

POLICIES
of the
CRAGSMOOR FREE LIBRARY

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POLICIES

The following are policies approved by the Board of Trustees but which approval was neither required by the Membership nor stipulated as required by the by-laws. These policies are meant as guidelines for management of staff and Library assets. They are not part of the Constitution & By-Laws.

RENTAL OF LIBRARY EQUIPMENT

Individuals and organizations may rent tables, chairs and tents belonging to the Library. The fee is **XX**. However, the following organizations will be excluded from paying rental fees Cragmoor Historical Society, Cragmoor Conservancy, Stone Church, Cragmoor Fire Dept. All rentals of tents, regardless whether by excluded organization or individuals, will require a deposit of \$50.00 per tent.

DISPLAY OF ART

All artwork must be either donated or expressly loaned to the library. Donations are either for inclusion in the permanent collection or for purpose of sale.

POLICY OF non-DISCRIMINATION

The Cragmoor Free Library does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

The Cragmoor Free Library is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

USE of CRAGSMOOR FREE LIBRARY FACILITIES for non-LIBRARY EVENTS

Below are the terms by which groups may use the Cragsmoor Free Library either during normal operating hours or after. Scheduling availability will be determined solely by the library. The primary purpose of the library's meeting rooms are to serve library sponsored services, programs and activities.

The director is authorized to deny permission for use of the meeting room to any group that is disorderly or objectionable in any way, or that violates these regulations.

Reservations, on a first-come, first serve basis, must be made with the director. The group must fill out an application form for the use of the meeting room.

The Director of the Library reserves the right to reschedule any meeting. The Director will normally give at least 48 hours notice, but, in the event of an emergency, any meeting may be cancelled at any time.

In the event of a dispute around usage, the Board of Trustees of the Cragsmoor Free Library has final discretion to approve or deny use based upon its interpretation of the terms of usage.

The organization, group or individual must designate a representative who will initial and sign this form and complete the attached "Application and Setup Form." No meeting room use is considered final until these forms are signed and returned to the library. The library facility shall be used only for the specific activity stated on the attached application. By executing the application, the applicant agrees to the release of the applicant's name and telephone number to any person requesting information concerning the organization's activities or program.

CONSUMPTION of ALCOHOL at LIBRARY EVENTS

The policy of the Cragsmoor Free Library with regard to alcohol consumption is to ensure that the offering and consumption of alcohol conforms to state law. Further, it is the policy that an effort will be made to protect the safety of both any alcohol impaired individual who attends a library event and others in the community. This will apply regardless of where the individual may have become inebriated before arriving at a library event.

While alcohol may be available for consumption at library events, it is the stated policy of the library to not offer, serve or encourage the drinking of alcohol to any individual at a library event if it is clear that the individual is under the excessive influence of alcohol and could pose a risk to either him/herself or others. To this end, every effort will be made to prevent an apparently inebriated individual from driving from the event.

The library is to obtain insurance coverage for any event where alcohol is a prominent and sustained feature of the event. This includes all events where meals are served but excludes events where alcohol is only an incidental feature of the event, such as at a reception.

Regardless of the type of event, the Board of Trustees will select one or more individuals from among the Board at each event where alcohol is served whose responsibility is to ensure that this policy is applied.

PRIVACY and CONFIDENTIALITY

The **Cragmoor Free Library** gathers personal information about cardholders for the express purpose of efficiently and effectively operating the Library. We are committed to protecting the privacy and confidentiality of our users.

I. Introduction

Privacy is essential to the exercise of free speech, free thought, and free association. In this library the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf.

The courts have upheld the right to privacy based on the Bill of Rights of the U.S. Constitution. Library records that are deemed confidential are covered by New York State Law signed on June 13, 1988 (I CPLR 4509).

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Numerous decisions in case law have defined and extended rights to privacy. This library's privacy and confidentiality policies are in compliance with applicable federal, state, and local laws.

User rights-as well as our institution's responsibilities-outlined here are based in part on what are known in the United States as the five "Fair Information Practice Principles."

These five principles outline the rights of Notice, Choice, Access, Security, and Enforcement.

Our commitment to your privacy and confidentiality has deep roots not only in law but also in the ethics and practices of librarianship. In accordance with the American Library Association's Code of Ethics (Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008):

We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.

II Cragmoor Free Library Commitment to Our Users' Rights of Privacy and Confidentiality

This privacy policy explains your privacy and confidentiality rights, the steps this library takes to respect and protect your privacy when you use library resources, and how we deal with personally identifying details that we may collect from our users.

A. Notice and Openness

We affirm that our library users have the right of "notice"-to be informed about the policies governing the amount and retention of personally identifying details, and about why that information is necessary for the provision of library services.

We post publicly and acknowledge openly the privacy and information-gathering policies of this library. Whenever policies change, notice of those changes is disseminated widely to our users.

In all cases we avoid creating unnecessary records, we avoid retaining records not needed for the fulfillment of the mission of the library, and we do not engage in practices that might place information on public view.

Information we may gather and retain about current and valid library users include the following:

- User Registration Information
- Circulation Information
- Electronic Access Information
- Information Required to Provide Library Services

B. Choice and Consent

This policy explains our information practices and the choices you can make about the way the library collects and uses your information. We will not collect or retain your private and personally identifying details without your consent. Further, if you consent to give us your personally identifying details, we will keep it confidential and will not sell, license or disclose personal information to any third party without your consent, unless we are compelled to do

so under the law or to comply with a court order.

If you wish to receive borrowing privileges, we must obtain certain information about you in order to provide you with a library account. When visiting our library's Web site and using our electronic services, you may choose to provide your name, e-mail address, library card barcode, phone number or home address.

You have the option of providing us with your e-mail address for the purpose of notifying you about your library account. You may request that we remove your e-mail address from your record at any time. We never use or share the personally identifying details provided to us online in ways unrelated to the ones described above without also providing you an opportunity to prohibit such unrelated uses, unless we are compelled to do so under the law or to comply with a court order.

C. Access by Users

Individuals who use library services that require the function and process of personally identifying details are entitled to view and/or update their information. You may either view or update your personal information online or in person. In both instances, you may be asked to provide some sort of verification such as a pin number or identification card to ensure verification of identity.

The purpose of accessing and updating your personally identifying details is to ensure that library operations can function properly. Such functions may include notification of overdue items, recalls, reminders, etc. The library will explain the process of accessing or updating your information so that all personally identifying details is accurate and up to date.

D. Data Integrity and Security

Data Integrity: The data we collect and maintain at the library must be accurate and secure. We take reasonable steps to assure data integrity, including: using only reputable sources of data; providing our users access to your own personally identifiable data; updating data whenever possible; utilizing middleware authentication systems that authorize use without requiring personally identifiable information; destroying untimely data or converting it to anonymous form.

Data Retention: We protect personally identifying details from unauthorized disclosure once it is no longer needed to manage library services. Information that should be regularly purged or shredded includes personally identifiable information on library resource use, material circulation history, and security/surveillance tapes and logs.

Tracking Users: We remove links between patron records and materials borrowed within a short time after the items are returned (and all related fines and fees are paid) and we delete records as soon as the original purpose for data collection has been satisfied. We permit in-house access to information in all formats without creating a data trail. Our library has invested in appropriate technology to protect the security of any personally identifying details while it is in the library's custody, and we ensure that aggregate, summary data is stripped of personally

identifying details. We do not ask library visitors or Web site users to identify themselves or reveal any personal information unless they are borrowing materials, requesting special services, registering for programs or classes, or making remote use from outside the library of those portions of the Library's Web site restricted to registered borrowers under license agreements or other special arrangements. We discourage users from choosing passwords or PINs that could reveal their identity, including social security numbers. We regularly remove cookies, Web history, cached files, or other computer and Internet use records and other software code that is placed on our computers or networks.

Third Party Security: We ensure that our library's contracts, licenses, and offsite computer service arrangements reflect our policies and legal obligations concerning user privacy and confidentiality. Should a third party require access to our users' personally identifying details, our agreements address appropriate restrictions on the use, aggregation, dissemination, and sale of that information, particularly information about minors. In circumstances in which there is a risk that personally identifying details may be disclosed, we will warn our users. When connecting to licensed databases outside the library, we release only information that authenticates users as "members of our community." Nevertheless, we advise users of the limits to library privacy protection when accessing remote sites.

Cookies: Users of networked computers will need to enable cookies in order to access a number of resources available through the library. A cookie is a small file sent to the browser by a Web site each time that site is visited. Cookies are stored on the user's computer and can potentially transmit personal information. Cookies are often used to remember information about preferences and pages visited. You can refuse to accept cookies, can disable cookies, and remove cookies from your hard drive. Our Library servers use cookies solely to verify that a person is an authorized user in order to allow access to licensed library resources and to customize Web pages to that user's specification. Cookies sent by our Library servers will disappear when the user's computer browser is closed. We will not share cookies information with external third parties.

Security Measures: Our security measures involve both managerial and technical policies and procedures to protect against loss and the unauthorized access, destruction, use, or disclosure of the data. Our managerial measures include internal organizational procedures that limit access to data and ensure that those individuals with access do not utilize the data for unauthorized purposes. Our technical security measures to prevent unauthorized access include encryption in the transmission and storage of data; limits on access through use of passwords; and storage of data on secure servers or computers that are inaccessible from a modem or network connection.

Staff access to personal data: We permit only authorized Library staff with assigned confidential passwords to access personal data stored in the Library's computer system for the purpose of performing library work. We will not disclose any personal data we collect from you to any other party except where required by law or to fulfill an individual user's service request. The Library does not sell or lease users' personal information to companies,

universities, or individuals.

Links to other sites: The Library's Website contains links to other sites. Cragmoor Free Library is not responsible for the privacy practices of other sites, which may be different from the privacy practices described in this policy. We encourage you to become familiar with privacy practices of other sites you visit, including linked sites.

Children: Parents should remind their children to ask their permission before providing personal information to any website or purchasing any products or services online. The Library urges all parents to participate in their children's exploration of the internet and to teach them about protecting their personal information while online. For further information, visit the Ramapo Catskill Library System (RCLS) web page [Internet Safety Links for Parents, Children and Teens](http://www.rcls.org/internetsafety.html) for links to web sites which provide valuable tips about using the Internet safely (<http://www.rcls.org/internetsafety.html>).

E. Enforcement and Redress

Our library will not share data on individuals with third parties unless required by law. We conduct regular privacy audits in order to ensure that all library programs and services are enforcing our privacy policy. Library users who have questions, concerns, or complaints about the library's handling of their privacy and confidentiality rights should file written comments with the Director of the Library. We will respond in a timely manner and may conduct a privacy investigation or review of policy and procedures.

We authorize only the Library Director to receive or comply with requests from law enforcement officers; we confer with our legal counsel before determining the proper response. We will not make library records available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction that shows good cause and is in proper form. We have trained all library staff and volunteers to refer any law enforcement inquiries to library administrators.

F. Policy Changes

This Privacy Policy may be revised to reflect changes in the Library's policies and practices or to reflect new services and content provided by the Library. Patrons are encouraged to check this document periodically to stay informed of the Library's current privacy guidelines. If the Library revises this privacy statement, changes will be posted on the Library's homepage.

This document was created and approved by the Board of Trustees of the Cragmoor Free Library on November 4th, 2012.

Adapted from the American Library Association's Privacy Statement, the ALA's Guidelines for Developing a Library Privacy Policy, the Queen's Public Library Privacy Policy Statement and the New York Public Library Privacy Policy

SEXUAL HARASSMENT POLICY

The Cragmoor Free Library affirms its commitment to non-discrimination and recognizes the responsibility to provide its employees an environment that is free from intimidation and sexual harassment.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and the New York State Human Rights Law Section 296. Therefore, the Board of Trustees of the Cragmoor Free Library prohibits all forms of sexual harassment by employees or members of the public on library premises.

Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;

Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such an individual;

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Any harassment directed at another person solely because of the person's gender or sex is considered sexual harassment. The policy also applies to same-sex sexual harassment, as well as harassment by members of the opposite sex. Examples of conduct that may constitute sexual or gender harassment are:

Written and/or verbal contact such as sexually suggestive or obscene letters, notes, invitations or comments, unwelcome sexual propositions, graphic statements about a person's body, remarks or innuendos with a sexual or demeaning implication, threats, slurs, epithets, jokes about gender-specific traits, suggestions or demands for sexual involvement which may include implied or explicit threats concerning one's job status or employment conditions.

Physical contact such as intentional touching, patting, pinching, brushing against another's body, impeding or blocking movement, touching oneself in a sexual manner in front of another person, assault or sexual abuse including forced contact.

Visual contact such as leering or staring at another's body, gesturing, displaying, storing or transmitting sexually suggestive objects or pictures, cartoons, posters or magazines.

Other harassment of a non-sexual nature that is engaged in due to the gender of the individual.

The Board of Trustees of the Cragmoor Free Library acknowledges that, in determining whether sexual harassment has occurred, the perspective of the complainant, as well as the alleged harasser's conduct and/or intention should be evaluated.

Any person who feels that he or she has been the victim of sexual harassment or who has witnessed such activity is required to immediately report the incident to the Library Director (or, in absence of the Director, the President of the Board of Trustees. If the complaint relates to the Director or any other employee of the Library or volunteer, that report should be made to the President of the Board of Trustees. The complaint may be made verbally or in writing. The Complainant may also contact the New York Division of Human Rights or the U.S. Equal Opportunity Commission (EEOC).

FORM A (found at bottom of this document) may be used to file a complaint and is available at the circulation desk.

All complaints should be filed within 48 hours after the complainant has concluded that the policy has been violated.

When a complaint is filed, the Director or the President of the Board of Trustees will begin a timely and thorough investigation.

All individuals are hereby directed and required to cooperate with the Director and/or President of the Board of Trustees in fulfilling its investigative function.

Notice of the complaint shall be given to the accused by the committee or person(s) investigating the complaint. The Accused shall be afforded an opportunity to present his or her version of events.

Both the Complainant and the Accused will be given written notice of the results of the investigation.

The Board of Trustees of the Cragmoor Free Library will take appropriate action to prevent behavior which violates this policy. Employees violating this policy will be subject to an immediate oral reprimand, followed by a written reprimand, recommended professional counseling, suspension or termination and possible legal action. Patrons using the Cragmoor Free Library may face loss of library privileges and/or possible legal action.

The policy prohibits retaliation against an individual reporting an incident or cooperating with the investigation of a reported incident. Confidentiality will be maintained in all phases of the complaint process in accordance with policy and the Cragmoor Free Library's obligation to investigate and address complaints. The Cragmoor Free Library is not responsible for acts of sexual harassment that are not reported to the proper sources at the time of the harassment action.

Adopted by the Board of Trustees
September 30, 2018

FORM A
COMPLAINT of SEXUAL HARASSMENT

DATE OF COMPLAINT:

DATE OF INCIDENT:

COMPLAINANT:

DESCRIPTION OF INCIDENT (Attach additional sheets, if necessary):

NAME(S) OF WITNESSES, if any:

HAS THE INCIDENT BEEN PREVIOUSLY REPORTED? If yes, when, to whom, and what was the resolution?

Complainant's Name (Please print):

Complainant's Signature:

Date:

Complaint received by (Print Name):

Signature

Date: