

**Cameron County Public Library**

**TRUSTEES' MANUAL**

**Adopted 1967**

**Revised October 2024**

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## II. ESTABLISHMENT OF THE BOARD

“ ... That the Cameron County Library District shall at all times be managed by a Board of seven (7) directors appointed jointly by the said Council and the said Commissioners. The said Commissioners and the said Council shall each have the right to appoint one of its own members to the said Board. All of such appointments shall be made annually on or before the second Monday in January, beginning in the year 1940.”

From AGREEMENT, Article 10, September 9, 1939, made between the Board of Commissioners and the Emporium Borough council.

AND:

“ ... The said Borough and the said Commissioners shall appoint such members to the said County District Library as shall to give the said Borough a majority of the representatives thereof.”

From MINUTES of the Emporium Borough Council, May 6, 1939.

### III. CONSTITUTION OF THE CAMERON COUNTY LIBRARY BOARD

#### A. Composition of the Board

The Cameron County Library Board shall be composed of seven members, one representative appointed by the Board of Commissioners; one representative a member of the Emporium Borough Council; one representative appointed by the Emporium Borough Council; one representative being the Cameron County Treasurer; one member representing Cameron County, proposed by the Library Board, appointed and approved by the Board of Commissioners; and three representatives proposed by the Library Board, appointed and approved by the Emporium Borough Council.

#### B. Tenure of the Board Members

The tenure of the member appointed by the Board of Commissioners, or the tenure of the County Treasurer, or the tenure of the member appointed by the Emporium Borough Council from its own body, is not determined by the Library Board. All other members proposed by the Library Board and appointed by either the Commissioners or the Borough Council shall be appointed for a term of four years. At the end of this four-year term, the member may be appointed at the discretion of the Library Board for additional terms.

#### C. Basis of Selection

The standard the board shall use in selecting the four members whom they may recommend for appointment, one by the Commissioners, and three by the Council, shall be a most careful consideration of the capability and promise of each individual proposed for the position of board membership.

#### D. Attendance at Meetings

“Willingness to attend board meetings is a primary responsibility of a trusteeship. There are no proxies in fulfilling the public’s trust.”

From “The Library Trustee, a Practical Guidebook.” 1964, p. 12.

#### E. Officers of the Board

The officers of the board shall consist of a President, a Vice President, a Secretary and a Treasurer. The officers of the Board of Trustees shall be elected every year, in the regular meeting in December, for the following year.

#### F. Duties of the President

The President shall preside at all meetings, appoint all Committee chairmen, shall by virtue of office be a member of all committees, but the Chairman of only the Executive Committee. The President shall sign all checks with other designated board members, prepare agenda for all meetings in consultation with the Librarian, and call special meetings of the board, as needed or may be requested by a majority of the board members.

The President shall provide leadership, and shall be responsible for a progressive and efficient program for the Library Board.

G. **Duties of the Vice-President**

The Vice President shall preside in the absence of the President, and shall assume all duties and responsibilities of the President, with the exception of the signing of checks.

H. **Duties of the Secretary**

The Secretary shall keep a record of all Board meetings, including all motions as stated, whether adopted or rejected, to be read at all meetings, corrected when necessary, and approved by action of the Board.

The Secretary will also record the attendance of board members to be included with each Board meeting record.

I. **Duties of the Treasurer**

The Treasurer shall have charge of Library Funds and Financial Records, shall sign all checks, and shall make a monthly report to the Board. The Treasurer shall be a member of the Budget Committee.

J. **Duties of All Board Members**

It shall be the duty of the Library Board, under the leadership of the President, to determine Library Policies; to find ways to improve and ways to expand Library Service; to employ as well-trained and proficient a librarian as can be obtained for the situation, or to replace the Librarian; to employ or replace additional staff members on the recommendation of the Librarian; and to approve all expenditures of Library Funds.

It shall be the duty of the Library Board to study and approve the Budget. The Library Board must operate under an annual budget, said Budget to be available at the start of each fiscal year.

It shall be the duty of the Library Board to review salaries annually, keeping in mind the cost of living and competitive situations.

It shall be the duty of the Library Board to act upon special gifts i.e. bequests etc. made to the Library; to cooperate with the Librarian in the field of Public Relations; to attend District Center and State Library Meetings as often as time and circumstances permit; to encourage and support the attendance of the Librarian at State and District Meetings, to recognize the Warren District Center or other appropriate District Center, as the source of and reference board; and to authorize the employment of District Services on specific projects in the Library as needed.

K. **Duties of the Librarian**

The Librarian shall be the executive officer of the Library, and shall have sole charge of the administration of the Library, under the direction and review of the board. The Librarian shall be held responsible for the efficiency of the Library's service to the public, for the work of the staff, and for the operation of the Library under the financial conditions set forth in the annual budget. The Librarian shall also make recommendations to the Budget Committee.

Once the Board has reviewed all of the applications, the Librarian shall interview all applicants for staff positions. The Librarian shall make recommendations to the Board for the employment of a new staff member. The Librarian shall make a monthly report

to the Board on the operation of the Library. The Librarian, along with the assistance of the President, shall prepare the agenda for all meetings. The Librarian shall prepare and release all Library Notices and publicity. The Librarian shall have charge of the selection of books and materials. The Board may approve the formation of a Book Selection Committee to advise and consult in the selection of library materials.

The Librarian shall be present at all Board meetings, and will be excused for Executive sessions when called by the Board.

**L. Time of Board Meetings**

Board meetings shall be held every other month. The Board meetings shall be held on a regular day approved by the Board and selected to insure maximum attendance of Board members.

**M. Definition of Quorum**

Four Library Board Members shall constitute a quorum.

**N. Visitors at Board Meetings**

Visitors at meetings of the Library Board of Trustees are permitted to observe but not to take an active part in the meeting. However, the Board President may grant special permission allowing a visitor to address the Board.

**O. Library Hours**

The Library shall be open a minimum number of hours each week, as determined by mandate of the Commonwealth of Pennsylvania.

**P. Holidays**

The Librarian may request that the library be closed for the following holidays: New Year's Day; Good Friday and Saturday; Memorial Day; July 4<sup>th</sup>; Labor Day; Thanksgiving Day and the Day after; December 24<sup>th</sup> (Christmas Eve); December 25<sup>th</sup> (Christmas Day) and December 26<sup>th</sup>; and December 31<sup>st</sup> (New Year's Eve), closing at 5:30 P.M.

In the event that a legal holiday falls on a Sunday, the Library will be closed the following Monday.

All closings are subject to Board approval. The request for the year's closings will be presented at the October Board meeting prior to the New Year.

**Q. Amendments**

All articles of this Constitution may be amended at any regular Meeting of the Board, providing a quorum is present and providing that the proposed amendment was read at a previous meeting. Amendments must be passed by a quorum of Board Members.

## IV. EMPLOYMENT

### A. Employment

The work week for a full-time staff member consists of 36 hours.

A monthly work schedule for all employees will be submitted to the Board via email prior to the last day of the upcoming month. For example, the November schedule would be submitted by October 31<sup>st</sup>.

An employee will notify the Director of any absences or change to the. A record will be kept of absences, reason for the absence, or any schedule change.

#### 1. Overtime

- i. Library employees are compensated for overtime work in accordance with the provisions of the Fair Labor Standards Act (FLSA) and Library policy.
- ii. The covered employee shall be responsible for maintaining the time records that serve as the basis for determining regular and overtime pay.

#### 2. Overtime Rate

- i. Non-exempt employees are paid time and one-half their regular rate of pay for:
- ii. All hours worked beyond forty (40) regular hours in a workweek.
- iii. The regular hourly rate is determined by dividing the contracted yearly salary by 2080 (the number of hours/work year)

#### 3. Computation

1. For the purpose of computing whether more than forty (40) hours in a week are worked, the Cameron County Public Library counts only those hours actually worked and excludes any leave, whether paid or unpaid.

### B. Vacations

All full-time staff members upon completion of one year's employment shall receive one week of paid vacation; upon completion of two years employment, all full-time staff members shall receive two weeks of paid vacation; and upon completion of three years employment, all full-time staff members shall receive a maximum of three weeks of paid vacation.

Vacations may be taken at any time during the year, as long as the scheduling of the time is compatible with the entire work schedule for the Library and with the Individual employee's work responsibilities.

A vacation week is regarded as a six (6) day week (the days the Library is open during the week) and the number of scheduled hours for that particular week, whether it be winter or summer period.

### C. Sick Leave

All full time staff members shall be entitled to six (6) days of paid sick leave after the first full year of employment; twelve (12) days after the second full year of employment; and twelve (12) days for each full year of employment thereafter, cumulative to sixty (60) days paid sick leave.



Sick Leave is not to be used for any other purpose other than illness. Unused sick leave is not subject to compensation. If an employee is off sick 3 consecutive days or more, a Doctor's slip to return to work will be required.

Any part-time employee working more than 15 hours per week shall be eligible for one sick day after 3 years of service; three days sick leave after 5 years of service; and five days sick leave after 10 years of service. Pay is to be commensurate with the normal hours that would have been worked.

#### D. Emergency Leave

Emergency leave shall be separate from regular sick leave and shall not be cumulative. Emergency leave shall be available after an employee has been working continuously for one year.

Emergency leave shall be subject to confirmation by the Library Board, and will not exceed three days with pay. Serious illness or death among the employee's immediate family is considered for emergency leave. Immediate family is defined as: wife, husband, children, mother, father, sister, brother, mother-in-law, or father-in-law; including members of a "step" family.

#### E. Personal Leave Days

All full-time staff members shall be entitled to four (4) paid personal leave days per year. Part-time (20 hours per week or more) staff members shall be entitled to two (2) paid personal leave days per year. The personal leave for part-time staff shall be equal to the number of hours in their longest work day. Such personal days are not cumulative. Unused personal days are not subject to compensation. Personal leave may be used for any reason the employee desires and is not subject to question.

#### F. Insurance

All payments to staff members regarding health insurance will be at the sole discretion of the Board, is exercised non-discriminatorily, and will be reviewed annually.

## V. EXCERPTS FROM LIBRARY DOCUMENTS AND MINUTES

### A. From "Agreement" dated September 9, 1939.

This "Agreement" was made between the Emporium Borough and the Cameron County Board of Commissioners, in anticipation of the establishment of the County Library by vote November, 1939.

1. **Regarding Sub-Station**

"The said Board shall furnish the facilities of the said Cameron County Library District beyond the geographical limits of the said borough and within the said county of Cameron as required by law and as it in its discretion may deem best." ("Agreement" section 10)

2. **Regarding Agreement Among Council, Commissioners and Library Board**

"All that matters herein contained or the hereinafter arising requiring agreement of the said Council or the said Commissioners or the said Library Board each of the bodies shall be entitled to vote as a body." ("Agreement" Section 12)

3. **Regarding Rental**

"Rental of the building, or any part of the building, will be at the discretion off the Board and reviewed annually."

WHEREAS, by virtue of a certain agreement heretofore executed between the County Commissioners of the County of Cameron, Pennsylvania, and the Borough Council of Emporium Borough, Pennsylvania, for the establishment and maintenance of a County Library in the County of Cameron aforesaid;

AND WHEREAS, the people of the County of Cameron have approved the establishment and maintenance of such a library by their vote;

AND WHEREAS, such a library has now been established and is presently being maintained through the joint efforts of said County Commissioners and the said Council of the Borough of Emporium, in the Building situate on the southeast corner of Broad and Fourth Streets in the Borough of Emporium aforesaid;

AND WHEREAS, the acquisition of the said building was made possible through the funds bequeathed by the late Guy S. Felt, a citizen of the said borough;

AND WHEREAS, it is the desire of the Library Board of the Cameron County Library District and the said Borough Council and of the County Commissioners to express the appreciation of the public spirit of the late Guy S. Felt and their gratitude at being enabled by him to accomplish his purpose;

NOW THEREFORE, be It resolved jointly by the Borough Council of the Borough of Emporium and by the County Commissioners of the County of Cameron, and by the Library Board of the Cameron County Library District, that the building housing the library established and maintained in the premises situation the southeast corner of Broad and Fourth Streets in the Borough of Emporium, Pennsylvania, be now and hereafter named and known "The Guy S. Felt Memorial Building"; that such name be appropriately inscribed and marked upon the building

where the said Library is presently situated; that a copy of this resolution be entered into the minutes of the said Borough Council and the said County Commissioners and the said Library Board; that a certified copy of this resolution, when the same has finally been enacted, be sent to the widow of the late Guy S. Felt.

PASSED, ordained and enacted by the Borough Council of the Borough of Emporium this 4th day of November, A.D. 1940.

Attest:

*C. A. Casperson* (signature)  
Secretary

*H. Ward Zimmer* (signature)  
President

Enacted this 3<sup>rd</sup> day of December, A.D. 1940 by the County Commissioners of the County of Cameron, Pennsylvania.

Attest:

*DeMonte Whiting* (signature)  
Commissioners' Clerk

*J. A. Haley* (signature)  
*H. S. Swartwood* (signature)  
*J. Wright Mason* (signature)

## B. [References Used In Drawing Up Manual and Constitution](#)

The Library Trustee. A Practical Guidebook. 1st Ed., 1964 Virginia G. Young, Editor for the American Library Trustee Association of the American Library Association

A Handbook for Library Trustees. 2 Ed., 1959 Marian Winsler, Editor for the American Association of Library Trustees of the American Library Association

Bylaws of the Warren Library Association. 1963 Mrs. Philip W. Coyle, Library Director  
Library Trustees' Manual of the Wayne County Library System, 1963. William H. Kaiser, County Librarian

Recommend Standards for Local Libraries Pennsylvania Library Association (no date)

Minimum Standards for Small Libraries. 1964 Trustees' Section of the Pennsylvania Library Association

Public Library Trustees, With a Guide to the Elevation of Minimum Standards. 1956 American Library Association, Chicago

A Study and Recommendation for Library Districts of Pennsylvania, 1962 Kenneth E. Beasley and Carl E. Robinson, Institute of Public Administration, The Pennsylvania State University  
Constitution Committee of the Cameron County Public Library Board of Trustees

Mrs. Verne Snyder

Mr. Herman Melzer

Mr. Bernard Dolan

Mrs. Henry Roeber, Board President

Mrs. Helen T. Johnson, County Librarian

***Adopted: 2/8/67***

## VI. MATERIALS SELECTION/COLLECTION DEVELOPMENT POLICY

### A. Objectives:

The purpose of the Cameron County 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.

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

The materials selection/collection development policy is used by the Library Director and staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The American Library Association (ALA) Library Bill of Rights and ALA Freedom to Read Statement have been endorsed by the Cameron County Public Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

### B. Responsibility for Selection

The ultimate responsibility for the selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Cameron County Public Library Board of Trustees. 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.

### C. Criteria for Selection

1. The main points considered in the selection of materials are:
  - a. individual merit of each item
  - b. popular appeal/demand
  - c. suitability of material for the clientele
  - d. existing library holdings
  - e. budget
2. Reviews are a major source of information about new materials. The primary source(s) of reviews include but are not limited to Baker & Taylor publication alerts, The Library Journal, Booklist, popular Bestseller lists and National Book Club Lists.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

#### D. Interlibrary Loan

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

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

#### E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Cameron County Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

#### F. Memorials from the Board

The Board of Trustees may donate memorials only for currently serving members of the organization (the Board, the staff, or their family members).

#### G. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director 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.

#### H. Potential Problems or Challenges

The Cameron County 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. **Responsibility for the material read by 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.

Library materials may 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.

I. **Challenged Materials**

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 "Materials Reconsideration Request" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Cameron County Public Library Board of Trustees.

**Adopted: October, 2024**

## VII. CONFIDENTIALITY POLICY

The Cameron County Public Library recognizes the circulation records of any part of its operation, its file of registered borrowers, and its files or records on any and all information searches to be confidential in nature. Therefore, such records shall not be made available to any individuals or organizations or to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority to civil, criminal, or administrative discovery procedures, or legislative investigatory power.

No Library employee shall be required to act contrary to this policy.

Under receipt of such processes, order, or subpoena, the Library officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if it is showing good cause for its issuance; if the process, order or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Reference: Section 428 of P.L. 324, "The Pennsylvania Library Code" or other applicable laws.

***Adopted: August 8, 1988***

## VIII. SEXUAL HARASSMENT POLICY

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 20003-2 and the Governor's Executive Order 1993-1, which defines sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if:

- Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

It is also unlawful to retaliate or to take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination, whether than concern relates to harassment of or discrimination against the individual raising the concern or against another individual.

### **Penalties for Misconduct:**

1. Any employee's commission of acts of sexual harassment or retaliation against a sexual harassment complaint will result in appropriate sanctions, up and including dismissal, against the offending employee, depending upon the nature and severity of the misconduct.
2. A written record of each action taken pursuant to this policy will be placed in the offending employee's personnel file. The record will reflect the conduct, or alleged conduct, and the warning given, or other discipline imposed.

### **Procedures for Making, Investigating, and Resolving Sexual Harassment and Retaliation Complaints:**

1. Complaints of acts of sexual harassment and retaliation that are in violation of the sexual harassment policy will be accepted in writing or orally, and anonymous complaints will be taken seriously and investigated. A complaint need not be limited to someone who was the target of harassment or to someone who was the target of retaliation. Anyone who has observed sexual harassment or retaliation should report it to the Librarian. In the event that it would be inappropriate to report such concerns to the Librarian, the report should be made to a member of the Board of Directors of the Cameron County Public Library.
2. Only those who have an immediate need to know, including the person to whom a report was made, the alleged target of harassment or retaliation, the alleged harasser or retaliator, and any witnesses will or may find out the identity of the complainant.

All individuals contacted in the course of an investigation will be advised that all parties involved in a charge are entitled to respect and that any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, who has made a complaint or who has provided evidence in connection with a complaint, is a separate actionable *offense* and subject to discipline under this policy.

***Adopted: 12/12/94***



## IX. ACCEPTABLE USE POLICY ON COMPUTER/INTERNET SERVICES

The Barbara Moscato Brown Memorial Library provides Internet access as an extension of our existing print and audiovisual services. The Internet can connect you to a wealth of information that is available globally. There are no regulations concerning the quality of what will be found. Please remember that the Barbara Moscato Brown Memorial Library is NOT responsible for content, accuracy, availability or currency of the information on the Internet.

### **ADMINISTRATIVE GUIDELINES:**

Computer/Internet resources are provided by the Library equally to all persons who sign the Library's computer log-in sheet at the charge desk. Computers are available to signed in persons for a 60 minute period, on a first-come, first-served basis. (Students and adults working on projects may ask a staff member for extended time on the computers.)

- Downloading to the computer hard drive is not permitted.
- Patrons will be charged 25¢ for each page printed.

### **ACCEPTABLE USE:**

- Users may not distribute unsolicited advertising.
- Users may not transmit any form of computer virus.
- Users may not transmit any data or programs that cause disruption of service for others.
- Users may not use their personal software programs on Library computers.
- Users may not use the network to violate intellectual property laws by distributing copyrighted or otherwise protected information, documents, or software programs.
- Users who violate Library Board Policy may lose library computer privileges.
- Users who violate applicable laws may be subject to prosecution by local, state, or federal authorities.

### **USE BY MINORS:**

Not all information on the Internet will be appropriate for all ages. Parents or guardians are responsible for information which their children access. The Library cannot assume the role of parents or the function of parental authority and is not responsible for enforcing restrictions a parent places on minor's use of the Internet. All persons under the age of 16 wishing to use the computers unaccompanied, must have a signed parental permission form on file. Children ages 12 and under who wish to use the computers will need to be accompanied by a parent/guardian.

- Furthermore, no person shall display inappropriate materials as defined by 18 Pennsylvania Code of Statutes §5903. The Library cannot guarantee privacy during Internet use. Please use common sense to avoid the occurrence of visual images that may be offensive to others in the Library.
- For ALL students under the age of 16, computer usage is limited to school work and researching homework. Access to e-mails, group websites (such as [www.myspace.com](http://www.myspace.com)) and games is prohibited.

### **INTERNET GAMES MAY NOT BE PLAYED AT ANY TIME ON LIBRARY COMPUTERS.**

- Parents/guardians who permit their children (between 13 and 16 years of age) to use Library computers, unaccompanied (for school work), must ask a staff member for a "Parent /Guardian Permission" form to sign.

*Updated, adopted by Board January, 2018*

## X. POSITION DESCRIPTION FOR LIBRARY CLERK, GRADE 1 CAMERON COUNTY PUBLIC LIBRARY

### Position Description

POSITION TITLE: Library Clerk, Grade 1

SUMMARY: This is a public service position responsible for all tasks involved in checking out, checking In, rehousing, or special routing of circulating materials; all tasks required to register new borrowers; directing persons to the various areas of the library; and all tasks involved in filing and care of back issues of magazines and newspapers.

QUALIFICATIONS: High School diploma or its equivalent.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of and familiarity with library organization and general operating procedures; skills to use personal computers to perform all automated circulation system tasks; capacity to perform all tasks accurately and efficiently under pressure of time and interruptions; ability to work with others and serve the public with patience, tact and courtesy; communication skills; capacity to stand continuously for several hours; capacity to lift and carry a stack of books, newspapers or magazines.

REPORTS TO: Librarian

HOURS: Part-Time

RESPONSIBILITIES:

1. Checkout and renew materials.
2. Check In all materials.
3. Place holds on sequestered materials and notify patrons when requested materials are available.
4. Retrieve periodical requests from storage.
5. Shelve materials and keep stacks In order by shelf reading.
6. Perform searches for patrons and assist them In the use of the public access computers.
7. Collect and document payments of fines on overdue material and lost or damaged Items.
8. Register patrons for borrower cards and update information as needed.
9. File patron registration cards.
10. Receive and document memorial gifts and other donations.
11. Answer the telephone and redirect calls as needed.
12. Open and/or close the building in the absence of other staff members.
13. Maintain obituary clippings.
14. File back Issues of periodicals and newspapers and keep files in proper order.
15. Check In new issues of periodicals, shelve properly and alert librarian to missing issues.
16. Use photocopier to make copies for the public and in library use.
17. Perform dally backup of automated circulation system.

***Adopted: January, 1999***

## XI. DISSOLUTION STATEMENT

Except as otherwise noted herein, dissolution of the **Cameron County Public Library/Barbara Moscato Brown Memorial Library** shall be accomplished in accordance with the Non-Profit Law of 1988, as amended. Any assets remaining after payment of, or provision for, all liabilities of the **Cameron County Public Library /Barbara Moscato Brown Library** shall be donated to a charitable, non-profit, organization under the Internal Revenue Code, Section 501c3, as amended, (or the corresponding provision of any future United States Internal Revenue law) chosen by the Board of Directors. In designating such a recipient non-profit charitable organization, the Board of Directors shall seek an organization as closely in keeping with the expressed purposes of the **Cameron County Public Library /Barbara Moscato Brown Memorial Library** as is possible and one which shall benefit to the greatest possible degree the residents of Cameron County.

In the event of the sale of dissolution of the **Cameron County Public Library/Barbara Moscato Brown Memorial Library** it is prohibited to use any surplus funds for the private enrichment or benefit of any person.

*Adopted December 10, 2001*

## XII. BEHAVIOR CODE POLICY Memorandum

These rules are adopted in support of the safe, secure, and undisturbed use of the Library. "Library" shall be construed to mean the Barbara Moscato Brown Memorial Library building and property. Adults accompanied by children must ensure Behavior Code compliance by the children.

The following are prohibited in the Library:

1. Acts prohibited by the Crimes Code of Pennsylvania or any ordinance of the City and/or County of Cameron.
2. Behavior that is inflammatory, or offensive to, or interferes with, others in the Library as determined by staff.
3. Interference with operation of, or abuse of, Library equipment.
4. Interference with the staff's public service duties, or harassment of the staff.
5. Defacing or destroying Library property or property of other persons.
6. Bicycles, skateboards, skate and other sports equipment.
7. Tobacco use, in or just outside of the Library.
8. Consumption of food or beverages in public areas except when it is an appropriate part of an event.
9. Persons not wearing a shirt or shoes.
10. Pets or animals except service animals, or except when part of an event scheduled in a Library program.
11. Audible use of radio/ tape players except when part of an event scheduled in a Library meeting room.
12. Any misuse of the public restrooms including but not limited to bathing or doing laundry.
13. Prohibited offensive weapons (as defined in 28Pa.C.S.908 and including in part, firearms, knives, bombs, grenades and black jacks.)
14. Persons whose bodily hygiene is so offensive as to unreasonably interfere with other patron's enjoyment of the library may be required to leave the building.
15. Display or dissemination of sexually explicit or suggestive materials on Public Internet Stations.
16. Use of electronic devices (e.g. cell phones, pagers, etc.) Except in the lobby or foyer areas of the Library. Devices used by police, medical and/or emergency personnel are exempt from this rule.
17. Soliciting, selling, fundraising, campaigning, lobbying, conducting surveys, petitioning, proselytizing, or any similar activities directed toward staff or public. The only exceptions are activities undertaken by the Library or for Library-related purposes.

Anyone committing an infraction (except Section 14, where the enforcement is stated in the section) of this Behavior Code will be dealt with as follows:

First infraction – (1) A warning from Library staff, unless the infraction disrupts use of the Library by others, in which case ejection from the premises for the remainder of the day will occur.

Second infraction – (1) A warning from Library Staff; (2 ) Ejection from the Library for one month; (3) Issuance of a copy of this Behavior Code.

Third infraction – (1) Expulsion from the Library for six months; (2) Issuance of a certified letter giving notice, and a copy of this Behavior Code. Re-entry on Library property will be permitted only if accompanied by a signed copy of this Behavior Code. Board of Director confirmation of the expulsion at its first subsequent meeting.

Fourth infraction – (1) Expulsion from the Library for one year; (2) issuance of a certified letter giving notice, and a copy of this Behavior Code. (3) Board of Directors notified of the one-year expulsion. Re-entry and reinstatement will be permitted if application is made to the Board of Directors, but only if the Board of Directors then determines that re-entry and re-instatement are warranted.

Fifth infraction – (1) Permanent expulsion from the Library; (2) Issuance of a certified letter; (3) Notification of the Board of Directors at its first subsequent meeting; (4) Documentation of the case placed on permanent file.

IF THE INFRACTION IS CRIMINAL IN NATURE OR IS THREATENING TO OR ENDANGERS OTHERS OR IS DESTRUCTIVE TO PROPERTY, OR IF THE LIBRARY STAFF'S AUTHORITY TO ADMINISTER THIS CODE IS CHALLENGED OR HINDERED BY A PERSON COMMITTING AN INFRACTION, OR BY INTERFERENCE FROM OTHERS, THE POLICE WILL BE SUMMONED AND EJECTION OR EXPULSION WILL BE IMMEDIATE.

***Policy added to Bylaws on December 5, 2017***

### XIII. ELECTRONIC/TELEPHONE VOTING Memorandum

Electronic or telephone voting shall be permitted in conjunction with any and all meetings of the Board the subject matter of which requires a vote of the Board, however, in such cases, a unanimous vote shall be required.

In accordance with Pennsylvania Association of Non Profit Organizations (PANO) recommendation which stipulates that:

“Telephone and Electronic Participation: Directors may participate in Board meetings and vote on matters discussed therein, by means of a conference telephone or similar communications equipment by means of which all persons participating in such meeting can hear each other at the same time. Participation by such means shall constitute in person presence of the Director at the meeting.”

AND

“Section 5727 of the PA Nonprofit Corporation Law allows for email voting with a caveat. Whenever a vote is taken outside a meeting, the vote must be unanimous - meaning all board members must respond and all must agree. If one person abstains or fails to respond, the motion is not valid.”

***Policy added to Bylaws on October 26, 2020***