policy:

A statement is needed to explain the role of the Library.

Policy:

The Library shall provide informational, educational, cultural, and recreational reading resources, services and programs for the people of the area the Library is chartered to serve. It shall strive to provide the most wanted resources, services and programs on site as well as offer access to additional resources and services.

Responsibility:

It is the responsibility of the Board to promote the role of the local public Library.

Approved: 3/13/85.



POLICY 2.2

Revised: 12/12/94

Revised: 9/19/05

RELEASE OF PUBLIC STATEMENTS

Need for this Policy:

A formal chain of responsibility is necessary to assure that only authorized publicity about the Library is released to the public and the media.

Policy:

Day to day news releases concerning activities of the Library are the responsibility of the Library Director. All material prepared for release to the media should be initialed by the Director, and an initialed copy retained in the Library's files.

Special releases that either communicate actions of the Board, or are official responses to a published statement affecting the Library, should be referred to the Public Relations Committee and the President for review.

The Board President is the spokesperson for the Library. Questions from the press should be referred to the President or his/her designee. Board members should receive copies of all special releases as soon as possible.

Approved: 5/8/86



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 2.3

Revised: 6/11/99

Revised: 9/19/05

POLICY OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY WITH REGARD TO THE FREEDOM OF INFORMATION LAW

Need for this Policy:

The public should have a method of accessing information

Policy:

The people's right to know the process of government decision-making and the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted by shrouding it with the cloak of secrecy or confidentiality.

These regulations provide information concerning the procedures by which records may be maintained.

Personnel shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.

Any conflicts among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

Responsibility:

Section 1: Designation of records access officer.

The Library is responsible for insuring compliance with the regulations herein, and designates the following person(s) as records access officer(s):

Library Director
47 Clifton Country Road
Clifton Park, New York 12065

Records access officers are responsible for ensuring appropriate agency response to public requests for access to records. The designation of records access officers shall not be construed to prohibit officials who have in the past been authorized to make records of information available to the public from continuing to do so.

Records access officers shall ensure that personnel:

- (a) Assist the requestor in identifying requested records, if necessary.
- (b) Upon locating the records, take one of the following actions:
 - (i) Make records available for inspection; or,
 - (ii) Deny access to the records in whole or in part and explain in writing the reasons therefore.



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- (c) Upon request for copies of records:
 - (i) Make a copy available upon payment or offer to pay established fees, if any, in accordance with Section 8; or
 - (ii) Permit the requestor to copy those records.
- (d) Upon request, certify that a record is a true copy; and
- (e) Upon failure to locate records, certify that:
 - (i) The Library is not the custodian for such records, or
 - (ii) The records of which the Library is a custodian cannot be found after diligent search.

Section 2: Location.

Records shall be available for public inspection and copying at:

The Clifton Park-Halfmoon Public Library
47 Clifton Country Road
Clifton Park, New York 12065

Section 3: Hours for public inspection.

Request for public access to records shall be accepted and records produced during all hours regularly open for business.

Section 4: Requests for public access to records.

- (a) A written request may be required, but oral requests may be accepted when records are readily available.
- (b) A response shall be given regarding any request reasonably describing the record or records sought within five (5) business days of receipt of request.
- (c) A request shall reasonably describe the record or records sought. Whenever possible a person requesting records should supply information regarding dates, file designations or other information that may help to describe the records sought.
- (d) If the records access officer does not provide or deny access to the record sought within five (5) business days of receipt of a request, he or she shall furnish a written acknowledgement of receipt of the request and a statement of the approximate date when the request will be granted or denied.

Section 5: Denial of access to records.

- (a) Denial of access to records shall be in writing stating the reason therefore and advising the requestor of the right to appeal to the individual or body established to determine appeals.
- (b) If requested records are not provided promptly, as required by Section 5 (d) of these regulations, such failure shall also be deemed a denial of access.



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- (c) The following person or persons or body shall determine appeals regarding denial of access to records under the Freedom of Information Law:

The Board of Trustees of the Clifton Park-Halfmoon Public Library
47 Clifton Country Road
Clifton Park, New York 12065

- (d) The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:
- (i) The date of the appeal.
 - (ii) The date and location of the requests for records.
 - (iii) The records to which the requestor was denied access.
 - (iv) Whether the denial of access was in writing or due to failure to provide records promptly as required by Section 5 (d); and
 - (v) The name and return address of the requestor.
- (e) The individual or body designated to determine appeals shall inform the requestor of a decision in writing within thirty (30) business days of receipt of an appeal.
- (f) The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government
Department of State
41 State Street
Albany, New York 12231

- (g) The person or body designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten (10) business days of the decision on an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth in subdivision (f) of this section.

Section 6: Fees.

- (a) There shall be no fee charged for:
- (i) inspection of records;
 - (ii) search for records;
 - (iii) any certification pursuant to this part.
- (b) Fees for photocopies are twenty-five cents (\$.25) per page.



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Section 7: Public notice.

A notice containing the title or name and business address of the records access officers and appeals person or body and the location where records can be seen or copies shall be posted in a conspicuous location wherever records are kept and/or published in a local newspaper of general circulation. Sample attached as Appendix 2.3-A.

Section 8: Severability.

If any provision of these regulations or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

Approved: 3/13/85



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

YOU HAVE A RIGHT TO SEE PUBLIC RECORDS

APPENDIX 2.3-A

The amended Freedom of Information Law, which took effect January 1, 1978, gives you the right of access to many public records.

The Library has adopted regulations governing when, where and how you can see public records.

The regulations can be seen at all places where records are kept.

According to these regulations, records can be seen and copied at:

The Clifton Park-Halfmoon Public Library
47 Clifton Country Road
Clifton Park, New York 12065

The following officials will help you to exercise your right to access:

1. Agency officials who have in the past been authorized to make records available.
2. Records Access Officer(s):
Library Director
Clifton Park-Halfmoon Public Library
47 Clifton Country Road
Clifton Park, New York 12065

If you are denied access to a record, you may appeal to the following person(s) or body:

The Board of Trustees
Clifton Park-Halfmoon Public Library
47 Clifton Country Road
Clifton Park, New York 12065



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 2.4

CONFLICTS OF INTEREST

Need for this policy:

This policy is needed to provide additional detail to Article XI (Conflict of Interest) of the By-laws of the Clifton Park-Halfmoon Public Library (CPHPL) and to Section 8 of Policy 7.5 (Antifraud Programs and Controls) of the CPHPL.

Definitions:

Unless the context clearly provides otherwise, the terms set forth below shall have the following meanings:

1. "Interest" means a direct or indirect pecuniary or material benefit accruing to an officer or employee, or his/her relative whether as a result of a contract with the CPHPL or otherwise. For the purpose of this policy, a Library officer or employee shall be deemed to have an interest in the contract of:
 - a. A relative except as to a contract of employment with the Library
 - b. A firm, partnership, or association of which such officer or employee is a member or employee
 - c. A corporation of which such officer or employee is an officer, director, or employee
 - d. A corporation of which more than five percent of the outstanding stock is owned by any such officer, employee, or his/her relative.
2. "Legislation" means a matter which appears on the agenda of the Library Board of Trustees or on a committee thereof, on which any official action will be taken and shall include proposed or adopted acts, local laws, ordinances, or resolutions.
3. "Officer" or "Employee" means an elected or appointed officer or employee of the Library whether paid or unpaid.
4. "Relative" means spouse, a child, stepchild, parent, stepparent, brother, sister, stepbrother, stepsister, or legal guardian of any of said persons of an officer or employee.
5. "Spouse" means the husband or wife of an officer or employee unless living separate and apart pursuant to:
 - a. a judicial order, decree, or judgment of separation, or
 - b. a legally binding written agreement of separation in accordance with the Domestic Relations Law.



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

Standards of Conduct:

Every officer or employee of the Library shall be subject to and abide by the following standards of conduct:

1. **Gifts:** No officer or employee shall directly or indirectly solicit or receive any money, whether in the form of cash, check, loan, credit, or any other form in any amount, or solicit any gifts, or accept or receive any individual annual gift, having a value of seventy-five dollars or more, whether in the form of services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the money or gift was intended to influence or could be reasonably expected to influence him/her in the performance of official duties or was intended as a reward for any official action.
2. **Confidential Information:** No officer or employee shall disclose confidential information acquired on the course of official duties or use such information to further a personal interest.
3. **Disclosure of Interest in Legislation:** To the extent known, any officer or employee of the Library who participates in the discussion or gives an official opinion to the Library Board on any legislation before it shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she may have in such legislation.
4. **Disclosure of Interests in Contracts:** To the extent known, any officer or employee of the Library who has, will have, or subsequently acquires any interest in any contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library Board as well as to his/her immediate supervisor as soon as he/she has knowledge of such actual or prospective interest.
5. **Investments in Conflict with Official Duties:** No officer or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction which creates a conflict.
6. **Private Employment:** No officer or employee shall engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her duties.
7. **Prohibited Conflicts of Interest:** No Library officer or employee shall have an interest in any contract between the Library and a corporation or partnership of which he/she is an officer or employee when such Library officer or employee has the power to:
 - a. negotiate, prepare, authorize, or approve the contract or authorize or approve payment thereunder,
 - b. audit bills or claims under the contract,
 - c. appoint an officer or employee who has any of the powers or duties set forth above, and, no chief fiscal officer, treasurer, or his/her deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Library of which he/she is an officer or employee.



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The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.

8. **Certain Interests Prohibited:** No officer or employee of the Library who has an interest in any real property, either individually or as an officer or employee of a corporation or partnership shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library. The term, participation, shall include the promotion of the site as well as the negotiation of the terms of acquisition.
9. No Library officer or employee shall use or permit the use of property owned or leased to the Library for other than official purposes or for activities not otherwise officially approved.

Responsibilities:

It shall be the responsibility of the Director to ensure that:

- All staff (including the Director), volunteers, and Board of Trustees members are given a copy of this policy to read and to sign the attestation below
- The signed attestations will be kept on file.

Attestation:

1. The standard of behavior at the CPHPL is that all staff, volunteers, and Board members shall avoid any conflict of interest between the interests of the Library on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.
2. I understand that the purposes of this policy are:
 - a. to protect the integrity of the Library's decision-making process,
 - b. to enable our constituencies to have confidence in our integrity, and
 - c. to protect the integrity and reputation of volunteers, staff, and Board members.
3. Upon or before election, hiring, or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.
4. In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.
5. I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signed: _____ Date: _____

Approved: 9/21/09



PUBLIC



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 3.1

Revised: 7/15/92

Revised: 5/6/97

Revised: 4/23/01

Revised: 9/19/05

Revised: 7/16/07

Revised 10/20/08

RULES OF CONDUCT FOR LIBRARY USERS

Need for this Policy:

A policy is needed to promote and maintain a library atmosphere in which patron behavior is non-intrusive to others and materials are protected.

Policy:

No person shall engage in disruptive behavior; make unreasonable noise; use abusive or obscene language; physically or sexually harass others; obstruct pedestrian traffic; loiter; steal or damage Library property; gamble; litter; or create a hazardous or physically offensive condition.

All conversation shall be kept as low as possible and of minimum duration.

Parents are responsible for the actions of their children. However, if the children's actions are disruptive, or if children are left unattended, particularly at closing times, it is the Library's policy to discuss the issue with the parent.

No food or beverages will be allowed in any of the areas open to the public in the Library except when approved by the Director.

Patrons must be properly attired when in the building. Shirts and shoes must be worn in the building. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons may be asked to leave the building.

No smoking will be allowed in the building, in the Reading Garden, or within 50 yards of the front entrance.

All patrons are expected to observe the rights of other Library users and staff.

No animals are allowed in the Library, except those which assist disabled people or those used in Library programs.

Taking surveys, asking people to sign petitions, distributing leaflets, and other similar activities are permitted only when authorized by the Library. Soliciting donations or selling products or services is not permitted. Activities of the Friends are exempt from the provision of this paragraph.

Patrons shall not be intrusive, nor harass or annoy others by staring at another person with the intent to annoy that person, or by following another person about the building with the intent to annoy that person.

Responsibilities:

It shall be the duty of the Director, or whomever is designated to act in his/ her capacity to see that the rules are carried out. Any person who fails to observe the above Rules of Conduct will be asked to comply or leave.

Approved: 3/13/85



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 3.2

Revised: 6/11/99

Revised: 9/19/05

ISSUANCE OF LIBRARY CARDS

Need for this policy:

A formal policy is necessary so that cards are issued only to persons entitled to them.

Policy:

A. Resident Library cards may be issued to a person who:

1. Is a resident of the District, who presents proof of identity and address; and
2. Is an adult, a student in 7th grade or above, or a student in the 6th grade or below who has written consent from his/her parent or legal guardian; and
3. Has no outstanding financial or property obligation to the Library.

B. Non-Resident Library cards may be issued to a person who:

1. Is a non-resident of the District, who presents proof of identity and address; and
2. Is an adult, a student in 7th grade or above, or a student in the 6th grade or below who has written consent from his/her parent or legal guardian; and
3. Has no outstanding financial or property obligation to the Library.

Responsibility:

Enforcement of the policy is the responsibility of the Director.

Approved: 5/8/86



POLICY 3.3

Revised: 9/19/05

LIBRARY SERVICE TO NON-RESIDENTS

Need for This Policy:

To advise non-district residents of certain restrictions that may apply to their borrowing of materials and use of services.

Policy:

Non-residents may be denied borrowing privileges concerning non-print materials and equipment (i.e. audio-visual media) and printed materials, including fiction and non-fiction books and periodicals, less than one year old as set forth in Commissioner of Education Regulation 90.3(b)(2)(ii).

The Director shall keep patrons informed about the categories of materials that are restricted in a brochure issued periodically.

At the discretion of the Director, residents of the District will be given priority registration for selected programs which require attendance to be limited.

Responsibilities:

It shall be the responsibility of the Director to ensure compliance with this Policy and to maintain and display an up-to-date list of restricted materials for patrons.

Approved: 1/10/97



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 3.4

Revised: 11/15/86
Revised: 1/5/87
Revised: 5/2/91
Revised: 12/14/92
Revised: 9/19/05
Revised: 7/16/07
Revised: 10/20/08

HOURS OPEN AND HOLIDAY SCHEDULE

Need for this Policy:

A formal policy of library hours and observed holidays is required for the benefit of patrons and staff.

Policy:

A. Hours

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

Monday - Thursday	9:00 AM – 9:00 PM
Friday	9:00* AM - 6:00 PM
Saturday	9:00 AM - 5:00 PM
Sunday	12:00 PM - 5:00 PM

* Opens 10:00 AM on Fridays until January of 2009

B. Holidays

The Library will be closed on the following holidays:

New Years Day	Veteran's Day
President's Day	Thanksgiving Day
Easter Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	

The Library will be closed on the date that Memorial Day is officially observed.

When Christmas Day and New Year's Day fall on Sunday, the Library will close on the following Monday.

The Library will close on Thanksgiving Eve and New Year's Eve at 5:00 PM.

Responsibilities:

It is the responsibility of the Director to recommend to the Board any revision of hours, days open, or holidays. It is the responsibility of the Board to enact revisions in the interest of the public it serves.

Approved: 3/13/85



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 3.5

Revised: 4/7/99

Revised: 9/19/05

USE OF FACILITIES AND MATERIALS

Need for this Policy:

A policy is necessary to define the use of the Library's facilities, materials and services.

Policy:

Any visitor to the Library may use materials on site.

A person or representative of an organization who requests to display materials which are of an educational, cultural, or civic nature may be given permission by the Director to use a specific place for a specified time if time and space are available. Requests for display space for commercial, religious, partisan or political purposes will be denied.

Requests by patrons or visitors to use materials, equipment, or space intended for exclusive use by Library personnel (including staff, volunteers, Friends of the Library) in the performance of their library duties will be denied.

A person or representative of an organization requesting to use the Community room (s), when not otherwise scheduled for Library purposes, may do so by following the rules outlined in Policy 3.6.

Approved: 3/13/85



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 3.6

Revised: 5/23/94

Revised: 9/19/05

Revised: 4/16/07

Revised: 7/16/07

Revised: 1/28/08

Revised 2/23/09

Revised 4/11/11

USE OF PROGRAM ROOMS BY THE PUBLIC

Need for this Policy:

A policy is required to establish the terms and conditions for public use of the Library's Program Rooms.

Policy:

The Program Rooms of the Library, when not otherwise scheduled for Library programs or purposes, are available under the following general conditions:

1. Program Rooms will only be available for use during the hours the Library is open to the public.
2. The individual reserving and assuming responsibility for the room must be:
 - a. at least 21 years of age
 - b. a resident of the Clifton Park-Halfmoon Library District
 - c. A Clifton Park-Halfmoon library card holder in good standing
3. Rooms may be reserved by any individual or group up to six (6) times per year at the following times:
 - Monday – Thursday 5pm – 9pm
 - Saturday 9am – 5pm
 - Sunday 12pm – 5pm

Rooms may be reserved by any individual or group up to ten (10) times per year at the following times:

Monday – Friday 9am – 5pm

Rooms may be reserved by an individual or group no more than a total of twelve (12) times per year subject to the above conditions.

4. When not otherwise scheduled, Program Room D is available for use during regular library hours on a walk-in basis for a limit of 2 hours per day. Users must sign in at the Ask a Librarian Desk on the 1st Floor and use of the room must comply with the terms and conditions of this Policy.
5. No charge shall be made for admission to any program or meeting. However, groups that normally collect dues/membership fees may use the Program Rooms so long as their meeting on Library premises are open to the public at no charge.
6. If Library equipment (such as projectors or audio-visual units) is used, a \$25 fee is charged and must be paid prior to the event.



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7. Light refreshments may, with prior approval, be permitted in designated rooms. No alcoholic beverages may be served. Smoking is prohibited
8. The reserving party is responsible to leave the room in the same condition as it was when they arrived
9. The Library charter states that the Library shall not participate in, or intervene (including publishing or distributing statements) in any political campaign on behalf of any candidate for public office. Thus Program Rooms may not be used for these purposes.
10. A Reservation Form must be completed and may be submitted via the Library's website or in print when requesting a room reservation.
11. Programs may not be used to directly solicit business or collect contact information from program attendees to market any product or services.
12. There shall be no distribution of literature on library property either inside or outside, other than to program participants in the program room. All literature is subject to library approval.
13. An organization may not have the name, address, or phone number of the Clifton Park-Halfmoon Public Library serve as the address of record for an organization.
14. Rooms may be reserved for programs of educational value and discussion of current public issues. Such programs must be open to the public.
15. Rooms may also be reserved for programs and meetings of a non-commercial nature and must be open to the public.

Room Reservation

- A. Rooms may be reserved with the understanding that, on occasion, special library programs will take precedence over an existing reservation. In such cases, every reasonable effort will be made, in a timely manner, to notify the person (s) having made the reservation of the cancellation of this portion of their reservation.
- B. Reservation requests for program rooms not otherwise scheduled may be submitted 10 weeks in advance of the proposed reservation date.

Room reservations as provided for in this policy will be reviewed annually and adjustments made to this policy as deemed necessary by the Board of Trustees to allow for the maximal, fair use of meeting spaces.

Responsibilities:

Abuse of this Room Policy may preclude further room reservations. It is the responsibility of the Director to ensure adherence to this Policy.

Approved: 3/28/90



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

Policy 3.7

Revised: 9/19/05

Revised: 7/17/06

Revised: 2/23/09

USE OF THE LIBRARY BY TUTORS

Need for this Policy:

The Library premises are available for patron use to meet their needs in accessing information and for use of library materials and equipment. As part of its educational mission, the Library permits tutoring on the premises in accordance with this policy.

A policy is required in order to maintain an atmosphere in which all patrons may use the Library without being disturbed by those engaged in teaching activities.

Policy:

Tutor groups will be limited to a maximum of 2 students per tutor per session. The use of the Library space is not to be used as a classroom or office for tutors to work from, but as a safe and quiet workspace for students to receive instruction.

Two study rooms are available for tutors. Preference for the ESL/Literacy Room will be given to those students and tutors engaged in ESL and literacy activities.

Whenever possible tutoring should be conducted in rooms designated for the purpose. When the rooms are in use, students and tutors may work in other areas of the Library so long as Policy 3.1 (Rules of Conduct for Library Users) is upheld.

Students must be under their tutor's supervision at all times.

Responsibilities:

It is the responsibility of the Director to issue detailed procedures for the use of the Library by volunteer tutors and to ensure adherence to this policy.

Approved: 2/15/2001



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 3.8

Revised: 12/1/98

Revised: 9/19/05

UNATTENDED CHILDREN

Need for this Policy:

Nationwide, a number of families are using libraries as child care centers for their unattended children with increasing frequency. A policy to deal with this practice is needed.

Policy:

Children are welcome at the Library. However, the Library is not a daycare or child care center, and should not be treated as such.

Children younger than ten (10) years of age must be accompanied while at the Library by a parent or guardian, except while they are in attendance at a supervised, age appropriate library program. Children younger than ten (10) left at such programs must be picked up by a parent or guardian within 10 minutes of the program's end.

Children of any age are not welcome in the Library if they are idle, unwell or disruptive.

Children between ten (10) and 14 shall not be left unattended in the Library for more than three hours and must be picked up or leave the premises by normal closing hours.

Responsibilities:

Children are the responsibility of their parents or guardians, not of the Library. The Library takes no responsibility for the safety or welfare of children left unattended at the Library in violation of this policy.

If a child is left at the Library in violation of this policy, the Library will call the parent or guardian to pick up the child. If a parent or guardian cannot be reached, and/or cannot pick up the child within 30 minutes of such call, local authorities will be called and apprised of the situation.

Under no circumstances will Library staff arrange for or transport the child off the Library premises.

Approved: 10/15/88



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 3.9

Revised: 6/10/99

Revised: 9/19/05

Revised: 12/14/09

SALES AND FUNDRAISING AT THE LIBRARY

Need for this Policy:

Occasionally local groups request permission to use Library property for fundraising. Such activity must be limited to minimize interference with the fulfillment of the Library's mission.

Policy:

1. Except as indicated in paragraph 2, below, it is the policy of the Library to grant permission exclusively to the Library and the Friends to conduct fundraising or sales on Library property.
2. The Board, on recommendation by the Director and, after due deliberation, may occasionally vote to make exception to paragraph 1, above, for no more than one year at a time to not-for-profit (IRS 501 c.3) community organizations of cultural, educational, and/or historical natures if, in the judgment of the Board, the activity is consistent with the Library's mission and conveys some benefit to the Library.

Responsibilities:

This policy shall be enforced by the Director.

Approved: 1/30/89



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 3.10

APPROPRIATE USE OF CHILDREN'S ROOM

Need for this Policy:

The mission of Children's Services is to enrich the lives of children and help them develop a love of learning. Children's Services provides access to quality children's materials and makes information and cultural opportunities available to children and adults or others involved in children's lives. The Clifton Park-Halfmoon Public Library welcomes people of all ages to use its facilities and services. In an effort to ensure the safety and well being of children, ensure use of Children's Services consistent with our mission and maintain an atmosphere of constructive library use, the following policy regarding appropriate use of the Children's Room is required.

Policy:

1. The materials, services and equipment in the Clifton Park-Halfmoon Public Library Children's Room are intended for the use of children, their parents and caregivers, and others needing children's materials and services for some specific purpose. All other patrons are asked to use the adult areas of the library.

2. Appropriate use of the Children's room includes:

- a. Use by children birth to age 14.
- b. Use by a parent or caregiver while attending a child in the library.
- c. Use by a teacher, day care provider, researcher, etc. in developing curricula or other resources related to children's literature or materials.
- d. Use by a patron over age 14 when materials suitable to the patron's particular needs are not available in the adult areas of the Library.
- e. Tour groups, visiting librarians, library volunteers, teachers, city officials, trades people, or others visiting the Children's area for business-related purposes.

3. Parents and caregivers should be with children under the age of 8 in their care assisting them in using library resources.

Responsibilities:

It is the responsibility of the Director and his/her staff to enforce this policy, and they may request that any persons using the children's area inappropriately leave the area.

Approved: 4/21/08



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 3.11

PRIVACY AND CONFIDENTIALITY

Need for this Policy:

So that all involved may have a clear understanding of the extent and limitations of the Library's protection of the privacy and confidentiality of its patrons.

Policy:

1. The Library collects only that personally identifiable information about patrons which is necessary to ensure the proper operation of the Library and otherwise required for accessing Library resources or participating in Library functions, including, but limited to, the use of its website.
2. Notwithstanding the foregoing principle, patrons should not have the expectation of complete privacy and confidentiality. Library employees working within the scope of their duties will have access to personal information.
3. When you visit the Library's website, non-personal information (such as cookies, IP Address) may be required for the running of online applications, however this data has no element by which specific individuals may be identified to or by third parties.
4. The Library will not sell, lease, or otherwise distribute or disclose a patron's email address, postal address, phone number, borrower records, or other personal information to outside parties unless required by law.
5. Some Library website pages contain links to external sites not maintained by the Library. The Library cannot be responsible for a patron's privacy when the patron discloses information to outside websites. Visitors to those websites are advised to check the privacy statements of each site to learn how the website will use such information.
6. To use Clifton Park-Halfmoon Public Library databases remotely (from outside the Library), users are asked for their Clifton Park-Halfmoon Public Library card number to ensure that only authorized users have access. Database vendors do not have access to any user records or information.
7. Photos and videos which may appear on the Library's websites are gathered from public programs, events, and Library spaces. To insure the privacy of individuals, including children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent, or legal guardian.
8. The Library may use visitor information for new, unanticipated, uses not previously disclosed in this policy.
9. If the Library's information practices do change, the Library will post such changes on its website to notify patrons and provide them with the opportunity to opt out of these new uses.



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

10. Any concerns about how patron information is used should be directed to the Director or Assistant Director of Technology.

Responsibilities:

It is the responsibility of the Director and his/her staff to enforce this policy.

Approved: 1/24/11



MATERIALS



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 4.1

Revised: 5/22/86

Revised: 4/7/99

Revised: 9/19/05

LIBRARY ACCESS

Need for this Policy:

The Library has a significant investment in books, equipment, and building to provide library services to the Towns of Clifton Park and Halfmoon. To protect this investment, and at the same time provide library services to the community, a personnel access policy is required.

Policy:

Keys to the Library main entrance are limited to the following individuals:

- A) Board President
- B) Treasurer
- C) Chair of the Building and Grounds Committee
- D) Director

The Director may authorize keys for employees or Service Personnel who have a need.

Responsibility:

The Director will maintain a listing of key holders and their assigned key serial numbers. The list is to be updated annually or whenever personnel assignments of key holders are changed.

Approved: 1/22/85



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 4.2

Revised: 2/15/93

Revised: 4/7/99

Revised: 9/19/05

MATERIALS SELECTION POLICY

Need for this Policy:

The Library exists to provide education, information, materials, reference sources and reading, listening, and viewing pleasure to all the people within its chartered area. Because of space and budget limitations, it is necessary to establish a Materials Selection Policy.

Policy:

A. The Board endorses and declares that it will adhere to the "Freedom to Read" statement, the "Freedom to View" statement, and the Library Bill of Rights, all of which were adopted by the American Library Association. (See Appendix 4.2 A.)

B. Selection of specific books and other library material is the responsibility of the Director, and, under her/his direction, qualified members of the professional staff. The Board is ultimately responsible for the selection of all material so selected.

C. Selection of Library holdings is based on interest, informational needs, and the enlightenment of all Library patrons. No book or library material shall be excluded because of the race, nationality, or political or social views of the author.

D. Censorship is an individual matter. No individual may censor or restrict the freedom of others to read, listen to, or view library holdings.

E. The Board defends the principles of the freedom to read, listen, or view and declares that whenever censorship is involved, no book or other library materials shall be removed from the Library's holdings except under the orders of a court of competent jurisdiction.

Responsibility:

It is the responsibility of the Director to maintain adequate procedures to implement this policy.

Approved: 3/13/85



Appendix 4.2-A

Library Bill of Rights

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

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

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

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

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

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

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

The Freedom to Read Statement

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

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

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



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

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

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

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

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

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

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

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

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

It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

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



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

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

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

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

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

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

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.



Freedom to View Statement

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:

To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.

To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

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.

To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

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



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 4.3

Revised: 5/22/86

Revised: 12/17/86

Revised: 6/11/99

Revised: 9/19/05

CIRCULATION OF MATERIALS

Need for this Policy:

The Library needs a single policy to formalize the loan periods and amounts of Library material which may circulate.

Policy:

Reference books and materials do not circulate.

In order to provide optimal access to current books and popular materials a loan period of 14 days is established and applies to:

Current fiction and non-fiction books designated as part of the New and Popular Collection, and Non Fiction Adult videos.

A loan period of 7 days applies to:

Circulating encyclopedias

Exam books

Magazines, except Juvenile magazines, which circulate for 28 days

All A/V materials except audio-books, which circulate for 28 days

Other material as designated by the Library Director

A loan period of 28 days applies to books and materials in the general collection, including audio-books, and Juvenile magazines as stated above.

Materials other than those designated as New and Popular may be renewed in-person, by phone, or via the Internet if no other patron has reserved the item.

The Director may impose temporary limits on the amount of material borrowed.

Responsibilities:

The development and updating of this policy is the responsibility of the Trustees. Enforcement is the responsibility of the Director.

Approved: 1/22/85



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 4.4

Revised: 5/22/86

Revised: 12/17/86

Revised: 4/7/99

Revised: 9/19/05

LIBRARY CHARGES AND FEES

Need for this Policy:

This policy establishes the right of the Board to determine and modify Library charges and fees as deemed necessary.

Policy:

- A. The Library shall establish reasonable charges:
- (1) to pay for losses of, and damage to, Library holdings;
 - (2) to encourage patrons to use borrowed items in a timely fashion, and to return items promptly so that they can be used by others;
 - (3) to reserve materials.
- B. The Library shall have available to the public a current statement of charges and fees in a written Procedure.
- C. After written notice is sent to a library card holder, library privileges may be suspended until:
- (1) item is returned and fine paid; or
 - (2) replacement cost of item is paid.

Responsibilities:

The responsibility for establishing fees, charges, and determining procedures is delegated by the Board to the Director with the understanding that the Director will inform the Board prior to implementation of significant changes.

Approved: 1/22/85



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 4.5

Revised: 9/20/04

Revised: 9/19/05

Revised: 8/20/07

INTERNET USAGE

Need for this Policy:

A policy is needed to set the rules for Internet use in the Library.

Policy:

The mission of the Library is to provide educational, informational and recreational resources to patrons of all ages, cultural, and economic backgrounds. The Library is committed to protecting intellectual freedom, promoting lifelong learning and providing materials and resources that accomplish these objectives.

In order to do this, the Library develops collections, resources and services to meet these needs. In this context the Library's computers provide the opportunity to integrate electronic resources from information networks around the world with the Library's other resources.

The Internet enables the Library to provide access to a great many information resources. But there are several limits to the Internet. First, as it now exists, the Internet is often difficult to navigate. Second, though there is a wealth of useful material for people of all ages, the Internet is unregulated and material may not be accurate. Moreover, the Internet enables access to material that may be offensive or disturbing to some individuals, and some parents might not want their children to have access to sites that contain such materials.

To help patrons navigate the Internet, our Library website: www.cphlibrary.org contains an Internet Research Page which can be the starting point for searches on the Internet. The list of classes is posted in the Library. Though the Library staff has tried to assess the validity of information on these sites, they cannot apply any selection criteria that are used for other materials.

The Library upholds and affirms the right of each individual to have access to constitutionally protected materials. Thus adult patrons are responsible for proper use of the Internet for themselves and their children. Persons under the age of eighteen may have full access if they obtain written permission from a parent or legal guardian.

The Library will continue to run free computer and Internet classes for as long as they are needed. Patrons are encouraged to take them.

Conditions & Terms of Use in the Library:

In an effort to ensure that the use of this medium is consistent with the mission of the Library, the following procedure will apply:

- Designated Internet stations will be located where they can be monitored by staff and volunteers for assistance and security.
- All prospective users must read the policy and procedures for Library computer and Internet usage.
- While the Library will make every effort to ensure that the use of the Internet is consistent with the mission statement, parents are encouraged to work closely with their children. Persons under the age of 18 must have their parent or guardian give permission.



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

- The Library may impose reasonable restrictions and conditions on the use of technology available to patrons.
- Failure to use the Internet stations appropriately and responsibly may result in revocation of Internet privileges. Examples of inappropriate use include, but are not limited to, the following:
 - Violation of computer system integrity
 - Unauthorized tampering with computer hardware or software
 - Storage of data to anything other than a personal diskette, zip disk, or other removable media authorized by the Library Automation Department
 - Violation of software license agreements and copyright laws
 - Violation of another user's privacy
 - Attempting to modify or gain unauthorized access to files, passwords or data belonging to others.
- If you need assistance please attend one of the Library's Computer Classes. The list of classes is posted in the Library newsletter. The staff will assist you as best they can, but you are encouraged to attend one of the classes listed.
- The Library's Rules of Conduct apply to use of the Internet.

General Computer Access Guidelines

- The computers are available on a "first come, first serve" basis.
- You are limited to three (3) hours per day on the Public Internet Computers.
- Each computer has virus scanning software installed.
- You may not install software on any of the computers in the Library.
- All documents are cleared off the hard disk every evening.
- Floppy disks are available for sale at the Circulation Desk.
- Printing is payable at the Circulation Desk. You may not provide your own paper.
- Do not change any software settings.

Internet Disclaimer

The links to the Internet sites listed on the Library's website are maintained by others around the world. The Library is not responsible for their content or accuracy. Users of the Internet need to be good information consumers, questioning the validity of the information.

Approved: 9/19/97



POLICY 4.6

LAPTOP COMPUTER LENDING POLICY

Need for this Policy:

A policy is needed to set the laptop computer lending rules.

Policy:

Laptop computers can be loaned to CPH Library tax district cardholders age 18 and older and in good standing with the library.

Borrowers can check out a laptop computer at a service desk and must leave their library card and a valid photo I.D. All borrowers must sign a Laptop Computer Loan Agreement each time they borrow a laptop computer.

Laptop computers will be loaned out in the library's sole discretion and are available on a first come-first served basis and cannot be reserved in advance. They can be borrowed for one hour increments, up to three hours per day depending upon availability.

Use of the laptop computers must be inside of the library building only and cannot be taken into the library restrooms. Removal of laptop computers from the library will be considered theft and offenders will be prosecuted.

It is the sole responsibility of the borrower to make sure that the laptop computer is not left unattended under any circumstances. If the borrower must leave the building temporarily, the laptop computer needs to be given to a staff member at the service desk.

The borrower agrees to abide by the Library's Internet Use Policy and the Library's Code of Conduct.

Lost or damaged material fees for laptop computers will be based on a reasonable assessment of the cost of replacement or repair of the laptop computer. The borrower will be responsible for any loss or damage and will be liable for an amount up to the full replacement cost if the laptop computer is damaged or stolen. Anyone found violating the policy will be precluded from borrowing laptop computers in the future.

Printing is available and can be picked up and paid for in the Copy/Print Room.

Any documents saved on the laptop computer will be lost immediately upon the session timeout, logout or reboot. Data should be saved to a flash drive or CD, emailed or printed. The session will automatically logout after 10 minutes of inactivity.

Laptop computers must be returned to the service desk at least 15 minutes prior to the library's closing.



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

Unacceptable use of laptop computers includes:

- Leaving a laptop computer unattended in the library at any time.
- Allowing more than two users to be on the same laptop computer at one time or allowing users who have not signed a Laptop Computer Loan Agreement.
- Taking a laptop computer out of the library building or into a restricted area of the library (e.g. library restrooms)
- Installing software, saving to the hard drive or changing computer settings/configurations.
- Handling a laptop computer in a manner that can lead to damage of equipment.

Approved: 7/19/10



TRUSTEES



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 5.1

Revised: 6/11/99

Revised: 9/19/05

ROLE OF THE BOARD OF TRUSTEES: POWERS and DUTIES

Need for this Policy:

The Board is responsible for the establishment and implementation of Library Policies. This Policy sets forth these basic responsibilities.

Policy:

It is the responsibility of the Board to ensure that the Library is well managed, in a manner consistent with the law and with the policies that have been established. The Board will fulfill these responsibilities through:

- * The development, enforcement and updating of sound Library Policies;
- * The selection, supervision and guidance of a qualified Library Director;
- * The practice of sound fiscal management;
- * The development of positive public relations within the community, and
- * Work toward the fulfillment of the Mission of the Library set forth in Policy 2.1.

Responsibilities:

It is the responsibility of the Board President to ensure the Board addresses the intent of this Policy and that the Board issue appropriate Policy statements.

Approved: 5/1/86



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 5.2

Revised: 6/16/03

Revised: 9/19/05

Revised: 8/17/09

Revised: 3/21/11

COMMITTEES OF THE BOARD OF TRUSTEES

Need for this Policy:

This policy is needed in order for the Board to operate effectively.

Policy:

1. Standing committees are:

Building and Grounds
Finance
Legislative
Long Range Planning
Personnel
Policy
Public Relations

2. Matters brought to the Board that require investigation and consideration should be referred to committee for recommendation to the full Board.

3. Each Board member shall be assigned to two or more standing committees.

4. Additionally, there shall be an Executive Committee composed of

The President
The Vice-president
The Treasurer

5. The purpose of the Executive Committee is to exercise general leadership activities in the intervals between Board meetings.

6. The Executive Committee or a majority thereof will meet at least once each calendar month so that its members are aware of what challenges they face and be able to step into the breach in and when needed.

7. The Executive Committee or a majority thereof shall meet with the Library Director at least once each calendar month. This requirement may be combined with the monthly meeting specified in 6, above.

Approved: 3/17/90



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 5.3

Revised: 6/16/03

Revised: 9/19/05

Revised: 3/21/11

STANDING COMMITTEE FUNCTIONS AND RESPONSIBILITIES

Need for this Policy:

A policy is required to define areas and limitations of responsibilities of each standing committee.

Policy:

The standing committee of the Board of Trustees and their functions and responsibilities are as follows:

- A. Policy Committee
 1. Prepare and revise library policy for submission to the Board for approval.
 2. Prepare initial responses for the Board to those questions not covered by existing policy.
 3. Adjust the library calendar of holidays and library hours in accord with Policy 5.4.
 4. Review all policies annually to determine if any need to be updated.
- B. Personnel Committee
 1. Recommend salary structure for all staff, after reviewing input from the Director.
 2. Review and approve organizational structure and job descriptions prepared by the Director.
 3. Advise the Director on staffing issues and staff problems, when requested by the Director or the Board.
 4. Evaluate the Director's performance and prepare a written report. The Chairman and President of the Board will meet with the Director for a formal discussion of evaluation.
 5. Recommend resolution of, or answers to questions concerning employee relations matters: sick leave, vacation, compensatory time, benefits, etc.
 6. Evaluate and recommend to the Board candidates for vacant positions on the Board.
- C. Public Relations Committee
 1. Develop an on-going plan for establishing positive public relations.
 2. Develop proposals for any issue related to Board communications with the public.
 3. Develop and implement Board approved plans for any board-approved public relations program.



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

D. Building and Grounds Committee

1. Ensure that the buildings and grounds are maintained in good condition with maintenance and repairs accomplished in a timely fashion.
2. Ensure the development of landscaping plans.
3. Review recommendations from the Director for capital equipment and furnishings.
4. Project future facility needs of the Library.
5. Develop plans and be responsible for alterations of and additions to the buildings and grounds.

E. Finance Committee

1. Receive and evaluate budget recommendations from standing committees and the Director.
2. Formulate a proposed budget in accordance with Policy 7.1.
3. Oversee implementation of the budget.
4. Project long-range financial needs.
5. Oversee financial management, including investments.
6. Review the approved budget mid-year and recommend adjustments as necessary.

F. Legislative Committee

1. Define legislative needs and goals and recommend them to the Board.
2. Inform Board of legislation pertinent to libraries.
3. Represent the Library in legislative hearings and issues at all levels.
4. Conduct direct discussions with legislative leadership and staff educating them to the needs of the Library.
5. Establish on-going contact and relationship with appropriate mentors of the executive and legislative departments.
6. Encourage legislative/lobbying activity by the Friends and other groups who share our goals.
7. Work with the public Relations Committee to educate the community on the impact of legislative action, or lack of it, at the local level.



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

G. Long Range Planning Committee

1. Identify long term changes and growth patterns in the Library District's service area, as a precursor to implementing Item 2, below.
2. Identify needs and desires of the Library District's population that could be met through Library services.
3. .
4. Identify potential limitations to implementing changes (i.e. finance, physical capacity, etc.).
5. Make recommendations to the Board as to what new services or activities should be pursued, and what changes to existing services should be made.
6. Provide guidance and assistance to the Board in implementing these changes.
7. Identify contingencies that could have severe consequences for the Library and make recommendations to the Board regarding how to plan and prepare for them.

Responsibility:

It is the responsibility of each standing committee chairperson to ensure that committees perform the stated functions.

Approved: 3/17/90



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 5.4

Revised: 1/4/94

Revised: 5/4/01

Revised: 9/19/05

Revised: 4/18/08

CALENDAR FOR BOARD OF TRUSTEES

Need for this Policy:

A calendar of regularly scheduled Board and Committee activities shall be prepared, reviewed annually, and affixed hereto.

Policy:

An ongoing calendar shall be maintained by the Policy Committee, structured as follows:

DATE/ ITEM

RESPONSIBILITY

JANUARY

Organizational Meeting

Board

Elect new officers to the Board

President

Administer Oath of Office to new Trustees

President, Counsel

Appoint Counsel, Clerk, and Board Secretary

Board

Set date for the Annual Budget and Trustee election

Board

Review Board Calendar

Board

Make Board committee assignments

President

Set committee goals

Committee Chairpersons

Update Library operations calendar

Policy Committee

Prepare annual report

Director & President

FEBRUARY

Approve investment plan for tax levies revenues

Director & Finance Chair

MARCH

APRIL

Make recommendations for budget
by May 1 to Finance Committee

All Standing Committees & Director

MAY

Attend annual SALS dinner meeting
Develop next year's budget

Director & President
Finance Committee & Director



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

JUNE

Conduct mid-year evaluation of Director
Review & make adjustments to current budget
Approve budget for next year

Personnel Chair & President
Finance Committee & Director
Board

JULY

Recruit candidates for Board
Appoint election coordinator
Announce date for election, the first Thursday
after Labor Day

Board
Director
President

AUGUST

Accept completed petitions for Trustee candidates
Prepare callers' list & phone lists to encourage voting,
if deemed necessary

Director
Public Relations Committee

SEPTEMBER

Complete plans for vote by District residents on election
of Trustees and budget referendum

President

OCTOBER

NOVEMBER

Set Board goals for next year
Complete Board self-evaluation
Appoint Ad Hoc Nominating Committee to recommend
Officers of the Board for next year
Policy Committee reviews Annual Calendar

Board
Board
President
Policy Committee

DECEMBER

Present slate of Officers
Accept floor nominations for Officers of the Board
Conduct year-end evaluation of Director

Nominating Committee
Board
Personnel Chair & President

Responsibilities:

The Policy Committee will review calendar annually and transmit suggested calendar to the Board in January of each year. The Board President is responsible for monitoring the timely completion of the stated tasks.

Approved: 3/28/90



POLICY 5.5

Revised: 9/19/05

CRITERIA FOR HOLDING EXECUTIVE SESSIONS BY THE BOARD OF TRUSTEES

Need for this Policy:

The Board requires means of consistently determining the need for meeting in executive session.

Policy:

It is the policy of the Board that its regularly scheduled meetings shall be open to the general public.

As an exception to this general rule, the Board may meet in executive session for the reasons referenced in New York State Public Officers Law.

The Board may request the presence of staff or other appropriate resource persons at specific executive sessions.

Responsibilities:

The Board President is responsible for determining that business be conducted in executive session. The determination is subject to the agenda approval process which begins each meeting.

Approved: 3/18/85



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 5.6

Revised: 4/13/92

Revised: 6/10/99

Revised: 9/19/05

THE ELECTION AND INTERIM APPOINTMENT OF A TRUSTEE IN EVENT OF VACANCY ON THE BOARD OF TRUSTEES

Need for this Policy:

A policy is necessary to assure that the Board operates at its full complement of members.

Policy:

- A. The Board shall appoint a qualified person as interim trustee until the electorate votes to fill the position.
- B. The personnel committee shall recommend a candidate or candidates to fill a Trustee vacancy.
- C. The appointment to fill the vacancy shall be through 12/31 following the next regularly scheduled election.

Responsibilities:

The Personnel Committee is responsible for soliciting, interviewing, and recommending a candidate to the Board to fill a Trustee vacancy.

The Board is responsible for appointing a candidate to fill the vacancy.

Approved: 6/16/86



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 5.7

Revised: 9/19/05

INDEMNIFICATION OF TRUSTEES AND EMPLOYEES

Need for this Policy:

A policy statement is needed to clarify the indemnification of trustees and employees of the Library.

Policy:

The Library will, to the extent permitted by the Not-For-Profit Corporation Law, and the Public Officers' Law, indemnify any Library trustee or employee who is made a party to any action or proceeding by reason of acting as trustee or employee of the Library, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorney fees.

Responsibilities:

The Board President is responsible for implementing this policy.

Approved: 10/29/97



DIRECTOR



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 6.1

Revised: 5/1/86

Revised: 12/12/94

Revised: 9/19/05

POWERS AND DUTIES OF LIBRARY DIRECTOR

Need for this policy:

This policy specifies the responsibilities of the Library Director in relationship to the Board of Trustees.

Policy:

The Director administers the Library according to the goals, objectives, policies, and financial plans set by the Board for the Library and has full responsibility for the operation of the Library.

Responsibilities:

The Director provides the professional expertise on Library matters and keeps the Trustees fully informed.

Approved: 5/1/86



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 6.2

Revised: 12/24/94

Revised: 4/7/99

Revised: 9/19/05

ANNUAL EVALUATION OF THE LIBRARY DIRECTOR AND DETERMINATION OF DIRECTOR'S COMPENSATION

Need for this Policy:

The evaluation of the Director provides an annual opportunity for the Board and Director to define the success of the previous year and to establish goals for the coming year. The evaluation will be considered in the determination of the Director's compensation.

Policy:

Evaluation:

The Personnel Committee will lead the Board's evaluation of the Performance of the Director.

An initial evaluation of a new Director will be conducted six months after start of employment. Thereafter, evaluations will be held, at a minimum, annually. In addition to providing an appraisal of past performance, the evaluation process should include goal-setting for the future evaluation period. The Director will participate in this goal-setting.

The Director will have an opportunity to place comments on the record with regard to the evaluation.

The Personnel committee will report the results of the evaluation to the Board.

Compensation:

Concurrent with preparation of the budget, the Personnel Committee in consultation with the Finance Committee will prepare a proposal for compensation of the Director for the forthcoming calendar year.

The proposal must be approved by the Board before the proposal is made to the Director.

The Personnel Committee Chairperson with the President of the Board will present the offer to the Director.

Responsibilities:

The Personnel Committee is responsible for leading the Board's evaluation of the Director and recommendation of the Director's compensation.

The Board is responsible for approving the proposal for compensation of the Director.

Approved: 3/13/85



FISCAL



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

Policy 7.1

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES

Need for this Policy:

A statement is needed to establish the accounting principles of the Library.

Policy:

The Library follows the Generally Accepted Accounting Principles, and accounting guidelines set forth by the New York State Comptroller in the *Financial Management Guide for Local Governments*.

Responsibilities:

The Director, Administrative Assistant/Bookkeeper, and the Treasurer, as well as the annual auditing firm chosen by the Board are responsible for ensuring the Library is following generally accepted accounting principles and complies with the guidelines set forth by the New York State Comptroller.

Approved: 9/19/05



POLICY 7.2

Revised: 12/17/86

Revised: 7/18/94

Revised: 5/4/01

Revised: 9/19/05

BUDGET DEVELOPMENT AND REVIEW

Need for this Policy:

A method for budget development and review is necessary to ensure the budget is prepared in a timely fashion and that the line of responsibility is established.

Policy:

Budget Development

All standing committees shall meet by April in order to submit by May recommendations for next year's budget. The Director will combine them with the operational needs and submit a tentative budget to the Finance Committee for approval. The proposed budget will be submitted to the Board by their June meeting for final approval and subsequent presentation for public vote.

Budget Review

The Finance Committee, working with the Director, will review the current year's budget in June, forecast the year-end performance and make suggested adjustments for actions by the Board.

Responsibilities:

The Director will prepare the budget recommendations with input from all Board Committees.

The Finance Committee, with the Treasurer of the Board as chairperson, is responsible for proposing all budgets to the Board.

The Board is responsible for submitting the budget to the voters for approval.

Approved: 3/13/85



Policy 7.3

CHECK SIGNING PROCEDURES

Need for this Policy:

A policy is needed to achieve a more effective system of internal fiscal control and stipulate counter-signature requirements.

Policy:

Disbursement checks written for \$15,000 or more will require the signature of the President and Treasurer of the Board.

Responsibilities:

The President, Treasurer, and Administrative Assistant/Bookkeeper will ensure that two signatures appear on all disbursement checks which are written for \$15,000 or more.

Approved: 9/19/05



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 7.4

Revised: 5/22/86

Revised: 10/17/94

Revised: 9/19/05

FINANCING TRAVEL AND DUES FOR STAFF AND TRUSTEES

Need for this Policy:

Guidance is required to provide appropriate payment for professionals, staff, and trustees who attend conferences for Continuing Education programs on the Library's behalf, and reimburse employees and volunteers for travel expenses incurred while on Library business.

Policy:

Librarians pay for any memberships they choose to hold in any organization;

The Library, in its sole discretion, may reimburse part or all of the cost of meetings and conferences for staff members and trustees, including registration fees, travel, lodging and meals;

Authorized automobile travel, except for those expenses reimbursed by SALS, will be reimbursed at the per mile rate currently allowed by the IRS.

Responsibilities:

The Director determines which staff members shall attend meetings and conferences and what staff expenses will be authorized for reimbursement.

The Director shall determine which Continuing Education conferences would be most beneficial to the Library as well as which staff members may attend said conferences;

The Director will authorize reimbursement for travel expenses for Library business;

The Board will determine which Board members will attend meetings and conferences and what Board Member expenses will be authorized for reimbursement.

Approved: 3/13/85



POLICY 7.5

Revised: 9/21/09

ANTIFRAUD PROGRAMS AND CONTROLS

Need for this policy:

AICPA Auditing Standards recommend that organizations should have antifraud programs and controls.

Policy:

1. Fraud is defined as a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means.
2. All fraudulent acts or related misconduct are included under this policy and include, but are not limited to, such activities as:
 - a. Embezzlement, theft, misappropriation or other financial irregularities
 - b. Forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, other financial documents, electronic files, etc.)
 - c. Improprieties in the handling or reporting of financial transactions
 - d. Misappropriation of funds, securities, supplies, inventory or any other asset (such as furniture, fixtures, equipment, materials), including assets of the Library, our patrons, suppliers, or others with whom we have a business relationship
 - e. Authorizing or receiving payment for goods not received or services not performed
 - f. Authorizing or receiving payments for hours not worked or expenses not accrued and documented
 - g. Profiteering as a result of insider knowledge of Library activities
 - h. Involvement in any transaction, or having an interest in a party involved in a transaction with the Library, without the prior approval of the Director or the Board
3. Fraud and related misconduct will not be tolerated. Employees found to have participated in such conduct may be subject to disciplinary action, up to and including termination as well as possible criminal conviction. Trustees found to have participated in such conduct may be subject to removal from the Library Board as well as possible criminal conviction.
4. All employees, vendors, contractors, and other third parties are to report suspected instances of any such misconduct to any one of the following: The Library Director, the Board President, and the Board Attorney. Such reports may be made anonymously.
5. Any reprisal against any employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden.
6. When fraud or related misconduct is reported, an appropriate investigation and all necessary action will be undertaken. All investigations of alleged wrongdoing will be conducted in accordance with applicable laws, and Library policies and procedures.
 - a. All Trustees and employees necessary to the investigation will cooperate fully in the investigation.



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- b. Trustees and employees should direct all inquiries from any individual who is believed to be involved in fraud or related misconduct, his or her representative, or his or her attorney, and all inquiries from the media to the Board's attorney.
 - c. Neither the existence nor the results of investigations or other follow up activity will be disclosed or discussed with anyone other than the Trustees or those persons having a legitimate need to know in order to perform their duties and responsibilities effectively.
 - d. The Board's attorney will be notified and involved in the investigation whenever appropriate.
 - e. Once the investigation is completed, and the results of the investigation reported to the Board of Trustees, the Trustees and/or Library Director may take one or both of the following steps:
 - i. Consult with the Board's attorney relative to appropriate further action
 - ii. Take appropriate action and steps to minimize reoccurrence
7. If and when fraud and/or fiscal misconduct is identified, corrective and/or punitive measures may be taken by the Board after hearing the recommendation of the Board's Attorney.
8. All current vendors and suppliers are to be annually provided with a notice prohibiting gifts having a value of seventy-five dollars or more as stated in policy 2.4 to any of the Library's employees or Board members. Such notice shall include the name and phone number of the Library Director to be contacted if they have been solicited for gifts by any of the Library's employees or trustees.
9. The Director, Assistant Directors, and Business Officer shall each annually sign a statement attesting to the fact that they currently have no conflict of interest and that they will avoid potential conflicts of interest.
10. Prior to actual employment, background checks including limited credit checks shall be made on any new employees who will hold the title of Director, Assistant Director, or Business Officer.

Responsibilities:

It shall be the responsibility of the Director to ensure:

- The Antifraud policy is reviewed with the staff each November
- The distribution to all vendors and suppliers of the notice prohibiting gifts

Approved: 11/17/08



POLICY 7.6

INVESTMENTS

Need for this policy:

This policy is needed to maximize the security of the Library's funds.

General:

1. The members of the Clifton Park-Halfmoon Public Library (CPHPL) Board of Trustees are the fiscal body of the Library. The members serve without compensation.
2. This document will govern the investment activities of the CPHPL. It is the policy of the Library to invest funds in a manner that will maximize the security of the principal while satisfying cash flow demands using approved methods that will provide the highest possible return. All investments will conform to applicable laws and regulations of New York State.

Policy:

1. The Primary Objectives of the Library's financial investments are, in priority order:
 - a. Preservation of Capital - The preservation of capital is the foremost objective of the investment program. At no time should the safety of the portfolio's principal investments be impaired or jeopardized. All investments shall be undertaken in a manner that first seeks to preserve capital and secondly attempts to fulfill other investment objectives
 - b. Liquidity – The Library's investment portfolio is to remain sufficiently liquid to enable the Library to meet those operating requirements that might be reasonably anticipated
 - c. Return on Investments (Yield) – The Library's investments should generate the highest available return without sacrificing the first two objectives
 - d. Judgment and Care - Investments shall be made, under circumstances then prevailing, in such a manner as persons of prudence, discretion, and intelligence might exercise in the management of their own affairs.
2. Delegation of Authority
 - a. Management responsibility for the Library's investment program is hereby delegated to the Treasurer, who is the Library's chief fiscal officer. The Treasurer shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this policy
 - b. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Treasurer.
3. Prohibited Investments – The fiscal officer may not purchase securities on margin or open a securities margin account for the investment of Library funds.
4. Internal control - The Treasurer is responsible for establishing and maintaining internal control to insure that the assets of the Library are protected from loss, theft, or misuse. The



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

internal control structure shall be designed to provide reasonable assurance that these objectives are met.

The internal controls shall address the following points:

- a. Separation of transaction records from the accounting data
 - b. Custodial safekeeping
 - c. Written confirmation of telephone transactions for investments and wire transfers
5. Maturity of Investments – No investment shall have a maturity date of more than two years from its date of purchase by the Library unless an investment is matched to a specific obligation of the Library.
6. Diversification of Investments
- a. The Library shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds. Diversification can be achieved by the type of investment, number of institutions, and length of maturity
 - b. The Treasurer will use the following guidelines in administering the Library's investment policy:
 - (1) The Library's total (100%) portfolio may be invested in securities guaranteed by the United States, or those securities for which the full faith of the United States is pledged for the payment of principal and interest
 - (2) The Library's total (100%) portfolio may be invested in certificates of deposit, savings, or deposit accounts that have been fully collateralized
7. Deposit Requirements - The Library's Board of Trustees shall designate its public depositories. Any eligible financial institution that has offices within the State of New York may become a public depository of the funds of the Library.
8. Delegation of Authority
- a. Management responsibility for the Library's investment program is delegated to the Treasurer who is considered the Library's chief financial officer. In the absence of the Treasurer, the Board President is authorized by the Board of Trustees to act in his/her stead
 - b. The Treasurer shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this Policy. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Treasurer.
9. Electronic Transfer of Library Funds
- a. The following type of transactions may be conducted by electronic transfer between financial institutions in order to expedite the transfer of funds as well as maximize interest earnings:



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- (1) All investment transfers for certificates of deposit and savings accounts authorized by the fiscal officer of the Library
 - (2) Payroll for Library employees
 - (3) To satisfy long-term bond or debt obligations when required by a depository trust company
 - b. The fiscal officer will maintain appropriate documentation of the transactions so these may be audited as required by statute. The Treasurer's signature will be on the letter of authorization for transfers which will be forwarded to the bank.
10. Library Funds – The CPHPL Board may establish funds for money and securities of the Library. All monies from whatever source derived will be receipted into funds established by the Library Board under authority of law. The authorized funds are as follows:
- a. Library Operating Fund – All money collected from tax levies, interest on investments of Library Operating Fund monies, fees, fines, rentals, and other revenues shall be deposited into the "Library Operating Fund", and must be budgeted and expended in the manner required by law
 - b. Petty Cash Fund – This fund has been established for the purpose of paying small or emergency items of operating expense as designated by resolution of the Library Board
 - c. Gift Funds Money or Securities accepted and secured by the Library Board as a grant, gift, donation, endowment, bequest, or trust may be set aside in a separate fund or funds. Expenditures from such funds shall be in compliance with the Purchasing Policy.
11. Gifts of Stock
- a. The fiscal officer may not purchase securities for the investment of Library Funds
 - b. When the Library receives gifts of stock certificates:
 - (1) When gift stock is transferred from the donor's broker to the Library's broker, the Library will automatically at transfer become the owner of record
 - (2) The fiscal officer will determine when the stock will be sold for cash.
12. Ethics and Conflicts of Interest – Those involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the Library investment program, or that could impair their ability to make impartial decisions.
13. Liability - When investments are made in accordance with this Policy, no Library Trustee with investment authority shall be held liable for a loss resulting from default or insolvency of a depository of Library funds.
14. Investment Advisors, Qualified Brokers and Dealers, and Financial Institutions – All brokers, dealers, and other financial institutions that transact investment business with the CPHPL or give advice regarding its investments, must receive, read, and comprehend the Policy and agree to comply with it before providing any services or transacting any business with the Library. This is to be evidenced by a signed statement of receipt of the policy by those identified above.



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15. Reporting – The Treasurer shall provide the Board of Trustees with monthly reports which clearly provide the following information regarding the investment portfolio:

- a. Types of investments
- b. Depository institutions
- c. Principal balances
- d. Rates of return
- e. Maturities

This report is in addition to other reports which are to include a reconciliation of bank balances to fund balances, a cash position report, and a report that compares estimated and actual receipts with expenditures for each fund.

16. Investment Policy Adoption

- a. The Library's investment Policy shall be adopted by resolution of the Library's Board of Trustees
- b. The Policy shall be reviewed no less than annually by the Finance Committee of the Board of Trustees and any modification made to it must be approved by the Board of Trustees of the CPHPL.

Adopted:09/21/09



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

Policy 7.7

PURCHASING

Need for this policy:

This policy is needed to assure the prudent and economical use of public moneys in the acquisition of goods and services for the Clifton Park-Halfmoon Public Library (CPHPL) in compliance with General Municipal Law 104-b.

General:

1. Only the Director of the CPHPL, the CPHPL Business Administrator, or other agents as designated in writing by them may commit the CPHPL for purchases. Further, with the few exceptions described herein and those purchases requiring action to secure the immediate safety of the staff and public, all purchases require advanced planning and the proper preparation of a purchase order.
2. The materials, equipment, supplies, and services to be purchased shall be of the quality and quantity required to serve the functions of the Library in a satisfactory manner, as determined by department heads and recommended to the Director.
3. It is the responsibility of each department head to secure the appropriate bids or to investigate alternative suppliers to ensure the most economical purchase of required items. The process of securing bids is further described in this policy. The Director or designee shall have the final authority on all purchase decisions.
4. All purchases will have a budgetary appropriation. All budgetary transfers will be reported to the Board of Trustees and their approval documented.
5. The Library Director shall have the authority to pay all claims made for purchase and report such activity to the Board of Trustees on a monthly basis.
6. The unintentional failure to fully comply with the provisions of General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the CPHPL or any officer or employee thereof.

Purchasing Procedure:

1. The Library Director, in consultation with the library's auditors and with their approval, shall be responsible for establishing and updating procedures for the proper and cost-effective documentation of purchases.
2. All eligible staff may purchase goods that value \$499 or less. Department heads are responsible for the oversight of their department's purchasing plan. All documentation rules apply:
 - a. Proper documentation to support the expenditure must be sent to the Business Office prior to the receipt of the monthly statement. Documentation is to include:



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- 1) Original itemized receipt indicating the amount ordered, the vendor, and the itemized description of the purchase
 - 2) In the case of direct book orders, a copy of the order form with the packing list attached, initialed, and dated by the person checking in the shipment, as well as a "Don't Print" form indicating the amount to be charged
 - 3) Hard-copy printout of items ordered on-line.
- b. Exceptions to the \$499 rule include the purchase of computers, cameras, and AV equipment. Quotes are necessary (see below).
3. Department Heads or designated purchasing agents may purchase goods that value \$500 to \$1999. Verbal quotes are required. Documentation is to include:
 - a. Original itemized receipt indicating the amount ordered, the vendor, and the itemized description of the purchase
 - b. Completed purchasing form indicating date of quote, vendor, equipment, quoted price, vendor representative, and staff initials. This form may be submitted on a quarterly basis
 - c. Hard-copy print-out of items ordered on-line
 4. The Director, Business Administrator, or designated purchasing agent may purchase goods that value \$2000 to \$9999. Written quotes are required. Documentation is to include:
 - a. Original itemized receipt indicating the amount ordered, the vendor, and the itemized description of the purchase
 - b. Completed purchasing form indicating date of quote, vendor, equipment, quoted price, vendor representative, and staff initials
 - c. Hard-copy print-out of items ordered on-line
 - d. Copy of written quote from vendor.
 5. Except as indicated in subsection 7, below, all goods purchased that value \$10000 or more require a public bid.
 6. Except as indicated in subsection 7, below, all services purchased that value \$20000 or more require a public bid
 7. Items Not Subject to Bid are as follows:
 - a. Professional services which involve specialized expertise, use of professional judgment, and/or a high degree of creativity, such as:
 - 1) Attorney
 - 2) Architect
 - 3) Engineer, and



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- 4) Land surveyor
 - b. Emergencies arising from
 - 1) an accident or other unforeseen occurrence
 - 2) a situation in which public buildings, property, or residents are at risk, or
 - 3) immediate action is required that cannot await competitive bidding
 - c. State contracts which are regulated by the Office of General Services
 - d. Sole-source purchases which may occur when there is no substantial equivalent, or when the product is available from only one source and is deemed necessary to the public interest
 - e. A memo to the file should be made which details why the procurement is not subject to competitive bidding.
8. Any contract awarded to other than the lowest responsible dollar offeror shall require justification and documentation, setting forth the reasons such an award furthers the purpose of Section 104-b of General Municipal Law

Annual Review: This policy shall be reviewed annually by the Board of Trustees.

Responsibilities: It shall be the responsibility of the Library Director to ensure the compliance of all CPHPL purchasing with the requirements of this policy.

Approved: 9/21/09



Policy 7.8

AUDIT

Need for This Policy:

To ensure external oversight of the management of the Library's fiscal procedures

Policy:

1. Each year the Library will have a full audit of its financial activities performed by a certified public accountant individual or firm authorized to do business in the State of New York.
2. It shall be the practice of the Library to have such audit performed by the same auditing firm or individual for no more than five consecutive years. This practice will take effect with a new certified public accountant individual or firm auditing the financial activities of the year 2010.

Approved: 10/19/09



OTHER



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 8.1

Revised: 5/22/86

Revised: 9/19/05

COOPERATION WITH OTHER LIBRARIES AND SCHOOLS

Need for this Policy:

A formal statement is useful to encourage cooperation among institutions, libraries and services to benefit the general public.

Policy:

The Library will cooperate with other libraries and organizations that provide resources and services for the people of the community. The Library should act as a point of entry into national and regional networks of libraries and information resources and play a strong coordinating and leadership role in responding to local needs.

Responsibility:

The Board should encourage cooperative and reciprocal efforts to share resources and services with other libraries and schools.

The Director is responsible for determining the feasibility of, and for implementing, cooperative proposals.

Date: 3/15/85.



POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

POLICY 8.2

Revised: 4/7/99

Revised: 9/19/05

Revised: 9/18/06

ACCEPTANCE OF GIFTS TO THE LIBRARY

Need for this Policy:

A consistent policy regarding the acceptance of gifts to the Library is vital to the understanding and relationship between the Library and the public it serves.

Policy:

When a donor wishes to give the Library books, A/V materials, art objects, or other objects, it is with the understanding that the Library will decide which items will be accepted, which items will be used by the Library, and which will be given away or sold by the Friends. It is important that the prospective donor be made aware that, although the gift is accepted, it may not become a part of the Library's collection.

The Library keeps no record of the final disposition of these gifts, nor will the Library certify the value of any of these gifts.

If the gift is accepted, a note of acknowledgement will be sent to each donor thanking the donor for the gift received, but will not state the monetary value of the gift.

An individual or organization can give commemorative books and may request a book title or a subject category. All donations are recorded and the donor is sent an acknowledgement letter telling which items were purchased. A book plate will acknowledge the donor and the person honored.

The Library recognizes that various groups or individuals may wish to make monetary contributions to the Library. Gifts to the Library will be acknowledged with a letter thanking the donor(s). Donors wishing to have some other form of recognition will be asked to present their requests to the Board. The Board will evaluate such requests and make a decision on a case by case basis.

Responsibilities:

The Director will be responsible for acceptance, acknowledgement, and record keeping of all donations.

Approved: 3/13/85