

CANNON FREE LIBRARY

# Patron Policy Manual

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Cannon Free Library

**Approved by the Cannon Board of Trustees**

**Friday, August 17, 2018**

An outline of policies and procedures that govern patron usage of the Cannon Free Library and its resources.

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### **MISSION STATEMENT**

The Mission of Cannon Free Library is to provide resources, services, and programs necessary to meet the informational and educational needs of the residents of the Town of Delhi and the surrounding towns.

The Cannon Free Library strives to enhance the Delhi community by providing free access to information in varied formats for lifelong learning and enrichment in an open and welcoming environment.

## CODE OF CONDUCT

Recognizing the need to maintain an environment suitable for studying, reading, browsing and the general use of library resources, the Library Board establishes Code and procedures to assure the safety of library users, library personnel, and library materials, equipment and furnishings; and to assure that the use of the library is not obstructed by inappropriate behavior or actions.

Library patrons are expected to follow all library Code and policies including this Code of Conduct. Entering the library implies agreement to abide by these Code and policies while in the library. Failure to do so may result in expulsion from the Library and/or loss of Library privileges. A person who defies an authorized library employee not to enter the library or not to remain in the library for failure to comply with the library's Code and policies is subject to arrest for trespass (New York State Penal Law, Section 140.05)

The following Code is to be observed:

1. Eating and drinking is allowed in the Library except near the computers. NOTE: Patrons are required to clean up after themselves.
2. Use or exchange of tobacco, alcohol or illegal substances is prohibited.
3. Pursuant to New York State Public Health Law Section 1399-0, smoking is prohibited in libraries and the surrounding grounds.
4. The ban on smoking includes no smoking of substitutes such as vapor or similar products.
5. Animals are not permitted in the library, with the exception of service animals or those authorized by prior arrangement.
6. Appropriate dress, including shoes and shirts must be worn in the library.
7. Bicycles are not allowed in the library.
8. Use of roller blades and skateboards is prohibited on library grounds.
9. Selling, advertising, petitioning, or soliciting for contributions is prohibited, except as authorized.
10. Conduct which violates the criminal laws of the United States, the State of New York, and the County of Delaware, the Town of Delhi or the Village of Delhi may result in suspension or revocation of the violator's access to the library's premises.
11. Disruptive behavior is prohibited. Disruptive behavior consists of actions which are illegal, or which infringe upon the rights of others using the library and/or disturb the tranquility of the library, or the proper activities of its staff and patrons. Disruptive behavior includes but is not limited to the following:
  - a. Lewd behavior or sexual misconduct including exposure, offensive touching, or sexual harassment of other patrons or staff.
  - b. Public drunkenness.
  - c. Any behavior involving an unwilling person, or inappropriate or indecent behavior with a child.
  - d. Boisterous behavior including shouting, running, or fighting.
  - e. Misuse of library property.
  - f. Profane, obscene, or offensive language directed at another person.
  - g. Use of radios, stereos, video games, etc. without earphones.
  - h. Verbal harassment of staff or patrons.
  - i. Loud cellphone conversations that disturb other patrons.

12. A person demonstrating disruptive behavior will be instructed by library staff to discontinue the behavior. If the behavior continues, the person will be instructed to leave the library. If a person so instructed does not leave within a reasonable amount of time, the staff will contact the proper authorities. Any serious incident involving a child will be reported to the child's parent or legal guardian, who will also be informed of any action taken by the library.
13. Illegal activity will be reported to the proper authorities immediately.
14. The library is not responsible for the loss or theft of personal belongings of patrons.

**A person not abiding by the Code of Conduct will receive one verbal warning. Those continuing to disregard the Code of Conduct, after being warned, will be asked to immediately leave the building for the remainder of the day.**

Anyone asked to leave, is welcome to return the next day without consequence. However, a person who has been asked to leave, who returns and continues to violate the Code of Conduct, may be barred from future library use. The amount of time will be determined by the Library Director.

## **BORROWING POLICIES**

**Acquiring a Library Card:** Applications to acquire a library card can be requested by speaking with the library staff at the circulation desk. To qualify for a library card, a person must meet the following requirements:

1. Be over the age of 5-years-old.

**Children's library cards:** Children interested in obtaining a library card must be over the age of 5 and be able to sign their first and last names. Parents and/or guardians will be asked to provide proof-of-residence that conforms to the below characteristics.

**Proof-of-residence:** When signing up for a library card, the Cannon Free Library requires that potential patrons provide proof of residence. Patrons may be assigned different profile statuses dependent on the documents provided for proof-of-residence.

**Public:** The following combination of documents will allow patrons to acquire a library card with a status of public with an unlimited number of check-outs.

1. A current driver's license with an address that matches the application.
2. A driver's license with a different address AND a bill for electric, internet, cable, water, etc. that matches the address on the application.
3. A current passport AND a piece of mail that shows the patron's name and matches the address on the application.

**Limited:** The following combination of documents will allow patrons to acquire a library card with a status of public with a check-out limit of 5 items.

1. A current passport with NO proof of address (no mail).
2. Mail that shows the patron's name and matches the address on the application.
3. Banking documents that shows the patron's name and matches the address on the application.

**Lost cards:** Patrons who have lost their library card may receive a replacement card for the fee of \$1.00 and the previous card will be marked as inactive.

**Loaning Policy:** The intention of our loaning policy is to allow all patrons to access a wide range of resources in a responsible way. We ask that each patron check-out resources on their own card and that a patron bring their card with them whenever possible. If a patron has neglected to bring their card, staff may look up the patron by first and last name. Patrons will be asked to verify phone number and/or address to ensure that the correct patron account is accessed. Limits on number of books/resources depend on user privilege profiles as defined above.

**Books, audiobooks, and magazines:** Books, audiobooks, and magazines can be checked out for a **3 week period**. If they are Cannon Free Library's materials and are not new releases, they can be renewed a total of one time by the patron via the online portal or by library staff without the physical presence of the book. After the first renewal, books must be brought to the library for any further renewal. If there is a hold list on the item, they cannot be renewed.

**New items:** New items cannot be renewed.

**DVDs:** All users are **limited to 2 DVD checkouts** at one time. DVDs can be checked out for a **1 week period**. DVDs can only be renewed in person at the Cannon Free Library when the DVD is present.

**Non-Circulating Collection:** The Cannon Free Library has a number of items in its collection that do not circulate. These items include things but are not limited to: local history books, references materials, and materials of historical value. Patrons are allowed to view these items at the library during open hours, but may not check them out or remove them from the premises.

**Materials of historical value:** As a part of the non-circulating collection, the Cannon Free Library has items of considerable historical value, for example, original newspapers from the early 1800s, that patrons and researchers may view. To access a particular piece in this collection, researchers are encouraged to make an appointment with the library director who will make the necessary arrangements. If the materials are available on microfilm or are digitized, researchers will be asked to access the materials in this manner first.

**Special requests:** If a patron would like special permission to make use of these materials outside of normal library hours or outside of the library, the patron must:

1. Be using the materials in conjunction with an event that benefits the community (i.e. a free, public, educational program).
2. Make arrangement to ensure the safety of materials.
3. Submit a proposal in writing, with all appropriate information, to the library director who will present it to the Board of Trustees for consideration. Proposals must be submitted at least **one month** prior to the event.

All requests will be considered, but the Cannon Free Library does not guarantee its ability to approve all such proposals. The requesting patron will receive written notification of the board's decision.

**Overdue Policy:** If a patron exceeds \$5.00 in overdue fees, patron check-out privileges will be suspended until the patron has made arrangements with the library to settle the account. This overdue policy remains the same across all libraries in the Four County Library System.

**Books, audiobooks, and magazines:** Patrons will be charged **\$0.10 per day** for overdue books, audiobooks, and/or magazines.

**DVDs:** Patrons will be charged **\$1.00 per day** for overdue DVDs.

**Juvenile:** Any materials marked "juvenile" are only charged **\$0.05 per overdue day**.

**Book-drop:** All materials placed in the library book-drop after close of business will be back-dated for the previous day that the library was open. We ask that patrons refrain from returning overdue DVDs in the book-drop unless absolutely necessary.

**ILL Policy:** Through cooperation with the Four County Library System, patrons may request materials from other libraries in the system to be sent to the Cannon Free Library and checked out to their account. To request a book from another library, a patron may place a hold through the online portal provided by Four County Library System. The patron may also ask a library staff member to place a hold on materials for them.

1. The Cannon Free Library receives holds from the ILL on Tuesdays, Thursdays, and Fridays.
2. Patrons requesting materials will be called the day their items arrive. If a patron has provided an email for their library account, they will receive an automated email notification.
3. If items are not picked up within one week, the patron will be called a second time.
4. Items that are not picked up by patrons will be returned after two weeks.

## **INTERNET ACCESS AND ELECTRONIC SERVICES USE POLICIES**

Please be aware that use of the internet at the Cannon Free library is a privilege, not right, and may be revoked at any time for inappropriate conduct in the library or online.

### **Wireless Internet Use**

1. The Cannon Free Library has a free wireless network that patrons may access on their own devices whenever the library is open.
2. To access the wireless, patrons must accept the Cannon Free Library's Wireless Network Policy as displayed on their device.
3. For more information, please see the Cannon Library's Internet Safety Policy.

### **Public Computer Use**

1. Patrons must request the use of a computer at the circulation desk. At such time, the library staff will inform the patron which computers are available for use.
2. To use a computer, patrons must provide the library staff with the first initial of their first name.
3. Patrons are allowed a thirty minute internet session with additional time if there is no one waiting for a computer.
4. In the case that all computers are in use and another patron requests the use of the computer, the patron who has been using the computer for the longest time will be asked to vacate the computer.
5. Public computers are shut down approximately 15 minutes before closing.
6. Any unattended minor under the age of 17 who wishes to use the computer without a parent/guardian present must have a **signed Consent Form** on file prior to using a computer.
7. For more information, please see the Cannon Library's Internet Safety Policy.

### **Printing**

1. The Cannon Free Library has a printer available for patron use at a cost of **\$0.20 per page**.
2. To print, patrons must access the materials from one of the public computers. Cannon Free Library does not provide wireless printing.
3. Cannon Free Library only provides black-and-white printing at this time.

### **Copying**

1. The Cannon Free Library has a copier available for patron use for **\$0.20 per page**.
2. Library staff can provide assistance in copying material; however, due to privacy and copyright concerns, patrons will be asked to perform the actual copying.
3. See library user copyright obligations for further information.

### **Faxing**

1. The Cannon Free Library has a fax available for patron use at a cost of **\$1.00 for the first page and \$0.50 for each page following**.
2. To use the fax machine, please request help from library staff at the circulation desk.
3. We are not able to receive faxes for patrons.



**Library User Copyright Obligations:**

It is your responsibility to determine and satisfy copyright or other restrictions when publishing or otherwise using materials created or provided by the Library, including from the website, data, databases, files, or images. In addition, permission and possible fees may be required from other copyright owners independent of the Cannon Free Library. It is the researcher's obligation to determine and satisfy copyright or other use restrictions when publishing or otherwise distributing materials found in the Cannon Free Library's collections. Transmission or reproduction of protected items beyond that allowed by fair use requires the written permission of the copyright owners. Researchers must make their own assessments of rights in light of their intended use.

## **Cannon Free Library Internet Safety Policy**

### **GENERAL STATEMENT OF POLICY**

1. As part of its mission, the Cannon Free Library provides Internet access and personal computing resources to patrons and visitors (over 17). Unattended minors under the age of 17 must have a signed Consent Form on file to access the public computers.
2. The Cannon Free Library also provides wireless access, enabling individuals to use their privately owned computer equipment to access the Internet. Wireless access does require the acceptance of Cannon Free Library's Wireless Network Policy.
3. The Cannon Free Library does not monitor and has no control over the information on the Internet. The Cannon Free Library assumes no responsibility for any loss or damages, direct or indirect, arising from its connections to the Internet or from any other use of its personal computing resources.
4. As with all library resources, patrons are advised to exercise their own critical judgment and discrimination when evaluating sites found on the Internet. Certain information may be inaccurate, misleading or offensive to some individuals.
5. Unauthorized access, including so-called hacking, and any other unlawful activities by any Library users are strictly prohibited.
6. To comply with the Children's Internet Protection Act and to restrict access to online content that may be considered harmful to minors or offensive to adults, the Cannon Free Library employs technology protection measures (filters) on all computers with Internet access in its Children's Room. 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 some legitimate or constitutionally protected material found on the Internet. By law, individuals who have attained the age of 17 have the right to request unfiltered Internet access.

### **CHILDREN, PARENTS AND THE INTERNET**

1. Parents/guardians have the sole right and responsibility to decide what is appropriate for their child. The Cannon Free Library does not act in loco parentis (in the place or role of the parent). Parents/guardians are responsible for the supervision of their child's Internet activity. Children who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images.
2. The Library has taken measures designed to assist in the safe and effective use of the Internet, including:
  - Employing technology protection measures (filters) on all computers offering Internet access in its Children's Room.
3. To address the issue of the safety and security of minors (individuals who have not attained the age of 17) when using electronic mail, chat rooms and other forms of direct electronic communications, the Library recommends the following safety guidelines. Minors should:
  - Always ask their parents' permission before using their full name, address, telephone number, or school name anywhere on the Internet;
  - Always tell their parents or another adult they trust if they see something online that is frightening or that they do not understand;
  - Never respond to messages that make them feel uncomfortable or uneasy;
  - Never give out a credit card number or password online without parental approval, and
  - Never arrange to meet in person someone they have met online unless they discuss it with their parents and an adult accompanies them.

**USER RESPONSIBILITIES**

All patrons must abide by the Library's Rules of Conduct and are expected to use Internet and/or personal computing resources in a responsible and orderly manner. Failure to comply with the policies and regulations that govern the use of the Library's Internet access and personal computing resources may result in immediate suspension of library privileges and, where necessary, civil liability and/or criminal prosecution. The following are prohibited:

1. Damaging equipment, software, or data;
2. Violating system security;
3. Violating any legal agreement (e.g., software licenses);
4. Violating any federal, state or local law (e.g., copyright, child pornography);
5. Using personal software on Library equipment, and
6. Engaging in activities that may be judged as disruptive by Library staff or patrons.

User responsibilities are not limited to the above and may be subject to change.

By adopting this policy, the Cannon Free Library Board of Trustees authorizes the Administration to acquire appropriate hardware and software to provide Internet access and other approved computer-based services and to develop rules and regulations to implement this policy.

## **COLLECTION DEVELOPMENT POLICY**

The Cannon Free Library has adopted a collection development policy that guides the selection of titles to be purchased and/or added to the collection through donations. The policy attempts to cultivate a diverse and well-rounded collection that addresses the needs and interests of the patrons at the Cannon Free Library. Any patron who wishes to see the collection development policy in its entirety may request to view a copy by speaking with the library staff.

**Material and Donations Policy:** The Cannon Free Library accepts donations of recent books (within 10 years) and audiovisual materials which are clean and in good condition.

1. The Cannon Free Library reserves the right to accept, decline, discard, or sell any donations. Realia will not be accepted. Gifts of books and other materials will be accepted with the stipulation that if materials are unable to be added to our collection they will be placed in a book sale
2. Items will be added to the collection if they meet our selection policy and are in formats already purchased by the library for our collection.
3. The Cannon Free Library cannot put memorial book plates in any gift book.
4. The Cannon Free Library can provide a receipt for gift materials for tax purposes upon request, but no value or dollar amount will be established.

**Weeding Policy:** The collection will be periodically reviewed to determine relevance to the collection. Materials may be withdrawn from the collection, due to reasons listed below:

1. Materials that no longer meet the needs of the community and no longer support the library collection.
2. Items in poor condition due to general wear and tear or damaged.
3. Items that contain outdated information.
4. Duplicate copies of popular items that are no longer popular
5. Fiction titles that are no longer popular and are not deemed a “classic”.
6. Items with poor circulation over the duration of the past 4 years.

**Reconsideration of Library Materials:** The choice of library materials by patrons is an individual matter. While a person may reject materials for oneself, one may not exercise censorship to restrict access to the materials by others. The Cannon Free Library recognizes that a diversity of materials may result in some requests for reconsideration. Should a patron decide to request the reconsideration of a library material, the below procedure will be followed to assure that objections or complaints about library materials are handled in an attentive and consistent manner.

The person with the request for reconsideration should be referred immediately to the Library Director or to the person in charge in the absence of the Library Director. The person in charge should provide the patron access to the Collections Development Policy of the Board of Trustees of the Cannon Free Library. If the user is not satisfied with the explanation received, s/he may ask for reconsideration in the following manner:

1. The person making the request for reconsideration must complete a Request for Reevaluation of Library Materials form. See Appendix A.

2. The Request for Reevaluation will be referred to a committee consisting of the Library Director, the youth services librarian (if the material in question belongs in the children's collection), and a member of the Board of Trustees.
3. The committee will reconsider the item in question using the Collection Development Policy and reviews from recognized professional sources.
4. The Library Director will then write to the patron regarding the committee's recommended action. The reviewer's comments will be kept confidential by all concerned. Brief quotes, however, may be used in the Library Director's letter to the patron.
5. If the patron desires further action, an appeal can be made in writing to the Cannon Free Library Board of Trustees and their decision is final.

### **Request for Materials**

The Cannon Free Library welcomes the input of its patronage in its collection development efforts. Patrons are invited to formally recommend books, journals, and audio-visual materials for library purchase by completing the Request for Materials form that can be obtained by speaking with the library staff at the circulation desk. See Appendix B.

While the library welcomes patron suggestions, purchase decisions are ultimately dependent on the selection criteria outlined in the library's collection development policy and the availability of funds.

## LIBRARY USE POLICIES

**Cellphone Use Policy:** The Cannon Free Library allows the use of cell phones in compliance with the following policy.

1. When patrons enter the library, Cannon Free Library asks that they turn the ringer on their cell phones to vibrate or off.
2. If using a cellphone in the library, patrons are asked to be considerate of those around them, and keep their conversations short and their voices lowered.
3. If a patron needs to have an extended conversation, the Cannon Free Library asks that they please exit the building to do so.
4. The Cannon Free Library reserves the right to ask patrons to exit the building if continued use of a cellphone disturbs other patrons.

**Meeting Area Use Policy:** The Cannon Free Library does not have a private meeting room, but from time-to-time will approve of public meetings for groups in the children's room. These public meetings must comply with the following policy.

1. All applications for meeting area use must be made in person by an adult, age 18 or over, at the Cannon Free Library.
2. Meetings cannot inhibit the general function of the juvenile room for extended periods of time.
3. Meeting areas are available to community, non-profit, educational, cultural, social, civic, and recreational groups for meetings and other uses pertaining to the welfare and benefit of the community. **Library-sponsored events shall have priority.**
4. The meeting areas are available only during library-staffed hours. Meetings should end fifteen minutes before the library closes unless special arrangements are made.
5. Reservations are on a first come, first served basis. Two-weeks' notice is required.
6. Groups using meeting areas may not charge admission fees, exceeding a fee for materials used, solicit non-charitable contributions, or take up collections; therefore may not sell or take orders of any kind.
7. It is the responsibility of the group/organization to insure compliance with the fire code restrictions as to meeting room occupancy limits.
8. Smoking and open flames (candles, lanterns, etc.) of any kind are not allowed in the building.
9. The library is not responsible for the loss, theft or damage to any equipment or materials owned or rented by an organization.
10. The library reserves the right to close the meeting areas for reasons beyond its control (inclement weather, power failure, etc.). The library will attempt to notify the responsible individual. Emergency library closings will also be announced on the local radio station.
11. Library programs take precedence over all other uses of the meeting areas. If a library-related program arises, which in the judgment of the library director has priority; the library reserves the right to ask groups to choose an alternate meeting date.

**Tutor Policy:** Tutoring is an activity that relates to the library's role as a community educational support center. Space for tutoring activities is subject to availability.

1. Tutors are individuals who provide instruction to others either on a paid or volunteer basis.
2. Tutors shall work with a maximum of three students per tutor per session. The library is not to be used as classroom or office space, but as a safe workspace for students to receive instruction.
3. Tutors and students must bring their own supplies, such as paper, pens, pencils, etc. Tutors may use Library materials in accordance with library policies.
4. Tutors may not solicit Library patrons in the Library.
5. Public space in the library will be available for use by tutors on a first-come, first-served basis during Library operating hours.
6. Table and chairs may not be available if being used by others or are needed for library programs or activities.
7. Students must be under the tutor's supervision at all times. The Library reserves the right to ask tutoring or study groups that become too disruptive to leave the Library.

**Unattended Children and Minors:** All children under 10 years of age must be accompanied by an adult or adult caregiver when present in the Library. No child under the age of 10 may be in the Cannon Free Library without parental supervision. All parents will be responsible for the actions of their children while in the Library.

1. Responsibility for the welfare and the behavior of children under the age of 18, using the Cannon Free Library rests with the parent, guardian or an assigned chaperone. Though staff will always respond with care and concern, they cannot assume responsibility for children's safety.
2. We recognize that many young adults under the age of 18 are responsible enough to be in the library without adult supervision. However, if library staff identifies behavioral issues or recognizes that a young adult cannot use the library responsibly on their own, staff may ask young adults to leave the premises. Additionally, staff will attempt to contact parents/guardians, and if behavioral issues occur, a young adult may be required to have a parent/guardian present while using the library.
3. If a crisis occurs, staff may need to contact authorities to ensure the safety of a child under the age of 18.

### **Problem Patron Policy**

Patrons that are unruly, disturbing, offensive or abusive to other patrons and/or staff may have their library privileges suspended for a period of time. All disciplinary action will be handled by the Director as outlined in the Patron Code of Conduct (see page 3).

- 1st Offense - Verbal warning by the Director
- 2nd Offense - Suspension of library privileges until patron amends offensive behavior

Any suspension may be appealed to the Cannon Free Library Board of Trustees, and their decision is final.

Appendix A  
**Cannon Free Library, Delhi, NY**

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

If you wish to request reconsideration of library materials, please complete the form below and return it to:

**Library Director**

Cannon Free Library  
 40 Elm Street  
 Delhi, NY 13573

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Representing: Self: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Organization's Name \_\_\_\_\_

Have you read the Library's Collection Development Policy? \_\_\_\_\_ Yes \_\_\_\_\_ No

Resource on which you wish to comment: Book \_\_\_\_\_ Video \_\_\_\_\_ Magazine \_\_\_\_\_  
 Newspaper \_\_\_\_\_ Audiobook \_\_\_\_\_ Music \_\_\_\_\_ Digital Resource \_\_\_\_\_  
 Display \_\_\_\_\_ Other (Please list) \_\_\_\_\_

Author/Producer: \_\_\_\_\_  
 Title: \_\_\_\_\_

What brought this work to your attention? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What concerns you about this work? (Use opposite side or additional pages if necessary.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Did you read, view, or listen to the entire work?

\_\_\_\_\_

To what do you object? Please be specific. (Use opposite side or additional pages if necessary)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



What works would you recommend to provide additional information and/or other viewpoints on this topic? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What action are you requesting the Library Board of Trustees take?

Re-evaluate it. \_\_\_\_\_ Withdraw it from the collection. \_\_\_\_\_

Other: \_\_\_\_\_

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

**Appendix B**  
 The Cannon Free Library  
 REQUEST TO PURCHASE

If you wish to request an item for purchase, please complete the form below and return it to:

**Library Director**

Cannon Free Library  
 40 Elm Street  
 Delhi, NY 13753

**Please Note:** Completion of this form does not guarantee an item will be purchased and added to the collection. A full list of the selection criteria is contained in this policy. Please note that all eResources (eBooks and eAudiobooks) are purchased through Four County Library System as noted in the Collection Development Policy. All requests for those formats will be forwarded to Four County Library System and the decision to purchase will be based on their policy.

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Format Requested: \_\_\_\_\_ Audio Book \_\_\_\_\_ Physical Book \_\_\_\_\_ DVD  
 \_\_\_\_\_ CD \_\_\_\_\_ Magazine \_\_\_\_\_ eResource (decision to be made by  
 Digital Resources Librarian at Mid York)

Reason for Request:

\_\_\_\_\_  
 \_\_\_\_\_

Contact Information:

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address (Optional) \_\_\_\_\_

Library Card Number \_\_\_\_\_

**Appendix C**

Application for Meeting Area Use

If you wish to request an area for a program or meeting, please complete the form below and return it to:

**Library Director**  
Cannon Free Library  
40 Elm Street  
Delhi, NY 13753

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Program Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximately how many people would you expect: \_\_\_\_\_

Have you read our meeting area use policy in our Patron Policy Manual?

- Yes                       No

Will your event charge a fee, solicit sales, or solicit donations?

- Yes                       No

If so, explain what will be charged or solicited and why:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NB:** Cannon Library does not have private meeting areas.