

## **Display/Exhibit Policy**

Broome County Public Library provides art exhibit and display space for public use. The Art Exhibit and Display Policy is developed in accordance with the Library's mission, vision, and values. Exhibit and display spaces are available to individuals and community nonprofit groups on equal terms regardless of opinion or affiliation. The Library does not sponsor nor endorse the views of any individual or group using the exhibit and display spaces.

We will exercise judgment as to current usefulness or interest. Exhibitors should be aware that the Library is a public space where all people are welcome. Exhibits should be suitable for viewing by all ages. We reserve the right to refuse or remove any material judged unsuitable, or to rescind an exhibit in violation of this policy. The acceptability of a display is at the discretion of the Library Director in collaboration with the Board of Library Trustees. Anyone who believes they were unfairly denied the ability to display artwork in the Library may submit a written request for reconsideration to the attention of the Library Board, Broome County Public Library, 185 Court Street, Binghamton, NY 13901 or email [Library.Trustees@broomecountyny.gov](mailto:Library.Trustees@broomecountyny.gov).

Exhibitions remain on display for one calendar month, scheduled by the Exhibit Coordinator. Artwork will be hung on the first of the month, or shortly thereafter, and dismantled on the last day of the month. The Exhibitor will need to arrange a time and date for installation and deinstallation of the exhibit with the Exhibit Coordinator. The individual or group reserving space is required to utilize the hanging hardware provided by the Library. The individual or group reserving the space shall provide all other supplies for displaying materials and is responsible for installing and removing works. No labels, signs, or artwork can be attached to any walls without both the item and the means of adhesion being approved by the Exhibit Coordinator. The individual or group installing the display shall be responsible for any damage caused to the exhibit space while installing or removing the exhibit or display. Any unclaimed artwork will become the property of the Broome County Public Library and may be stored or disposed of at the Library's discretion. The condition of unclaimed artwork will not be guaranteed.

No prices may be posted on items on display, nor may an admission fee be charged. No transaction for the purchase or sale of display items may be conducted on the premises. The artist's biography may be posted alongside the show as well as the artist's contact information.

Broome County Public Library has a building alarm system and security cameras. The Library is released from any liability that may result from theft of or damage to an exhibit, in whole or in part, while on display at the Library. Artists and collectors presenting displays shall provide their own insurance coverage.

Exhibitors may reserve the Library's meeting room space for a reception. Use of a meeting room requires a separate application and is subject to the guidelines outlined in the Library's meeting room policy. No alcoholic beverages may be served.

The artist may give a brief description of the exhibit to the Exhibit Coordinator if they would like mention of the exhibit made in the library newsletter, the Library's website, and social media posts. A photo of the exhibit may be posted on the Library's web page and social media posts.

Broome County Public Library  
Application for Exhibit Space

Date: \_\_\_\_\_

Request Date of Installation: \_\_\_\_\_ Request Date of Deinstallation: \_\_\_\_\_

Name of Artist/Group/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Describe what will be displayed. Include number of items, medium, theme content, and size of items:

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I have read and agree to the Broome County Public Library display/exhibit policy. I understand the risk involved in displaying in a public building and will not hold the Broome County Public Library responsible for any damages. I understand I am responsible for installation and deinstallation of the exhibit and will coordinate the dates and times with the Exhibit Coordinator. I understand the exhibit will be displayed for one month and I will remove the exhibit on the date agreed upon.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LIBRARY USE ONLY**

Approved by:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Emergency Response & Building Evacuation Policy

### A. Summary: Building Evacuation Plan

In the event of a fire or other emergency, the building shall be evacuated as follows:

1. If you hear the fire alarm or are notified by other means of evacuation order, leave the building immediately.
2. Leave by the nearest exit. Do not go to your usual workstation first. Do not stop to gather purse, coat, answer the phone etc. If the source of danger is in the direction of the nearest exit, use the nearest exit free from danger.
3. Do not use the elevator.
4. Since there are so few employees left in the building, all should be responsible for assisting patrons out of the building as long as it does not endanger you. If patron won't leave, report it to the Security Officer once outside. Fire monitors, should assist any patrons out of their area, closing doors to deter the spread of the fire, counting heads once gathered at designated meeting point, maintaining calm and control over said group until directed to relocated or re-enter, preventing the public from entering the building during the fire drill.

Handicapped persons require special considerations during an emergency facility evacuation. The fire monitors shall ensure that handicapped personnel and visitors are either escorted outside if on the first/ground floor or escorted to a stair tower to await rescue by the fire department.

It is the fire monitor's responsibility to personally alert the fire department of handicapped persons awaiting rescue in the 2<sup>nd</sup> floor stair towers.

5. Once out of the building, proceed to the following area regardless of exit used to get out.
  - a. All employees shall gather by the large tree next to the Phelps Mansion at the far eastern edge of the parking lot. Patrons should be asked to stay away from the entrance to the building.
6. Do not re-enter until directed by a fire official to do so. The Fire Chief or his designee are the only people able to authorize re-entry.
7. You are still working and therefore responsible for your time and whereabouts. Remain with the group and follow the directions provided by the fire monitors.

If you discover a fire, pull the nearest fire alarm. All employees are advised to become familiar with the evacuation plan as well as the locations of all exits in the building.

## B. Staff Duties

All staff must be thoroughly familiar with our evacuation plan. In the event of fire or emergency, you must also know your specific duties and responsibilities before you can properly exit the building.

You must know the location of all fire exits in the building. In the event you are working in or are present in an area you are not usually scheduled in, you must be able to locate the NEAREST available exit(s). This is especially important if a fire exit is blocked or damaged and cannot be used.

1. CIRCULATION SERVICES will notify and escort patrons in the area to the front door exit.
  - a. Alternate exit is through Emergency Services into Shipping/Receiving and out Pine Street exit.
  - b. Second alternate exit is through Youth Services, and out onto Pine Street.
2. INFORMATION SERVICES will notify and escort patrons in the area to Court Street fire door near elevators.
  - a. Alternate exit is through Pine Street fire door near elevators.
  - b. Second alternate is through the front door.
3. YOUTH SERVICES will notify and escort patrons in the area to Pine Street fire door.
  - a. Alternate exit is through the South side door and continue out through Shipping/Receiving.
  - b. Second alternate exit is through the Front door.
4. EMERGENCY SERVICES main exit is through Shipping/Receiving and out Pine Street fire door.
  - a. Alternate exit is Pine Street fire door near elevators.
5. SECOND FLOOR includes ADMINISTRATION, LOCAL HISTORY, and LITERACY VOLUNTEERS OFFICE. Main exit is Pine Street fire door staircase near elevators.
  - a. Alternate exit is Court Street fire door staircase near elevators.
  - b. Second alternate is down the main staircase and out the front doors.

All staff will gather at the large tree next to the Phelps Mansion at the far east end of the parking lot.

C. Summary of Emergency Exits

FRONT DOOR

- Primary exit for CIRCULATION SERVICES
- Alternate exit for YOUTH SERVICES

PINE STREET – through shipping/receiving

- Primary exit for EMERGENCY SERVICES
- Alternate exit for CIRCULATION SERVICES

PINE STREET – at rear of Youth Services

- Primary exit for YOUTH SERVICES
- Alternate exit for CIRCULATION SERVICES

PINE STREET – Next to elevators

- Alternate exit for INFORMATION SERVICES
- Alternate exit for EMERGENCY SERVICES
- Alternate exit for SECOND FLOOR

COURT STREET – Next to elevators

- Primary exit for INFORMATION SERVICES
- Primary exit for SECOND FLOOR

#### D. Emergency Exit Drills

##### **Purpose**

To establish rules and regulations for the timely and orderly evacuation of all buildings in case of fire, or other life-threatening emergencies.

##### **Scope**

These rules have been established in accordance with NFPA Life Safety Code and the New York State DOSH regulations, and apply to all Broome County personnel.

##### **Procedures**

Emergency exit drills shall be regularly conducted at all county facilities, in accordance with these general rules and the specific evacuation procedures set up to deal with emergency situations.

1. Emergency exit drills shall be held with a sufficiency to familiarize all occupants with the drill procedure and to have the conduct of the drill a matter of established routine.
2. Drills shall be held at unexpected times and under varying conditions to stimulate the unusual conditions that exist during emergencies.
3. Complete evacuation will be accomplished with the sounding of the fire alarm system in all areas, even if it is suspected that the alarm was initiated in horseplay. The only exception to this rule will be when prior notice has been given by maintenance personnel that they will be testing the fire alarm system.
4. In the conduct of drills, emphasis shall be placed upon the orderly evacuation under proper discipline rather than upon speed as such; no running or horseplay shall be permitted.
5. Fire alarm facilities shall be regularly used in the conduct of emergency exit drills.
6. Emergency exit drills shall not include any extinguishing operations.
7. No furnishings, decorations and other objects shall be so placed as to obstruct exits, access thereto, egress therefrom, or visibility thereof.
8. All employees shall be schooled and drilled in the duties they are to perform in case of emergency, in order to be of greatest service in effecting orderly exits or assemblages.
9. Appointed "Fire Monitors" shall be preassigned to ensure that all doors are closed and that the building, floor, or area has been completely evacuated. This task will be accomplished only when it does not endanger the safety of personnel assigned.

#### E. Code Adam Response Plan

##### Basic Steps for Code Adam:

- Announce “Code Adam” over the PA System and give a description of child
- Monitor front door
- Search the property
- If the child not found within 10 minutes, notify Binghamton Police
- If the child found, cancel Code Adam over PA System
- If the child is found with a stranger, try to detain or get description, license plate number and direction car may be heading

#### **CIRCULATION**

1. Two staff members immediately go to the front doors and monitor everyone leaving or entering the building.  
One staff member walks out to book drops and quickly surveys the parking lot.
2. Additional staff member monitors the corridor and area near the Circulation desk.
3. Check Circulation browsing area and fiction.
4. One staff member stationed in corridor between staircases to take Information Services and second floor reports.

#### **INFORMATION SERVICES**

1. Divide room in half.
2. Person 1 stays at desk and monitors the corridor.
3. Person 2 checks Ahearn, Court Street sitting area and elevator.
4. Person 3 checks computer lab if open, book stacks and Pine St. elevator
5. Two Reference staff meets at staircase with the Circ staff who checked fiction and report all clear.  
If after 5:00, Reference staff person checks entire room.

#### **YOUTH SERVICES**

1. Check Emergency Exit door.
2. Check the restrooms.
3. Check the stacks working towards the front of the room.
4. Check to see if the Kresge Story Telling Room is locked.
5. Upon completion of searching area return to Circ and report all checked.

### **LOCAL HISTORY**

1. Immediately check the room. Check the area outside of the room.
2. Monitor the stairs and elevators. After 4:30 PM also perform Administration assignments.
3. Meet with first floor Circulation monitor at bottom of the stairs to report second floor checked.

### **ADMINISTRATION**

1. Check the offices, kitchen and break room.
2. Check the Exhibit Room, Board Room and Literacy Volunteers office.
3. Check the Restrooms.

### **MAINTENANCE**

1. Immediately respond to the Rotunda and check the Restrooms.
2. Check the exterior of the building along Court Street and the parking lot with Circ staff member.
3. Return to the building and assist security officer as assigned.

### **SECURITY OFFICER**

1. Upon receiving notification of Code Adam note time. Respond to the staff member and person making report. While enroute check area for subject.
2. Upon arrival to complainant obtain detailed description of subject. Rebroadcast information again to staff. Note Time!
3. Be certain all areas are being checked. Assign staff to cover any open assignments. You may need to assign staff to 2<sup>nd</sup> Floor if no one is there.
4. Upon locating subject alone, note time and respond to location immediately. Interview subject to ascertain information and be certain subject is not harmed in any way.
5. If subject located with adult respond immediately and obtain information from all persons who had contact with subject. Note time and request additional assistance if required.
6. Prepare incident report.

If the subject is not located within the 10 minute time period contact communications and request Binghamton Police respond. Notify patrol and the plaza of the situation. Continue to check all areas of the building. Maintain contact with complainant until relieved by supervisor or police.



Broome County Public Library Policy & Procedure Manual  
(Previous Policy #5025 & 5010)  
Effective Date:



BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND: 1010 - General Operating  
FUNCTION:  
DEPARTMENT: D40000000 - County Library

Account	2024 Budget	2024 Actuals	2025 Budget	2025 YTD Actuals	2026 Budget Working
<b>A0000007 - Misc Interfund Revenues</b>	<b>100</b>	<b>104</b>	-	-	-
5000545 - CREDIT CARD REBATES	100	104	-	-	-
<b>A0000002 - Departmental Income</b>	<b>941,073</b>	<b>919,868</b>	<b>955,689</b>	<b>39,778</b>	<b>996,417</b>
5000100 - LIBRARY COPY FEES	12,000	12,067	13,000	5,340	13,000
5000177 - RENTALS & FEES	8,500	7,200	7,200	2,400	7,200
5000189 - OTHER LOCAL GOVERNMENTS	846,573	846,573	879,589	522	904,217
5000312 - RENTAL CHARGEBACKS	49,000	49,000	49,000	30,000	68,000
5000426 - MISCELLANEOUS	10,000	5,028	6,900	1,515	4,000
5000431 - MISCELLANEOUS	15,000	-			
<b>A0000003 - Use of Money</b>	<b>17,500</b>	<b>69,896</b>	<b>21,000</b>	<b>21,173</b>	<b>20,500</b>
5000451 - INTEREST AND EARNINGS	17,500	69,604	20,000	20,980	20,000
5000470 - VENDING MACHINE	0	291	1,000	193	500
<b>A0000007 - Misc Interfund Revenues</b>	<b>1,502,829</b>	<b>1,354,702</b>	<b>1,429,740</b>	<b>1,431,007</b>	<b>1,548,702</b>
5000530 - REFUNDS OF PRIOR YEARS EXPENDI	0	2,166	-	-	-
5000531 - GIFTS AND DONATIONS	500	-	300	-	-
5000546 - Trust Account Inflows	500	21,074	200	-	-

5000562 - TRANSFER FROM GENERAL FUND	1,500,059	1,329,670	1,427,325	1,427,325	1,548,417
5000569 - TRANSFER - DEBT SERVICE FUND	1,770	1,791	1,915	3,682	285
<b>A0000008 - State Aid</b>	<b>98,690</b>	<b>97,436</b>	<b>92,000</b>	<b>-</b>	<b>98,000</b>
5000808 - OTHER STATE AID	98,690	97,436	92,000	-	98,000
<b>A0000009 - Federal Aid</b>	<b>237</b>	<b>240</b>	<b>85</b>	<b>85</b>	<b>-</b>
5000952 - ARRA DEBT REIMBURSEMENT	237	240	85	85	-
<b>Rev Total for Dep: D40000000</b>	<b>2,560,429</b>	<b>2,442,245</b>	<b>2,498,514</b>	<b>1,492,043</b>	<b>2,663,619</b>

<b>A0000010 - Personnel Service</b>	<b>1,090,580</b>	<b>1,077,123</b>	<b>1,199,355</b>	<b>424,068</b>	<b>1,305,812</b>
6001000 - SALARIES FULL-TIME	920,950	890,756	1,028,662	351,986	1,126,286
6001001 - SALARIES PART-TIME	149,560	123,130	159,571	50,069	146,485
6001002 - SALARIES TEMPORARY	20,070	54,838	11,122	21,607	32,041
6001003 - SALARIES OVERTIME	-	8,399	-	406	1,000
<b>A0000040 - Contractual Expenditures</b>	<b>475,656</b>	<b>482,476</b>	<b>489,490</b>	<b>232,247</b>	<b>468,228</b>
6004002 - MAT & SUPPLIES-PAINT	-	-	-	15	-
6004012 - OFFICE SUPPLIES	2,000	6,833	2,060	1,486	2,060
6004021 - BLDG MAINTENANCE SUPPLIES	1,000	2,220	1,030	209	1,030
6004022 - FUEL AND HEATING SUPPLIES	26,000	14,254	22,000	9,258	20,000
6004023 - BLDG AND GROUNDS SUPPLIES	4,300	4,100	4,429	828	4,429
6004030 - FOOD AND BEVERAGES	100	-	-	-	0
6004048 - MISC OPERATIONAL SUPPLIES	5,785	121	4,000	-	2,000
6004055 - COMPUTER SOFTWARE AND SUPPLIES	70,684	69,619	72,461	72,109	67,923
6004056 - COMPUTER EQUIPMENT(NON CAPITAL	5,000	311	3,000	-	1,500
6004070 - BOOKS ADULT SERVICES	67,550	63,682	69,577	26,869	65,000

6004071 - JUVENILE BOOKS	54,000	53,538	55,620	22,776	50,000
6004073 - SUBSCRIPTIONS	7,563	5,052	9,700	-	9,672
6004074 - AUDIOVISUAL MATERIALS	33,000	21,420	25,000	7,888	15,000
6004075 - ELECTRONIC ACCESS MATERIALS	33,650	60,954	53,450	28,563	71,147
6004100 - POSTAGE AND FREIGHT	700	1,435	1,400	892	1,500
6004105 - DUES AND MEMBERSHIPS	1,500	1,288	1,500	1,535	1,823
6004112 - BLDG GROUNDS AND EQUIP REPAIR	2,060	4,617	3,000	281	3,000
6004113 - WATER AND SEWAGE CHARGES	3,200	3,272	3,200	1,073	3,200
6004115 - ELECTRIC CURRENT	48,000	70,606	60,000	26,520	60,000
6004117 - BUILDING AND GROUNDS EXPENSES	42,807	40,837	42,244	7,369	42,244
6004136 - OPERATIONAL EQUIPMENT REPAIRS	3,000	-	3,090	-	2,000
6004137 - ADVERTISING AND PROMOTION EXPE	3,000	1,741	3,000	1,510	3,000
6004138 - OTHER OPERATIONAL EXPENSES	16,000	24,513	20,000	8,759	15,000
6004139 - Trust Account Outflows	15,000	3,560	-	-	-
6004147 - OTHER PROGRAM EXPENSE	700	0	-	-	-
6004160 - MILEAGE AND PARKING-LOCAL	2,000	764	700	89	600
6004161 - TRAVEL HOTEL AND MEALS	2,000	1,466	2,000	337	2,000
6004162 - EDUCATION AND TRAINING	175	2,804	2,000	1,155	3,000
6004193 - HARDWARE MAINTENANCE	8,610	2,800	9,025	6,025	6,100
6004196 - COPYING MACHINE RENTALS	7,000	16,519	10,000	3,194	9,000
6004504 - OTHER FINANCIAL SERVICES	12	12	4	4	-
6004573 - OTHER FEES FOR SERVICES	9,260	4,139	6,000	3,502	6,000
<b>A0000041 - Chargeback Expenses</b>	<b>200,201</b>	<b>278,349</b>	<b>220,165</b>	<b>6,652</b>	<b>244,659</b>
6004602 - INSURANCE PREMIUM CHARGEBACK	26,181	26,181	26,606	6,652	48,298
6004604 - DPW SECURITY CHARGEBACKS	105,991	105,991	125,080	-	116,280
6004606 - TELEPHONE BILLING ACCOUNT	5,963	5,963	5,882	-	5,686
6004609 - DATA PROCESSING CHARGEBACKS	56,892	55,603	57,499	-	68,297

6004617 - DUPLICATING/PRINTING CHARGE	166	-	92	-	92
6004618 - OFFICE SUPPLIES CHARGE	8	-	6	-	6
6004619 - BUILDING SERVICE CHARGE	5,000	5,000	5,000	-	6,000
6004634 - Indirect Costs - Excess of Bud	-	79,611	-	-	-
<b>A0000060 - Principal on Indebtedness</b>	<b>54,427</b>	<b>54,427</b>	<b>74,700</b>	<b>74,700</b>	<b>67,578</b>
6006000 - PRINCIPAL ON SERIAL BONDS	6,849	6,849	7,123	7,123	-
6006001 - PRINCIPAL ON BANS	47,578	47,578	67,577	67,577	67,578
<b>A0000070 - Interest on Indebtedness</b>	<b>8,220</b>	<b>8,219</b>	<b>11,135</b>	<b>11,135</b>	<b>6,569</b>
6007000 - INTEREST ON SERIAL BONDS	628	628	212	212	-
6007001 - INTEREST ON BANS	7,592	7,591	10,923	10,923	6,569
<b>A0000080 - Employee Benefits</b>	<b>731,345</b>	<b>654,571</b>	<b>753,669</b>	<b>306,309</b>	<b>820,773</b>
6008001 - STATE RETIREMENT	136,887	103,413	152,059	47,536	162,052
6008014 - NYS ERS VDC EXPENSE	6,967	6,967	7,385	2,631	7,752
6008002 - SOCIAL SECURITY	82,514	79,090	91,751	30,908	99,895
6008004 - WORKERS COMPENSATION	6,304	6,304	6,889	1,722	7,472
6008006 - LIFE INSURANCE	285	94	190	42	220
6008007 - HEALTH INSURANCE	143,359	133,753	163,740	61,427	198,803
6008009 - RETIREE HEALTH INSURANCE	351,529	324,455	328,156	162,042	341,079
6008013 - HEALTH INS - RETIRE INCENTIVE	-	496	-	-	-
6008012 - EMPLOYEE TUITION REIMBURSEMENT	3,500	-	3,500	-	3,500

Exp Total for Dep: D40000000

2,560,429 2,555,166 2,748,514 1,055,110 2,913,619

Total for Dep: D40000000

0 -112,921 -250,000 436,934 -250,000

## Internet Policy

The Broome County Public Library provides access to the Internet to support its mission of providing open and equitable access to information and services. It is the Library's goal to assemble and organize services, collections of materials and other resources to meet the information needs and interests of the people it serves and to protect free access to diverse ideas. In keeping with these principles, parents or legal guardians are responsible for their children's use of the Internet. Children under 11 should be accompanied by a parent or guardian when using library computers.

### CHILDREN'S INTERNET PROTECTION ACT (CIPA)

In compliance with the Children's Internet Protection Act (CIPA), the Library uses filtering software on all Internet-accessible computers to block access to materials deemed harmful to minors. These filters are not foolproof and may block some legitimate content. Adults (17 and over) have the ability to choose unfiltered Internet access when logging onto our public computers.

### PUBLIC ACCESSIBILITY

1. Any person, regardless of age or residency, may have free access to the Electronic Resources at the Library. Public computers are available to patrons whose accounts are in good standing as well as guests with ID.
2. Printing capability will be provided. There will be a charge of \$.15 for each black and white page printed, and a \$.50 charge per page for color. Access to printing will be available through the use of a library card or guest ticket, available at the Circulation Desk. Monies applied to a library card remain on the card indefinitely and may be used at any time. Monies applied to a library card will not be refunded.
3. Wireless Internet access is available and users must comply with all Library Internet use policies while using it.

### UNACCEPTABLE USE

Any of the following actions may result in loss of library privileges and/or criminal prosecution or other legal action. Unacceptable use of the Library's electronic resources includes, but is not limited to, the following:

1. It is not acceptable to use the Library's electronic resources, including the Internet, for illegal or criminal use.
2. Users must respect the legal protection provided by copyright and license to programs and data.

3. Any form of unauthorized access, including hacking and other illegal activities, is strictly prohibited for all Library users.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, passwords, or other data belonging to other users. They shall not represent themselves as another user unless explicitly authorized to do so by that user.
5. Users may not modify or damage library hardware or software.
6. Users may not access or distribute pornographic material (See Patron Code of Conduct Policy and Procedures.)

#### POLICY ENFORCEMENT

Violations of this policy may result in the suspension or loss of Library privileges and/or legal action. Library staff reserve the right to terminate any session that disrupts Library services or violates this policy.