

## BOARD OF TRUSTEES

Agenda – April 10, 2025

CALL TO ORDER - 5:30pm

Members Present: Al Buyck, Olivia Shimkus, Sarah Glose, Vikki Collazo, Tom Jahn, Kelly Sullivan, Katie Bowers, Charmian Foster, Jillian Sandy, Emily Jones

Not Present: We're all here! 🎉

Also Present: Josias Bartram, Sherry Kowalski, Kathleen Shores, James Ingram, Kelly Matoushek, Michelle Brandone

GUESTS: None

AMENDMENTS TO THE AGENDA: None

PUBLIC COMMENTS: None

### APPOINTMENTS

- Karissa Doyle – Library Clerk, Youth Services
  - A former teen volunteer, now heading to library school!
  - **Motion to accept appointment: Vikki Collazo, Second Sarah Glose. Passes unanimously.**

### RESIGNATIONS

- Jeffri Boisvert – Library Board
  - We will miss you Jeffri!
  - **Motion to accept Jeffri's resignation: Vikki Collazo, Second Emily Jones. Passes unanimously.**
- Jeremy Liss – Library Clerk, Local History
  - **Motion to accept Jeremy's resignation: Charmian Foster, Second Jillian Sandy. Passes unanimously.**

### NEW BUSINESS

- Library solar panels and roof project
  - Our roof is getting a spray coat on it that will last 20 years, covered by the county budget.
  - To do this, everything had to be removed from the roof, including the solar panels. They are now sitting in a shipping container in the staff parking lot.
    - They do not produce power any more, due to a problem with the inverter. Kelly is making calls to see if we can get a grant to cover replacing/repairing it.
    - With the electricity market at the time, the solar panels saved us \$30,000 when they worked.
    - Even after 15 years, solar panels retain 80% of their power-making capacity. Lots of life left in them! We want them to be set back up, because they will save us money, will prolong the life of the roofing,

and will still work quite well. If for some reason we cannot reinstall them, they have notable resale value.

- Further cost/benefit analysis will be presented at future board meeting.

- Summer Reading ☀️📖

- Overview – Kelsey Matoushek

- Nationwide annual initiative since the late 1890's!! Wow!!
    - This year's national theme is "Color Our World" about art and creativity.
    - At BCPL, we hand out activity logs for families, we offer 60 programs over the course of six weeks that brings in hundreds of people.
    - We want to foster a sense of community, academic achievement, and regular library use. Planning for Summer Reading begins in the Fall.
    - The first BCPL summer reading program was in 1917!!
    - Summer Reading is for all ages, including adults! This year, children who complete the program will receive a stuffed animal with the library's logo on it.

- Rumble Ponies funding 🏇🐎

- Received \$2,000 from the Rumble Ponies for a Summer Reading Kick Off event
    - **Motion to accept the funding and use it for the summer reading kick off: Emily Jones, Second Jillian Sandy. Passes unanimously.**

- Farm to Library Overview – Sherry Kowalski

- Received \$3,000 grant from Senator Webb to purchase supplies and produce. Very exciting!
  - Cornell Cooperative Extension will also be contributing produce again. Last year they contributed over 2,000 pounds of food!!
    - **Motion to accept the funding and use it for Farm to Library program: Kelly Sullivan, Second Vikki Collazo. Passes unanimously.**

- Spike in security incidents and drug use

- Significant increase of drug use in the library - we got to a point of finding multiple syringes per day, mostly in the upstairs women's bathroom (most of our security officers are male, making it harder for them to check the women's restroom).
  - First thing temporary measure taken: locking the upstairs bathrooms.
    - This is now the 2nd week. We would like to keep them locked for a month, and then revisit at that time. Staff all have keys, as do Local History and Literacy Volunteers. Literacy Volunteers are able to let their clients into the upstairs restrooms.
    - This is about disrupting the pattern of behavior, not a forever solution. It is important that this be temporary.
    - **Motion to approve locking the restrooms for one month: Vikki Collazo, Second Emily Jones. Passes unanimously.**

- The reading garden is now open from 12 - 5. We want to disrupt the pattern of people coming first thing in the AM to drink/smoke/fight. These hours are also temporary.
  - The garden will also be getting security cameras included with the re-design.
- It is very important to not create/allow an atmosphere of chaos - we are listening closely to staff and patrons about this issue. People are reporting that the front doors feel chaotic and sometimes dangerous. There's often fighting and drug use at the door/parking lot/rotunda.
  - We want a clear path for families (and staff) to be able to enter the library.
  - We have taken away the benches in front of the library to facilitate that. See below.
  - We have 25 large, framed copies of the Code of Conduct that will be displayed around the library - easy for staff and patrons to point to and reference when an incident may occur.
  - There's a lot of issues of possessiveness around tables and spaces in the library - we need to shift this.
    - There's a lot of disrespect towards public spaces and public servants.
  - The flooring is done for our new eating area! Eating will be allowed in the eating area, peer support room, and small, non-messy snacks in the children's area.
- What trainings are offered to staff to deal with these issues?
  - Pretty ad hoc right now. Board members Emily Jones and Olivia Shimkus can connect us with Mental Health First Aid, Compassion Fatigue, and other trainings.
  - Not all trainings apply to libraries - nice to look for trainings made for libraries.
  - We have two full days per year for staff trainings. Next one is in June around food insecurity.
- So, about the Court Street Benches
  - A handful of people were very upset on Facebook. Local news picked it up. Josias was interviewed. It will air tonight at 6pm.
  - The gist of the interview was that the library is for everyone - which means everyone needs to feel safe, including children, families, staff, etc.
  - The benches aren't actually going away - they will be moved into the garden.
  - The complaint is that removing the benches is a bad way to solve the problem - it doesn't really address it and just takes something away from the public.
- Family Bathrooms in the Youth Services area do require a key, which is kept at the desk. This area of the library has more protections than other areas in order to keep children safe.
- Peer Support Program mostly helps, though there can be incidents when patrons expect the room to be open and it is not.

- All measures are aimed at bringing the library into balance, where there is space and safety for everyone. Most measures are temporary and will be adjusted as is reasonable and needed.
- Staff just need support from the board around the idea that staff safety and children/family safety matters.
- Emergency Response & Building Evacuation Policy
  - In the board packet are the original 7 policies, plus a newly revised policy document. Board members have access to comment on the doc. Please do so! The aim is to have a final draft or vote-able policy ready by the next board meeting.
  - Going to be updating Active Shooter drills, evacuation policies, installing another emergency exit. Drills will be quarterly and will alternate between day and evening drills to account for different amounts of staff during the day/evening.
- Four County Library System - 2025-2028 Automation Contract
  - Primary membership fee for being part of the 4CLS.
  - This has been calculated by circulation. \$15K of our central library aid goes to 4CLS and they apply that as a credit towards this contract.
  - For the next 3 years, we will pay \$65K total.
  - This is probably the last time we will calculate it based on physical circulation. Our door count, program count, and digital circulation are all up and need to be taken into account.
  - **Motion to approve contract for 3 years: Al Buyck, Second Charmian Foster. Passes unanimously.**

## OLD BUSINESS

- Emergency Services MOU
  - Meeting tomorrow between library and Emergency Services. Rough proposal to move youth services office to behind Decker Room, and to create a bypass hallway near Emergency Services. This will allow youth services to have more office space, and allow the Emergency Services org to have tighter security.
  - Want it put in the MOU that library staff will have access to the Emergency Services room to pass through as needed when dispatchers are not there, actively working. This will allow staff to move more directly through the building.
  - Also want the MOU to clarify who will be paying for the renovations.
  - If this becomes resolved, Josias will bring the MOU to the next board meeting.
- Renovation/Projects update
  - The renovations with the construction aid are moving forward! They look on track to go to bid next month with work beginning this year and finishing either 2025 or 2026. 🎉
- Financial Disclosure Statement
  - Remember to submit yours!! Josias can look them up, so he knows if you submitted them or not. 🙄

## REPORTS

- March Financials
  - We are on track on payroll. Josias has been watching this closely, given all the temp positions and changes.
  - We have not received our funds transfer from the library. We still have plenty in our funds balance, but Josias will be following up with the county.
  - Expenses are mostly in line with expectations. The only significant divergence is around digital circulation (audiobooks, streaming video, etc), which is continually rising.
    - We will eventually look at revising our contract with Midwest to reflect this.
- Director's Report
  - Forthcoming
- Staff Reports
- Committee Reports
  - Policy Committee is meeting next week!
- Friends
  - JoAnne is working on stepping down from her role in the Friends. She will be very missed. She is hoping to hand off her various projects to others, there will be a bit of a leadership

**Motion to adjourn: Emily Jones, Second Tom Jahn. Passes unanimously at 6:55pm.**

## **Broome County Public Library Child Supervision Policy**

The Broome County Public Library ("BCPL" or the "Library") is committed to providing a welcoming, educational, and safe environment for all visitors. As we strive to support children and families as they explore, learn, and grow together at the Library, we ask that parents, guardians, and caregivers take responsibility for the safety and behavior of their children while on Library property.

### **Supervision Guidelines**

- Children **under 11 years old** must be accompanied and supervised by a parent, guardian, or caregiver who is at least 16 years of age.
- Children **11 years and older** are welcome to visit the Library independently, provided they can follow the Patron Code of Conduct and are able to contact a parent or caregiver if needed.
- If a child under the age of 11 is found without supervision and we are unable to quickly locate a caregiver, the child may be placed in the care of a Broome County Security Officer to ensure their safety until a parent or guardian can be reached.

### **Additional Guidelines**

While we love seeing families enjoy the Library, please note that the Library is not equipped to provide childcare services. To help keep everyone safe:

- Children should remain within sight of their parent or caregiver at all times.
- Parents or caregivers should stay with their children during Library programs unless otherwise noted.
- If attending a meeting or event on Library property, parents and caregivers are asked to keep their children with them during that time.
- For the safety of minors, any child under 16 who remains at the Library 15 minutes after closing will be placed in the care of Broome County Security.
- Library staff are not permitted to transport children under any circumstances.

### **Behavior Expectations**

Children are expected to abide by the Patron Code of Conduct. Repeated or serious infractions may result in being asked to leave Library property.

### **Why These Guidelines Are Important**

These guidelines help us protect the well-being of all our visitors:

- Young children may become scared, confused, or disoriented if left alone.

## Broome County Public Library Policy & Procedure Manual

(Previous Policy #3800-0)

Effective Date:

- Older children may not be prepared to care for a younger sibling, especially if that child becomes upset or ill.
- Children left unattended for long periods may become restless or disruptive.
- As a public building, the Library cannot guarantee who children may encounter.
- Library staff are not legally authorized to provide emergency medical care or supervision.
- Children could unintentionally enter unsafe areas such as stairs, doors, or elevators.
- Emergencies such as a building evacuation may require quick adult supervision and decision-making.

We appreciate your help in making the Library a safe and enjoyable place for everyone. Thank you for working with us to support a learning-friendly environment for all ages.

BROOME COUNTY PUBLIC LIBRARY  <b>POLICY &amp; PROCEDURE MANUAL</b>	SECTION	Public Services	POLICY # <b>3800-0</b>	
	EFFECTIVE	April 4, 2013	PAGE	1 OF 1
	SOURCE	BCPL Board of Trustees		
	SUPERCEDE	February 1, 2007		

## UNATTENDED CHILDREN POLICY

The Broome County Public Library strives to offer a welcoming, educational and safe place for you and your children. Parent, guardians and caregivers are responsible for the behavior and supervision of their children at all times in the Library and on Library property.

- ☐ **Children under 11 years of age MUST be accompanied and supervised by a parent, guardian, or caregiver age 16 and older**
- ☐ **Children 11 and older may come to the Library without a parent, guardian, or caregiver**
- ☐ **If the caregiver of an unattended child younger than 11 years of age cannot be located immediately, the Broome County Security Officer on duty will take custody of the child or children**

### FURTHER GUIDELINESS

#### **Because the Library does not provide childcare services:**

- Children must be within eyesight of the parent/caregiver at all times
- Parent/caregiver is required to remain with the child during a library program
- Parent/caregiver attending meetings on Library property must keep their children with them in the meeting
- Any child (under 16 years old) on Library property 15 minutes after closing times will be placed in the protection of Broome County Security
- Under no circumstances is Library staff allowed to take a child home in his/her own car, or use any other mode of public transport

#### **Reasons for this policy:**

- Young children may become frightened or confused and wander away
- Older children cannot be expected to deal with a small child who is frightened, when tired or ill
- Older children left on their own for extended periods may become bored and restless
- Since the library is a public building, strangers might approach children
- If an unattended child has a medical emergency the library staff cannot take legal responsibility
- A child could wander outside and become lost or injured
- An emergency could require that we evacuate the building
- Children left alone may wander through the building and may encounter hazards such as elevators, stairs, doors, furniture, or electrical equipment

***Vandalism and disruptive behavior will not be tolerated and may serve as grounds for removal from Library property.***





## Collection Development Policy

### 1. Introduction

The mission of the Broome County Public Library (“the Library” or “BCPL”) is to educate, entertain, and energize the Broome County community. As the Central Library for the Four County Library System (4CLS), BCPL also serves the residents of Chenango, Delaware, and Otsego counties. This policy directly supports that dual mission by governing the selection and maintenance of the Library's collections.

BCPL opposes censorship and affirms the right of our patrons to access materials that offer the widest diversity of views and expressions, including those which may be unorthodox or unpopular with the majority or controversial in nature. This is in accordance with the American Library Association’s [Library Bill of Rights](#), [Freedom to Read Statement](#), and [Freedom to View Statement](#). The Library's decisions to acquire or remove materials from our collections will not be determined by partisan or doctrinal points of view and do not constitute endorsement or rejection of the materials’ content. Patrons are free to challenge the presence of material in any collection or location within the Library by using the process outlined below under Requests for Reconsideration of Library Materials.

The Library provides patrons with free access to all materials in our collections. Individual patrons are free to select or reject any item for their personal use according to their personal beliefs and values. Responsibility for supervising children's use of library materials—regardless of format, content, or collection—lies with parents or guardians. It is not the Library’s role to act on their behalf.

### 2. Selection of Library Materials

#### a. Responsibility for Selection

The Library’s professional staff are responsible for the selection of all library materials. Oversight and direction are provided by Library Administration, and the process is subject to the policies of the Board of Trustees.

#### b. Criteria Used for Selection

General criteria used for the selection of materials in all formats include popular demand, the accuracy of the information, the timeliness of the material, the reputation and authority of the author and publisher, relevance to the

communities we serve, critical reception, the importance of the subject matter to the collection, quality, availability, and cost.

In applying these criteria, selectors consult recommendations and lists produced by our vendors as well as a wide range of reviews and professional literature. The Library's collections reflect the American Library Association's [Freedom to Read](#) and [Freedom to View](#) Statements, and strive to provide a diversity and balance of viewpoints without prejudging materials on the basis of the moral, religious or political beliefs of the creator or publisher or on the basis of controversial content.

Special consideration will be given to materials produced by local authors, those that explore local history, and those that are specifically requested by our patrons. However, the Library will still apply the above selection criteria to these materials and will only select materials that are of value to the collections and the community.

### 3. Donations

Donations of materials are accepted with the understanding that they are subject to the same criteria as purchased materials and that the Library reserves the right to utilize them accordingly. Donated materials may be added to the collections, sold by the Friends of the Library to fund our public programs, given to other libraries or discarded.

Donated items will be formally acknowledged with a receipt if requested at the time of the donation. The Library doesn't estimate the value of gift donations for income tax considerations. The responsibility for this process lies with the donor.

### 4. Collection Maintenance and Weeding

Since all libraries have a finite space to operate within, physical limits are imposed on the size of materials collections. These limits are maintained by a definite rate of acquisition (as determined by our annual collections budget) and a similar rate of discarding. Librarians selectively add to and weed from a core materials collection.

When evaluating print materials, collection maintenance usually involves the continual care of materials, including accurate and efficient shelving (and re-shelving), shelf-reading, shifting, and cleaning. All materials are considered for weeding based on accuracy, currency, and relevancy. Space limitations, availability of newer editions, format, physical condition, number of copies, and circulation history are considered

when evaluating physical materials.

Weeded items which appear to be of interest to the public and are in good condition will be sold by the Friends of the Broome County Public Library. Some discarded reference items may be given to area libraries in the 4CLS or SCRLC system, local colleges, or Broome County governmental departments. When weeding, librarians may decide to reorder or replace materials to retain a balanced and relevant collection.

## 5. Requests for Reconsideration of Library Materials

BCPL is committed to providing access to a wide range of materials that reflect diverse viewpoints, interests, and experiences. The inclusion of any item in the Library's collection does not constitute an endorsement of its content. This policy outlines the process for reviewing formal challenges to library materials.

A reconsideration of a Library resource must be based on the failure of that resource to fall within the Library's collection development policy. Only patrons with a valid BCPL library card may issue a request for reconsideration.

- a. Patrons wishing to request a reconsideration must complete a Request for Reconsideration of Library Materials form (Form 2010-4-A) in full. Anonymous or incomplete submissions will not be considered. This form can be found at [website link] or a printed copy can be made available at the BCPL circulation desk.
- b. The completed form will be forwarded to the Library Director. The Library Director (or designee) will review the original reasons for the purchase and if they meet the criteria laid out in the library's Collection Development Policy. The Library Director (or designee) will issue a response within 30 days of receipt of the Request for Reconsideration of Library Materials.
- c. If the concern has not be fully addressed, the patron may request the Library Director form a Review Committee consisting of:
  - i. Two librarians not involved in the initial selection
  - ii. Two members of the Library Board
  - iii. One representative from the Four County Library System
- d. The committee will:
  - i. Review the material in its entirety

- ii. Consider the item's merits, context, and alignment with the Library's mission and Collection Development Policy
- e. The Committee will meet and issue a written decision within 60 days of receipt of the completed Request for Reconsideration of Library Materials form. The decision may be to retain the item, relocate it, remove it, or balance with other materials. A two-thirds majority vote is required for removal or relocation.
- f. If the patron wishes to appeal the Committee's decision, they may appeal the decision to the President of the Library Board within 15 days of the Committee's written response. The Library Director will brief the board on the Request for Reconsideration and the steps taken to this point. The Library Board will consider the appeal at its next scheduled meeting and issue a final decision.
- g. Limitations
  - An item that has been reviewed and retained cannot be challenged again for a period of five years.
  - No more than three active challenges per year will be accepted from any single individual.

## 6. References and Supporting Documents

- a. [Library Bill of Rights](#), American Library Association, written in 1939 and revised/reaffirmed in 2019
- b. [Freedom to Read Statement](#), American Library Association, written in 1953 and revised/reaffirmed in 2004
- c. [Freedom to View Statement](#), American Library Association, written in 1979 and revised/reaffirmed in 1990
- d. Request for the Consideration of Library Materials, BCPL, attached

## Request for Reconsideration of Library Materials

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Resource on which you are commenting:

\_\_\_\_\_ Book      \_\_\_\_\_ Audiovisual Resource

\_\_\_\_\_ Magazine      \_\_\_\_\_ Digital Resource

\_\_\_\_\_ Newspaper      \_\_\_\_\_ Content of Library Program

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

Reference Number \_\_\_\_\_

All questions are required.

1. Do you have an active library card with Broome County Public Library?

2. What brought this title to your attention?

3. Please describe why, in your opinion, the named resource is objectionable.

4. Why does this resource not fall within the collection development policy of the Library? Please refer to our collection development policy, located here:

5. What material in the resource do you find objectionable? Please be specific, citing pages and/or sections.

6. Did you read, view or listen to the entire resource?

7. What do you feel might be the result of using this resource?

8. Are you aware of the evaluation of this work by critics?

9. Are there citations or supporting materials that have informed your opinion on this topic?

10. You are requesting the resource:

- ☐ be removed
- ☐ be relocated to another section of the collection
- ☐ be balanced with other materials

11. If you wish the resource to be balanced, please list titles of resources that could be added to the collection to provide a balanced view:

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FOR LIBRARY USE ONLY

Name of staff member taking comment: \_\_\_\_\_

Department: \_\_\_\_\_



BROOME COUNTY PUBLIC LIBRARY  <b>POLICY &amp; PROCEDURE</b>  <b>MANUAL</b>	SECTION	Materials Selection	POLICY # <b>2010-0</b>
	EFFECTIVE	October 14, 2009	PAGE 1 OF 4
	SOURCE	Library Board of Trustees	
	SUPERCEDES	February 9, 2004	

## MATERIALS SELECTION POLICY

This policy governs the selection and maintenance of the Broome County Public Library's collection of materials. It may be revised as changes occur in the needs of our service population and in the emphasis of the Library's objectives to provide information and research.

The Broome County Public Library recognizes its responsibilities to collect materials, to organize and make available its resources, and to give guidance in the use and interpretation of materials. This selection policy is in accordance with the Library Bill of Rights, adopted June 18, 1948, amended February 2, 1961, June 27, 1967 and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996 by the American Library Association Council (See Appendix A).

### Objectives in materials selection

1. To provide materials for information, recreational and educational functions.
2. To collect basic materials of permanent value.
3. To collect materials of contemporary or timely significance. Selection is based on the particular wants and needs of the community.

### Goals in materials selection

1. To stimulate thoughtful participation in the life of the family, the community, the country, and the world.
2. To encourage maximum use of the collections by the greatest number of people.
3. To support the educational, civic, and cultural activities of individuals, groups and organizations.
4. To foster intellectual, artistic, and spiritual growth.
5. To promote the use of library materials for recreation and enjoyment.

### Responsibility for materials selection

The ultimate responsibility for materials selection lies with the Director, subject to the policies of the Board of Trustees. The Director may delegate the authority to interpret and define the applications of this policy in making day-to-day decisions.

### Guidelines for selection

Selection begins with a presumption in favor of liberty of thought. Selection seeks to protect the rights of the library's public. The aim of a material's selector is to promote the diversity of opinion and expression and to act as a channel of communication for others. Selectors will look for the materials values, strengths and virtues which may overshadow minor objections (See the Freedom to Read Statement, Appendix B).

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	SOURCE	Library Board of Trustees	
	SUPERCEDES	February 9, 2004	

## MATERIALS SELECTION POLICY

1. As far as practical, all points of view concerning the issues of our times should be represented.
2. This library does not practice censorship. No materials will be marked to denote approval or disapproval of their contents. Although library materials may be deemed controversial or objectionable, they will not be excluded because of language or frankness. Materials relating to an existing need or interest will not be removed from the collection.
3. Selection of materials will not be controlled by the fear that they will come into the possession of children. Most parents vigorously defend the right to guide their own children's moral development and thought processes. The library supports this right.

However, some people will demand that the library exclude complex or controversial materials in an effort to shield their own or someone else's children. It is precisely at the point that a child encounters difficult, complex or disturbing information that adults must assume their roles as parents. GUIDANCE IN THESE MATTERS IS SOLELY THE PARENT'S OR GUARDIAN'S RESPONSIBILITY.

4. It is not necessary or desirable for the library to try to acquire all materials on any subject. Rather, it is the goal of the library to represent a wide range of knowledge in a fair and impartial manner.
5. The resources of academic and special libraries in Broome County will be recognized and this library will not needlessly duplicate these materials.
6. The Broome County Public Library recognizes the functions of local schools and colleges to provide materials to support their curriculums. BCPL accepts partial responsibility for providing supplementary materials for students. However, text books or curriculum-related materials will be selected only if they are of use to the general reader. Consideration will be especially given to the needs of people engaged in self-education.
7. Legal and medical works will be acquired only to the extent that they will be useful to the layperson. Such materials will be purchased only after a careful search for an authoritative recommendation.

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## MATERIALS SELECTION POLICY

8. The public which we serve encompasses a wide range of ages, education, and reading skills. Materials of varying degrees of difficulty will be selected to represent these diverse elements.
9. Special attention will be paid to area authors, and state and local history. However, this library will not select such materials if they are not of permanent value to the interests of the community or the library collection.
10. Whenever possible, materials will be selected based on review(s) from a variety of sources common to this library or from review(s) available to residents of our service area. (See Appendix C for a listing of sources frequently used in the materials selection process).  
  
 Also, the following criteria may be used in selection:
  - a) Timeliness.
  - b) Reputation of the author.
  - c) Scarcity of subject matter.
  - d) Reputation of the publisher.
  - e) Importance of subject matter to the collection.
  - f) Content and Treatment.
  - g) Technical qualities.
  - h) Format.
11. Demand for a specific material item or materials in subject areas is one of many selection criteria. Overall, value to the collection and community needs, as well as the goals, objectives and guidelines of this policy, will also be taken into consideration.
12. At the Library's discretion, materials may be reviewed by individuals specially trained or knowledgeable in the material's content or purpose.

### Gifts

Gift materials will be accepted with the understanding that this library reserves the right to utilize them in accordance with this selection policy. Gift materials may be added to the collections, sold, given to other libraries or discarded.

Gift items will be formally acknowledged, if the donor wishes. This library will not estimate the value of gift donations for income tax considerations. The responsibility for this process lies with the donor.

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## MATERIALS SELECTION

### Maintenance of Collection

This library does not automatically replace all materials withdrawn from the collection because of loss, damage or physical wear. Need for replacement is weighed with regard to these factors:

1. Number of duplicate copies.
2. The existence of adequate coverage of a subject.
3. More up-to-date or authoritative coverage of a subject.
4. Current demand for the particular subject or title.

To maintain the effectiveness of the library's total collections, this library will systematically remove materials which are considered no longer useful. This procedure will be carried out by professional librarians with expertise in specific subject areas and/or expertise in delivering services and materials to the public.

<b>BROOME COUNTY PUBLIC LIBRARY</b>  <b>POLICY &amp; PROCEDURE MANUAL</b>	SECTION	Materials Selection	POLICY #	<b>2010-1</b>
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	SOURCE	American Library Association Council		
	SUPERCEDE	All others		

## APPENDIX A – LIBRARY BILL OF RIGHTS

### American Library Association

#### Free Access to Libraries for Minors

#### An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, nonprint, or digital format. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.<sup>1</sup> Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

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	EFFECTIVE	Oct.14, 2009 (rev.7/2/08)	PAGE	2 OF 2
	SOURCE	American Library Association Council		
	SUPERCEDE	All others		

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As Libraries: An American Value states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

See also Access to Resources and Services in the School Library Media Program and Access to Children and Young Adults to Nonprint Materials.

1 See *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975) "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

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Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008.

<p>BROOME COUNTY PUBLIC LIBRARY</p> <p><b>POLICY &amp; PROCEDURE MANUAL</b></p>	SECTION	Materials Selection	POLICY #	2010-2
	EFFECTIVE	Oct. 14, 2009 (rev.6/30/04)	PAGE	1 OF 3
	SOURCE	American Library Association Council		
	SUPERCEDE	All others		

## APPENDIX B - FREEDOM TO READ

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

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

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

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

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

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

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

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	SOURCE	American Library Association Council		
	SUPERCEDE	All others		

## APPENDIX B – FREEDOM TO READ

We therefore affirm these propositions:

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

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

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

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

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

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

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

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



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	SOURCE	American Library Association Council		
	SUPERCEDE	All others		

## APPENDIX B – FREEDOM TO READ

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

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

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

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

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

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

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

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.



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	EFFECTIVE	Oct. 14, 2009	PAGE	1 OF 1
	SOURCE	American Library Association Video Round Table		
	SUPERCEDES	All Others		

## APPENDIX C – FREEDOM TO VIEW

### ***Freedom to View***

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

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	SOURCE	Library Administration	
	SUPERCEDES	All others	

## PROCEDURE/RECONSIDERATION OF MATERIALS

1. The following form ("Statement of Concern About Library Resources") is to be used as a statement of concern by anyone objecting to a specific library item or group of items.
2. Each statement is to be forwarded to the Library Director who will request the material's selection committee to evaluate the original reasons for the purchase. Complaints and/or objections to library materials will be considered in terms of this library's material selection policy, the principles of the Library Bill of Rights and the Freedom to Read Statement and the opinions of the reviewing source(s) used in selection.
3. The complaint/objection and response will be forwarded to the Library Director for review and relevant comments.
4. In the event that the person or group registering the objection is not satisfied, a direct meeting with the Library Director will be arranged.
5. If the complainant still feels that the problem has been dealt with inadequately, a final appeal to the Board of Trustees will be made. The Library Director will notify and inform the Board of the details of the case before a full hearing is scheduled.

BROOME COUNTY PUBLIC LIBRARY  <b>POLICY &amp; PROCEDURE</b>  <b>MANUAL</b>	SECTION	Materials Selection	POLICY # <b>2010-4</b>
	EFFECTIVE	1985 (reviewed 01/12/04)	PAGE 1 OF 1
	SOURCE	Library Administration	
	SUPERCEDES	All others	

## STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_\_\_ Book \_\_\_\_\_ Audiovisual Resource

\_\_\_\_\_ Magazine \_\_\_\_\_ Content of Library Program

\_\_\_\_\_ Newspaper \_\_\_\_\_ Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this title to your attention?

3. Please comment on the resource as a whole as well as being specific on those matters which concern you. (Use other side if needed.)

Comment:

Optional:

4. What resource(s) do you suggest to provide additional information on this topic?

\_\_\_\_\_

FOR LIBRARY USE ONLY

Name of staff member taking comment: \_\_\_\_\_

Branch/Department: \_\_\_\_\_

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	EFFECTIVE	January 12, 2010	PAGE 1 OF 3
	SOURCE	Library Administration	
	SUPERCEDES	1985	

## COLLECTION MANAGEMENT POLICY

Since all libraries have a finite space to operate within, physical limits are imposed on the size of materials collections. These limits are maintained by a definite rate of acquisition and a similar rate of discarding. Librarians selectively add to and weed from a core materials collection.

The selection and discarding of library materials go hand-in-hand. Both functions keep library collections useful and, in the case of research and reference materials, current. However, discarding (or weeding) materials can often be more difficult than selection. There are more considerations involved in weeding than the decision to pull items off the shelves.

Librarians who conscientiously and constantly evaluate the numerous subject areas of the library's collections are more likely to become familiar with the titles, authors, composers and performers of the books and audio and video recordings that library clientele use.

The following offers some weeding guidelines. Each library must weigh these factors along with its specific situation and clientele, and must also accept ultimate responsibility for its decisions.

### A. WEEDING GUIDELINES

#### 1. TIMELINESS AND OBSOLESCENCE

- a. Out-of-date materials, particularly in the sciences, technology, medicine and law.  
A rule of thumb is to weed items older than five years to insure currency.
- b. Materials no longer in demand or no longer supporting community interests.
- c. Older editions of standard texts.

#### 2. RELIABILITY

Viewpoints change and should be reflected by library collections. "Yesterdays" routine explanation or view may be superseded by newer theories.

#### 3. RESEARCH/REFERENCE VALUE

Materials in the social sciences and humanities may fail the above test but may have historical research potential.

#### 4. BALANCE

This library's selection policy strongly recommends balancing opposing viewpoints on controversial issues. Care should be used when weeding these areas (abortion, evolution, non-traditional religious and political groups, etc.)

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## COLLECTION MANAGEMENT POLICY

### 5. USE/LAST DATE OF CIRCULATION

- a. The library will look at the date of last circulation as one criterion when weeding.
- b. Some materials are one-of-a-kind, in that there are not others readily available in that subject and will be kept for research purposes.

### 6. POPULAR AND EPHEMERAL

Infrequent circulation of inspirational, self-help, fad and fashionable materials (best sellers) should closely follow the above guideline. Also, timeliness and reliability play important roles when determining the retention of these formerly popular materials.

### 7. PHYSICAL CONDITION

If the condition and appearance of materials interferes with use, these should be weeded. This is especially true when weeding audiovisual materials. Replacement of these items must be determined on a case-by-case basis.

### 8. DUPLICATE COPIES

When there are duplicates and few or no copies seem to be circulating or used (see #6), all but a single copy should be discarded.

### 9. BIBLIOGRAPHIC LISTINGS

- a. Librarians should not blindly follow standard lists, "best of...", bibliographies, reader's guide, indexes, etc. However, these may be very helpful when deciding whether or not to retain materials from unfamiliar subject areas.
- b. Some authors and topics become important again after their initial appearance. Meeting the possible needs of the next generation are influential during weeding.

### 10. LOCAL INTEREST (Binghamton and Broome County)

Most, if not all, materials concerning local history, business and industry, biography, literature should be retained no matter what its condition or use and housed in the Local History Center as non-circulating items.

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	SOURCE	Library Administration	
	SUPERCEDES	1985	

## COLLECTION MANAGEMENT POLICY

### 11. IN PRINT STATUS

- a. Some materials, other than literature (classic or important fiction, 800s), history, biography and fine arts, that are no longer in print may be discarded on that basis. Most seminal works will remain in print, while others lose utility or interest and are no longer published.
- b. Extreme caution must be used, however. After some time, works by famous authors receive no attention from publishers. Some authors do not receive recognition until after their deaths and have a few works available from publishers. Some classic titles in certain subject areas (e.g., art, history, economics, psychology, etc.) are allowed to go out-of-print.

Aside from some of the easily verifiable guidelines presented, most of the rules of weeding are subjective and qualitative. They assume that all librarians have equally solid working knowledge of all subject fields in which weeding is to take place. Just as importantly, they assume that librarians know who, how and why these materials are used.

Since these assumptions rarely hold true in all cases, librarians should rely on other librarians with different specializations or backgrounds. This will ensure that as much attention as possible is devoted to the difficult situations encountered in collection maintenance.

### B. DISPOSITION OF WEEDED MATERIALS

#### 1. SALES

- a. Items which appear to be of interest to the general public will be sold by the Friends of the Broome County Public Library.
- b. Materials that appear to be of a highly specialized or scholarly nature and not likely to be purchased by the general public may be recycled.

#### 2. EXCHANGES

- a. Some discarded reference items may be exchanged with or given to area libraries in the 4CLS or SCRLC system, local colleges or given to Broome County governmental departments. Many of these libraries are unable to afford purchase of any but the most standard reference titles. Many are also unable to afford purchase of recent editions of these titles.
- b. Department heads shall notify the director of any possible gifts or exchanges. The director or designee will contact the appropriate agencies.



## Internet Policy

### DISCLAIMER

The Broome County Public Library provides access to the Internet to support its mission of providing open and equitable access to information and services. While the Internet offers a wealth of educational and cultural resources, not all content is accurate, current, or suitable for all audiences. The Library does not monitor or control online content and assumes no responsibility for its accuracy or reliability.

### ELECTRONIC RESOURCES/INTERNET POLICY

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:

- Electronic information, services, and networks, including those that are local, regional, and international in scope, are provided directly or indirectly by the Broome County Public Library.
- The Library supports access to materials and information in all subjects that serve the needs of its community regardless of content of material. This access is provided equally and readily to all library patrons.
- Parents or legal guardians are responsible for their children's use of the Internet. Children under 12 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) may request that filters be disabled for lawful purposes.

### PUBLIC ACCESSIBILITY

1. Any person, regardless of age or residency, may have free access to the Electronic Resources at the Library.
2. Basic training and assistance on the use of electronic resources and the Internet will be available through scheduled training sessions in the Computer Lab. Manuals, directories and basic instructions will be available.
3. Printing capability will be provided. There will be a charge of \$.15 for each page printed. 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.

4. An individual has up to one (1) hour per session. In order to maximize availability of the Internet for all users, each individual is limited to a total of five (5) hours per day, regardless of how many computers are used. An individual may reserve a computer for the next available session, using one of three reservation stations.
5. The Library does not offer/provide personal email accounts, telnet, FTP services.
6. 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.

<b>BROOME COUNTY PUBLIC LIBRARY</b>  <b>POLICY &amp; PROCEDURE MANUAL</b>	SECTION	Public Services	POLICY # <b>3400-0</b>	
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	SOURCE	Library Board of Trustees		
	SUPERCEDE	July 3, 2008		

## BCPL INTERNET POLICY

### DISCLAIMER

The Broome County Public Library is pleased to provide access to the Internet. Through this resource you will be able to access a vast array of information for all age groups and interests. Library staff cannot always control these access points, which often change rapidly and unpredictably.

Additionally, the Library cannot guarantee the accuracy of any information on the Web, except for the Library's own website, as each site is developed by its respective designer or owner. Links to other sites from the Library's website are provided as additional resources and do not imply sponsorship of or identification with the Broome County Public Library.

### ELECTRONIC RESOURCES/INTERNET POLICY

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:

- Electronic information, services, and networks, including those that are local, regional, and international in scope, are provided directly or indirectly by the Broome County Public Library.
- The Library supports access to materials and information in all subjects that serve the needs of its community regardless of content of material. This access is provided equally and readily to all library users.

BROOME COUNTY PUBLIC LIBRARY  <b>POLICY &amp; PROCEDURE</b>  <b>MANUAL</b>	SECTION	Public Services	POLICY #	<b>3400-0</b>
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	SOURCE	Library Board of Trustees		
	SUPERCEDE	July 3, 2008		

## BCPL INTERNET POLICY

1. The Internet is an unregulated global entity and is the largest electronic information network in the world. Due to its constantly changing nature, the Library has no control over the information or its quality, accuracy, or currency. The Library may offer menus to sites on the Internet that it feels will assist in the search for material that is personally, professionally, and culturally enriching to individuals of all ages. The Library assumes no responsibility for the content of these or any other Internet sites. Each individual should determine the appropriateness of the material for his/her own needs.
2. It is not the Library's policy to decide what ideas or information children should be exposed to. Parents or legal guardians should provide guidance to their own children. Parents or legal guardians are solely responsible for their child's, and only their child's, use of the Internet.
3. To comply with the Children's Internet Protection Act and restrict access to online content that may be considered harmful to minors or offensive to adults, BCPL employs technology protection measures (filters) on all Internet computers. Users must be cautioned that filters are not foolproof and due to technological limitations cannot obstruct access to all potentially harmful or offensive content. In addition, filters may block access to legitimate or constitutionally protected materials found on the Internet. By law, individuals who have attained the age of 17 have the right to unfiltered Internet access.
4. The Library will not assume any responsibility for damages, direct or indirect, arising from use of electronic services through our system, including the Internet.

### PUBLIC ACCESSIBILITY

1. Any person, regardless of age or residency, may have free access to the Electronic Resources at the Library.
2. Basic training and assistance on the use of electronic resources and the Internet will be available through scheduled training sessions in the Computer Lab. Manuals, directories and basic instructions will be available.
3. Printing capability will be provided. There will be a charge of \$.15 for each page printed. 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.
4. An individual has up to one (1) hour per session. In order to maximize availability of the Internet for all users, each individual is limited to a total of five (5) hours per day, regardless of how many computers are used. An individual may reserve a computer for the next available session, using one of three reservation stations.
5. The Library does not offer/provide email, telnet, FTP, or use net services.



BROOME COUNTY PUBLIC LIBRARY  <b>POLICY &amp; PROCEDURE</b>  <b>MANUAL</b>	SECTION	Public Services	POLICY # <b>3400-0</b>	
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	SOURCE	Library Board of Trustees		
	SUPPERCEDE	July 3, 2008		

## BCPL INTERNET POLICY

### 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:

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5. Users may not install software on any Library computer. Users may not run programs from a disk or USB drive.
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