

APALACHIN LIBRARY ASSOCIATION

OPERATING AND CONDUCT IN THE LIBRARY POLICY 2020

1. Hours Open:

Monday, Tuesday and Thursday: 10am to 8pm

Friday and Saturday: 10am to 2pm

2. Holidays Observed

The library observes federal holidays. Exact dates are determined annually. We tend to follow the same schedule of holiday closures as the Finger Lakes Library System.

New Years Day

Martin Luther King Day

Presidents Day

Saturday before Easter

Memorial Day

Independence Day

Labor Day

Columbus Day

Thanksgiving Day

The Day after Thanksgiving

Christmas Eve and Christmas Day

New Year's Eve

*No evening hours during the week between Christmas and New Years.

3. Closing Policy

(See also Section V, Part A of Personnel Policy for Closing the Library.)

A. It is the responsibility of the Director to use his/her discretion when to close for an emergency, i.e., lack of heat, water, power outage, hazardous weather. The Director does not have to personally turn the key but may give surrogate permission. The Director is to notify one or more members of the Library Board if the Library must be closed because of emergency.

B. Emergency and Security Procedures

1. Electrical Failure Emergencies

- a) Determine if electrical failure is widespread or localized in the library building. The library circuit breaker is in the basement; the apartment circuit breaker is in the supply closet.
- b) Assist all users in exiting the building.
- c) Call NYSEG (1-800-572-1131) to determine extent or duration of electrical failure.
- d) Notify Director and /or Board Chair of the problem.

2. Fire Emergencies

- a) Evacuate the building immediately. Staff should not leave until all patrons have left the building first. (Will Roden of AFD feels this is worded correctly (3-20-12))
- b) Notify apartment residents.
- c) Call 911 (the fire department) Give Address of Library (719 Main Street)

- d) In case of small fires, use the Fire Extinguisher mounted on the wall behind the “new” book shelves
- e) Notify the Director and / or Board Chair.
- f) Emergency contact numbers are on the front door.

3. Health and Accidental Emergencies

- a) For any assistance that requires more than use of First Aid kit, call 911 (Apalachin Emergency Squad).
- b) The first Aid kit is located in an upper cabinet behind the desk
- c) Do not move an injured person who has had a bad fall or is unconscious.
- d) A library representative should complete an Accident Report Form as soon as possible after an accident has occurred, no matter how minor the injury. Forms are in File Drawer 3. Leave completed forms on the Director's desk.

4. Weather Emergencies

- a) The Director makes the determination to close the library:
 - 1. Notify everyone in the building.
 - 2. Follow the standard closing procedures
 - 3. Follow instructions from local authorities
 - 4. Notify the local media

5. Security Situations

- a) Call 911 or the Tioga County Sheriff at 687-1010 for all personal and/ or property security violations.
- b) Notify the Director and/or Board Chair.

6. Emergency Telephone Numbers to be prominently posted near the telephone:

NYSEG (electrical failures)	1-800-572-1131
Apalachin Fire Department/Emerg. Squad	911
Tioga County Sheriff	687-1010

7. Patrons in Distress

Occasionally, staff at the library are dealing with person from the community who are homeless and/or needing help from what they consider a community resource. Please see Appendix 1 of this policy for information dealing with this issue.

8. Accessibility Statement:

The Apalachin Library provides reasonable accommodations for qualified individuals with disabilities unless the accommodations would impose an “undue hardship” on its operations. The Apalachin Library makes every attempt to be sure that our policies and procedures are consistent with the **ADA** and other laws

9. Meet Space in the Library

Meeting Space is available to the public with certain restrictions.

- a.) The Apalachin Library name may not be used as the official name, address or headquarters of any organization using meeting space.
- b.) Children’s groups must have adult supervision

c.) The library is not responsible for any equipment or property that the group brings to the library.

Anyone wishing to reserve meeting space must call the library for a reservation. Library staff will determine if a suitable space is available and reserve that space on the calendar.

10. General rules of conduct in the library:

The following are considered unacceptable behavior in the Library or on Library property:

1. Conversing in a loud conversation or laughter which is disturbing to others.
2. Using obscene or abusive language
3. Fighting or boisterous behavior.
4. Soliciting donations or selling of any kind, except as part of a Library sponsored program.
5. Taking surveys, circulating petitions, distributing leaflets, posting notices or other similar activities without authorization by the Library Director.
6. Entering the building without shirt or shoes.
7. Smoking, vaping, or chewing tobacco.
8. Possessing alcoholic beverages or illegal drugs.
9. Consuming food or beverages brought into the building. Public eating or drinking is permitted only when approved as part of a Library-sponsored program.
10. Loitering, sleeping and/or roving through the building with no apparent intention of using library materials or resources, or following staff members or other library patrons around the building, engaging in harassing behavior.
11. Bringing animals into the building other than those used to aid persons with disabilities. Animals may not be left unattended on Library property.
12. Using radios or other sound or musical equipment in a manner which is disturbing to others.
13. Willfully destroying, defacing, or damaging any library property.
14. Removing any library property from the building without authorization.
15. Moving any library furniture or equipment from one location to another without authorization by a member of the library staff.
16. Using library telephones without permission from a member of the library staff.
17. Bringing bicycles into the library or entryway. Roller-skating, rollerblading, and bicycle riding are not permitted in the library or on the library porch.

18. Engaging in any other misbehavior that infringes on the rights of others in the building to use the library and its facilities peacefully and without harassment.
19. Parents and other legal guardians are responsible for the behavior of their minor children in the library.
20. No cell phone use will be allowed in the library except texting.
21. No offensive odors are allowed either from perfumes, other scents, or body odor.
22. Taking videos and photographs in the library will require Director or Board approval. No one may photograph any children other than their own. Filming behind the desk is prohibited.
23. Rules about the Pavilion.
 - a. The pavilion will only be used for library programs and services.

Those who refuse to abide by these rules of behavior will be asked to leave the building and denied the use of the library and its services. The Library Director is authorized to create and maintain a system of procedures to accomplish this purpose. All illegal activities are to be reported to the appropriate law enforcement agencies. Violators of these rules who refuse to leave the Library when requested are subject to arrest under the Criminal Trespass section of New York State Penal Law.

Revised: 2/10/2003; Updated and Approved: 9/21/2009

Updated and Approved: 4-24-12/ Updated and Approved 1-28-14