

Avalon Public Library Policies

I. Library Mission and Goals

Mission

The mission of the Avalon Public Library (hereafter “the Library”) shall be to direct and maintain a public library in the borough of Avalon, Allegheny County, Pennsylvania, and to acquire, organize, and provide access to information, resources, and services for Preserving Yesterday, Informing Today, Inspiring Tomorrow Through Exploration, Discovery, and Achievement.

Vision

The Avalon Public Library will be a welcoming and safe space that will reflect the community. It will be a place to discover resources that satisfy the community’s needs for information, lifelong learning, assistance, and creativity.

Strategic Plan

The Library will adopt a strategic plan with measurable goals every five years to reflect the needs of the community.

II. Who May Use the Library

Service to All

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

Denial of Service

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

III. Patron Responsibilities and Conduct

It is a patron’s responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

Children:

The Avalon Public Library encourages visits by young children who are accompanied by their parents/guardians and it is our desire to make these visits both memorable and enjoyable for the children. Library staff is not responsible for the care of unsupervised

children in the library and therefore, it is library policy that all children under age ten (10) must be accompanied by a parent or designated responsible person (at least twelve (12) years of age) while in the library.

Staff cannot, under any circumstances, fulfill requests by parents/guardians/designated persons to “watch” children who are enjoying the library. If the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program and periodically check in on the child to ensure that the child is behaving appropriately. It is highly recommended that parents/responsible persons remain with the child during the library’s organized story times.

The Avalon Public Library is a cell phone free zone, unless it is needed while receiving assistance on a computer. We request that all cell phones and other communication devices be placed on silent or vibrate mode while in the library. If you receive a phone call while in the library, we ask that you exit the library’s main floor and complete the call in the entryway.

Please review the Library Standards of Behavior for other inappropriate behaviors and their consequences.

IV. Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor

- To select, organize, and make available necessary books and materials.
- To provide guidance and assistance to patrons.
- To sponsor and implement programs, exhibits, displays, book lists, and other programming which would appeal to children and adults.
- To cooperate with other community agencies and organizations.
- To secure information beyond its own resources when requested, using interlibrary loan and other resource sharing methods provided through the system and state.
- To lend to other libraries upon request.
- To develop and provide services to patrons with special needs.
- To maintain a balance in its services to various age groups.
- To cooperate with, but not perform the functions of, local school and other institutional libraries.
- To provide service during hours that best meet the needs of the community, including evening and weekend hours. A minimum of 40 open hours per week shall be set by the library director.
- To review on a regular basis library services being offered.
- To use media and other public relations mechanisms to promote the full range of available library services.

V. Circulation

Registration for Library Cards

All borrowers must be registered and must have a valid Allegheny County Library Association or Carnegie Library of Pittsburgh patron card to borrow library materials. Patrons must fill out an application form to register for a new library card. Photo identification is required. A driver's license, passport, student ID, or employment is preferred.

Applicants under eighteen (18) years of age must have a parent or guardian give written consent on the application form before a new card can be issued. It is the parent/guardian's responsibility to monitor and approve the child borrower's choice of collection material to be checked out. An exception to this policy would be an emancipated minor that can show legal proof of emancipation.

All library cards expire after two years. In order to renew a library card, adult patrons must produce identification and must clear all outstanding fines and bills. Parents and guardians of child borrowers must to the library, clear all outstanding fines/bills, and give their consent for the child borrower's card renewal.

Lost Cards

If a patron loses their library card, they should notify the library as soon as possible and request a replacement. Replacements cards cost \$1.00 to cover costs.

Loan Periods

- The general loan periods for library materials owned by Avalon Public Library are 3 weeks for books, 1 week for DVDs and Music CDs, and 1 week for magazines.
- Materials borrowed from other libraries may have different loan periods and must be followed.
- Books may be automatically renewed six times if no waiting list exists for the title(s).
- Adults may borrow up to fifty items at a time and children may brow up to ten items including two multimedia items at a time.
- The director may establish non-standard loan periods for special collections, materials that are temporarily in high demand, or new materials added to the collection.

Reservations of Collection Materials

Reservations of collection materials may be placed in person, over the phone, or via the online catalog. Patrons will be notified by telephone or email when the materials are available. There is no fee associated for this service or for interlibrary loan services.

Confidentiality

As specified in Library Circulation Records Section 428 of the Library Code, "Records related to the circulation of library material which contains the names or other personally identifying details regarding the users of the State Library or any local library which is established or maintained under any law of the Commonwealth or library of any university, college, or educational institution chartered by the Commonwealth or the library of any public school or branch reading room, deposit station, or agency operated in connection therewith, shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding."

The Avalon Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

The Patriot Act

The Library will abide by any search warrants/subpoenas issued under the Patriot Act of 2001, formerly known as the Foreign Intelligence Surveillance Act of 1978.

Fines and Charges

Overdue materials accrue late charges at the rate of \$.25 per print material item per day and \$1.00 per multimedia item per day. A first notice will be sent after the material is due. If the material is not returned within two weeks, a second notice will be sent. A final notice after six (6) weeks contains a bill for the replacement cost of the material and a processing fee. If a patron does not respond to the final notice, the patron's information may be turned over to law enforcement.

Retaining library property after notice is given to return it is deemed a summary offense under Pennsylvania Title 18, section 1, §6708, "Retention of library property after notice to return."

Unpaid charges for materials that have been as lost or stolen may be prosecuted after thirty (30) days delinquency under Pennsylvania Title 18, section 1, §3929.1, "Library Theft."

The Allegheny County Library Association's borrowing system places a system-wide block on the borrowing privileges of an adult patron owing more than \$10.00 in fines and charges. A system-wide block is placed on borrowing privileges of patrons seventeen (17) and younger for fines and charges of \$5.00 or more.

Patrons who accrue more than the unpaid fine and charge limits outlined above shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

Damaged Materials

If materials are damaged so that, in the judgment of the library, they are unsuitable for the collection, the patron must pay the replacement cost. The patron will be asked to pay the cost of replacing the materials, plus a \$5.00 processing fee. This charge will occur regardless of whether or not a patron points out the item's damage to staff upon returning it to the library.

VI. Equipment Use

Computers

Desktop computers are available to patrons on a first-come, first-served basis. No library card is required to log on to the computers and each session is 90 minutes long to ensure there are enough computers for everyone.

No individual reservations will be taken to use the library's desktop computers. If a patron requires additional one-on-one assistance from a library staff member, they must schedule an appointment with staff. If an advertised computer skills class is being provided by staff or staff-approved outside vendor, the desktop computers may be unavailable during that time.

In the event that all computers are in use and a line of patrons begins to form who are waiting to use a computer, staff will create a waiting list for those who wish to use the computers.

Library staff is available for general assistance in using computers. However, staff is not expected to train patrons in the use of application programs.

One of the library's desktop computers is located on an ADA-compliant, accessible desk inside of the computer lab. There are also two cubicle-style computer desks located on opposite sides of the main library floor available for patrons who are utilizing wheelchairs or other assistive mobility devices.

In the event that a patron who is utilizing a wheelchair or other assistive mobility device is unable to reasonably and comfortably access a computer at any other location than the one desktop computer located on the ADA-compliant accessible desk inside the computer lab, library staff will assist the patron in gaining access to that computer. This could include asking another patron who may be currently using the accessible computer if they would mind completing their current task and moving to another open computer.

Every effort will be made to ensure that all library patrons needing reasonable and comfortable access to a desktop computer are accommodated as quickly as possible.

The Avalon Public Library greatly appreciates patrons' patience with and understanding of the above policies.

Printing/Copier

Patrons will be responsible for the costs of all pages that they print, even if they accidentally print something that they did not want to print.

Printer/copier user are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user and not the Avalon Public Library.

Single-sided black and white document printing costs \$.15 per page. Double-sided black and white document printing costs \$.25 per page. Single-sided color document printing costs \$1.00 per page. Double-sided color printing costs \$1.50 per page.

Fax

A fax machine is available to patrons. Document faxing to a local number costs \$1.00 per page. Document faxing to a long-distance number costs \$1.50 per page. An incoming fax that a patron receives at the library will cost \$.15 per page.

VII. Reference Services

The Avalon Public Library will provide reference assistance with members of the community. The Avalon Public Library:

- will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence
- will assist patrons in the use of the Library and teach basic research methodology
- will provide bibliographic verification of items both in the Library system and request materials from other libraries if needed
- may refer library users to other agencies and libraries in pursuit of needed information
- may use digital resources to aid in answering questions

VIII. Programming

A program is defined as a planned interaction between the library staff and community participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience. The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

IX. Materials Selection/Collection Development

The purpose of the Avalon Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Due to the volume of publishing and resources available, as well as limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The ALA Library Bill of Rights and Freedom to Read Statement have been endorsed by the Avalon Public Library Board of Trustees and are integral parts of this policy. The material selection/collection development policy will be reviewed and/or revised as the need arises.

This policy is used by library staff in the selection of materials and also serves as a point of reference for the general public in the principles of selection.

Responsibility for Selection

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

Criteria for Selection

The main criteria points considered in the selection of materials are:

- Individual merit of each item
- Popular appeal/demand
- Suitability of material for the community
Existing library holdings
- Budget
- Work as a whole

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title. Consideration is given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole.

Periodical Selection

Periodical works such as newspapers, magazines, and journals, will be selected by the Library Director for circulation. Topics will include pop culture, current events, food, and

lifestyle. Periodicals will be kept at the library for a limited time and then made available for purchase by patrons.

Interlibrary Loan

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

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Avalon Public Library agrees to lend its materials to other libraries through the interlibrary loan network. It also will have its current holdings listed in a tool that is accessible by other libraries throughout the state.

Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed, the director can dispose of them as they see fit. The same criteria of selection which are applied to purchased materials are applied to gifts. The Avalon Public Library encourages and appreciates gifts and donations.

Memorial Gifts

Memorial gifts of books or money are also accepted. Specific memorial books can be ordered for the library on request if the request meets the criteria established by the collection policy. It is desirable for gifts of specific titles to be chosen after consultation with the library director. Book selection will be made by the director if no specific book is requested.

By law, the library and the Friends of the Avalon Public Library are not allowed to appraise the value of donated materials, though an acknowledgement of receipt of the items may be provided if requested by the donor.

Challenges to Collection Materials

The Avalon Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Library materials will not be marked or identified to show approval or disapproval of their contents and no library material will be sequestered except to protect it from damage or theft. Responsibility for the reading and multimedia choices of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library

Resources” form, which is available at the library. The completed Statement of Concern will be placed on the agenda of the next regular meeting of the Avalon Public Library Board of Trustees, which is open to the public.

Weeding

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

X. Internet Use

CIPA Policy

As of July 1, 2004, the Children’s Internet Protection Act (CIPA) is a federal law that requires all computers in a public library to be filtered if that library accepts any federal funds for Internet access or computer used for Internet access.

Avalon Public Library is complying with CIPA as a participating library of the eiNetwork consortium. The eiNetwork receives a significant amount of federal funding to provide Internet access to over 70 library sites in Allegheny County.

Since July 1, 2004, all computers in the Avalon Public Library are filtered and will continue to be filtered in compliance with CIPA. Filters can be inconsistent and at times legitimate information and educational materials can be blocked or access to sites that are illegal, obscene, or sexually explicit within the meaning of 18 Pa. Cons. Stat. Sec 5903 can be allowed. Parents or legal guardians, and not the Library or its staff, are responsible for monitoring their children’s use of the Internet and for the information selected and/or accessed by their children. The Library strongly encourages parents or legal guardians to supervise their children’s Internet use and to provide them with guidelines about acceptable use.

An adult, (18 years of age or older), may request that the filter be disabled without significant delay by a Library staff member. An authorized staff member may override the filter for a minor (17 years of age or younger) in the event that the filter wrongly blocks or filters Internet access to a specific site with informational value.

Internet Use

The Avalon Public Library provides access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library’s service area. The Board of Trustees has established the Internet Use Agreement to ensure appropriate and effective use of this resource. Access to the Internet is available to all patrons.

This service may be restricted at any time for use not consistent with the Internet Use Agreement or by accessing Internet sites containing offensive, distasteful, or illegal content that is inappropriate for a public place where minor children are present.

All users must agree to the Internet Use Agreement prior to their computer session by clicking "Agree" on the login screen. A copy of the Internet Use Agreement appears below:

Avalon Public Library Internet Use Agreement

I understand and will abide by the Avalon Public Library's Internet Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and appropriate legal action may be taken.

Expectations

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for their actions using the Internet. Users are expected to abide by the policies below, which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges. First offense includes a 60-day revocation, second offense, a 90-day revocation of privileges.

Warnings

The Internet is a decentralized, un-moderated global network; the Avalon Public Library has no control over the content found there. The library is not responsible for the availability and accuracy of information found on the Internet. The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service. The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines

Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs. Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service, which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals. Users will respect and uphold copyright laws and all other applicable laws and regulations. They will not use the library's computers or Internet access for illegal purposes. Users will respect the rights and privacy of

others by not accessing private files not belonging to them. Users agree not to incur any costs for the library through their use of the Internet service. Users shall not create and/or distribute computer viruses over the Internet. Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.

The library reserves the right to limit a patron's use on the Internet as stated in the Internet Use Agreement shown above, to which a patron agrees by clicking on the "Agree" button in Envisionware prior to beginning their computer session.

XI. Holiday Schedule

The Avalon Public Library will be closed on the following days of the year:

- New Year's Day: January 1st*
- Martin Luther King Jr. Day: 3rd Monday of January
- Presidents' Day: 3rd Monday in February
- Memorial Day: Last Monday in May
- Independence Day: July 4th*
- Labor Day: 1st Monday in September
- Veterans' Day: November 11th*
- Thanksgiving Day: 4th Thursday in November
- Thanksgiving Break: 4th Friday in November
- Christmas Eve: December 24th half day+
- Christmas Day: December 25th
- Christmas Break: December 26th*
- New Year's Eve: December 31st half day+

*If the holiday falls on Sunday, the library is closed the following Monday.

+Closing time will be posted a week in advance in the library, on the library's website, and social media.

XII. Emergency Closures

The Library will follow the recommendation and actions of the Borough of Avalon between 8:30 a.m. and 5:00 p.m., Monday through Friday. Closing during other days and hours will be at the discretion of the Library Director. The safety and well-being of the library's patrons and staff will be considered when making the decision.

If an emergency closure of the library is needed due to (including, but not limited to) inclement weather, power outages, fire, flooding, and/or resulting damage to the library or its collections, the Library Director or their designee will contact local media to

broadcast information about the closing and post such details to the library's website, social media outlets, and appropriate signage on the library entrance.

XIII. Meeting Room

The Avalon Public Library's accessible meeting room, located on the building's lower level, is available to individuals or organized groups in the Library service area. Exceptions may be made by the Library Board if they deem extenuating circumstances are involved. The Library serves all residents of the community and the public library system area equally. Access to the meeting room will not be denied or abridged because of religious, racial, social, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

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

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

Interested parties must complete and return the Meeting Room Policy and Application to be considered. The room may be reserved no more than ninety (90) days in advance and no less than (5) days in advance. The director shall keep the master reservation calendar and shall have the sole authority to confirm reservations for the meeting room on behalf of the library.

The charge for the use of the meeting room will be ten dollars (\$10.00) per hour for non-profit organizations/groups. The charge for the use of the meeting room will be twenty-five dollars (\$25.00) per hour for all other organizations/groups.

In cases where a meeting is desired outside of the hours when the library is normally open, an additional charge of twenty dollars (\$20.00) per hour shall be levied in order to compensate a staff member for extra time worked. In the event that no staff member is available to open and lock the room, no reservation will be scheduled for that time.

The library will make every effort to reschedule reservations that cannot be accommodated. In cases where no accommodation can be made, a 100% refund will be made by the library for funds already paid.

- No admission may be charged by the group or individual renting the room.
- Refreshments may be served and shall be provided by the group.
- No smoking is allowed inside the Avalon Public Library building, including the meeting room.
- The room shall be left in a neat, clean, and orderly condition. If it is not, the group/individual will be charged the cost of returning the room and equipment to

a clean and functioning condition. They will be given notice that continued offense will result in denied access to the meeting room.

- Children using the meeting room who are seventeen (17) years and under must have adult supervision. Library staff is not responsible for the care of unsupervised children and therefore, the child's parent/responsible person should check in on them to ensure that the child is behaving appropriately.

Theft and/or significant damage to any equipment, room fixtures, or other goods in the meeting room owned by the Library will be prosecuted under Pennsylvania Title 18, section 1, §3929.1, "Library Theft."

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the building by any group or individual attending a meeting. The library board and staff assume no liability for groups or individuals attending a meeting in the library.

XIV. Displays and Exhibits

As an educational and cultural institution, the Avalon Public Library welcomes exhibits and displays of interest, information, and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of great interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability. The Library assumes no responsibility for the preservation or protection of, and no liability for possible damage to or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. A release must be signed by the exhibitor before any artifact can be placed in the library.

XV. Public Notice Bulletin Board

Bulletin board materials may be submitted for posting for civic, educational, or cultural purposes. Limited space generally allows only short-term notices or notices for specific events. The Library Director must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly.

XVI. Responsibilities and Authority of the Library Board

Sections 411, 412, 413, and 414 of the Pennsylvania Library Code (Act of June 1961, P.L. 324 as amended through June 30, 1989); A Handbook for Public Library Trustees (4th ed., Harrisburg: Commonwealth Libraries, 1993); and the bylaws of the Avalon Public Library shall provide the basis and framework for the responsibilities and authority of the library board and individual trustees. In cases where these documents are at odds, the Pennsylvania Library Code shall be enforced over any other source of information.

The Avalon Public Library encourages each library trustee to take advantage of training opportunities for trustees offered by the public library system or statewide agencies and organizations. Likewise, the Library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

XVII. Personnel

Management

The duly appointed library board shall have all management rights, authorities, and responsibilities as stated in sections 411, 412, 413, and 414 of the Pennsylvania Library Code (Act of June 1961, P.L. 324 as amended through June 30, 1989); A Handbook for Public Library Trustees (4th ed., Harrisburg: Commonwealth Libraries, 1993); and the bylaws of the Avalon Public Library.

The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library. The board shall establish all other positions and wage and benefit levels for all library staff.

The library board shall provide an effective orientation for new directors to assure that the director understands a) the policies and processes related to the daily operation of the library, b) reporting and budgetary requirements that assure accountability and compliance with the law, c) the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and d) rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification.

The library board shall conduct annual appraisals of the library director's performance (except during the first year of a director's employment, as counted from date of hire, when evaluation will be semi-annually), at which time personal and management goals can be discussed and negotiated.

All persons working as staff or volunteers in the library must submit to a state police background check and/or appropriate clearances pursuant to Acts 33 and 34.

Administration

The person appointed as library director shall be charged with the sole administration of the library.

The director shall be responsible to the library board in matters pertaining to and concerning the library, shall be present at monthly board meetings, and shall prepare and present such reports and meeting documents as requested by the board.

The director shall maintain financial records in an efficient manner, present periodic reports to the library board and to the municipal governing body, prepare the draft of the annual budget to be presented to the library board, and assist trustees with presentation of the adopted request for appropriation to the municipal governing body.

The director shall hold monthly meetings with staff and/or volunteers for training and interpreting board policy.

The director will be responsible for preparing annual performance assessments for library staff and volunteers.

The director shall have the responsibility for collection development for all materials in the library. This includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.

The director will recommend changes in or additions to library policies as needed.

The director will perform preparatory work to assist the board with regular library planning.

Salaries

A classification and salary schedule have been adopted by the library board for each paid position. The plan is subject to yearly revision, or at any time when the board so deems it, to ensure that it will remain equitable for both the library and the staff.

Drug-Free Workplace

In compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Avalon Public Library. This includes off-site work. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the library director or board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Sexual Harassment

Harassment on the basis of sex is a violation of Title VII (Federal law). Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Avalon Public Library.

The Avalon Public Library accepts and adheres to all definitions and procedures outlined in the law regarding sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including termination.

Equal Opportunity Employment

It is the policy of the Avalon Public Library to provide an equal employment opportunity for all qualified persons. Equal employment opportunity shall be according to the provisions of State and Federal laws or regulations.

XVIII. Volunteers and Friends

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Avalon Public Library. The all-volunteer Friends of the Avalon Public Library group is a 501(c)(3) non-profit organization founded with the express purpose to support the Avalon Public Library through fundraising and other events. Library volunteers must have Act 33 and Act 34 clearances before a volunteer shift and duties may be assigned to them, in compliance with the Borough of Avalon policies/procedures on State Police Background Checks and Child Abuse Clearances.

XIX. Public Relations

The public relations goals of the Avalon Public Library are a) to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public, b) to promote active participation in the varied services offered by the library to people of all ages.

The Board recognizes that public relations involve every person who has connection with the Library. The Board urges its own members and every staff member to realize they represent the library in every public contact. The director will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the director. As funding permits, the Board will establish a publications budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

XX. Revision of Library Policies

The preceding statements of Avalon Public Library's policies shall be subject to review and as-needed revision at least every five years by the Library Board.

Individual policies will be reviewed, updated, or added as needed.

Adopted: 3 June 2003

Revised, Reviewed, and Approved:

Social Media Policy

Purpose

Social media provides a valuable and timely way for the Avalon Public Library to disseminate information about and promote library news, events, projects, and services. It also serves to inspire conversation and expand the Avalon Public Library's connection with the community.

Definition of Social Media

Merriam Webster Dictionary defines social media as "forms of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (such as videos)".

Audience

The intended audience for Avalon Public Library's social media is those residing in the service area or surrounding communities.

Staff Responsibilities

The Avalon Public Library staff members who are responsible for posting on library social media platforms will receive training on the best practices of those platforms, as well as library policies. As the online face of the library, staff members should remain professional at all times and should refrain from expressing their personal views when posting on the library's behalf.

Social media content should be written from the point of view of the "we", which represents the library as a whole and not as an individual staff member.

Staff members are not restricted in their personal social media accounts outside of work. However, staff members must be aware that statements made on social media concerning the Avalon Public Library may be viewed as library sponsored information or opinions.

Usage Rules

The Avalon Public Library welcomes the comments, posts, and messages of the community and recognizes and respects differences in opinion. However, all comments, posts, and messages will be periodically reviewed and the Avalon Public Library

reserves the right to remove any comment, post, or message that it deems appropriate or off-topic.

The Avalon Public Library is not responsible or liable for any content posted by any participant in a library social media forum who is not a member of the library's staff.

Users should have no expectation of privacy in postings on library sponsored social media sites. By using such sites, you consent to the library's right to access, monitor, and read any postings on those sites. Users must understand that social media is permanent, retrievable, and public. The library recommends that users do not post their personal information or contact information on social media sites.

Content containing any of the following will be removed immediately from any Avalon Public Library social media forum:

Obscene content or hate speech

Personal attacks, insults, or threatening language

Private or personal information, including phone numbers and addresses, or requests for personal information

Potentially libelous statements

Falsification of identity

Plagiarized material

Comments, links, or information unrelated to the purpose of the forum

Spam or other commercial, political, or religious messages unrelated to the Library or its social media postings

Solicitation of funds

Any image, links, or other content that falls into the above categories

The Avalon Public Library reserves the right to ban or block users who have posted in violation of this policy.

The Avalon Public Library asks that individual user complaints be addressed directly to the Library Director or Executive Board so they can be addressed quickly and specifically.

Amended & Board Approved: