

Kinney Memorial Library Operating Policy

1. Closing Routines

The closing of the library may be required by natural, mechanical, or other emergencies.

If an emergency requires that the library be closed for a full day, the Librarians scheduled to work that day will be paid for their scheduled hours.

The extent to which the Librarian/Director shall be paid should an emergency closing extend beyond a day will be determined by the action of the Town Board.

The responsibility of closing the library building rests with the Librarian/Director and/or the Town Supervisor.

Procedure for Closing:

1. Close and lock all windows.
2. Adjust temperature controls located by the circulation desk and in the back room across from the sink.
3. Check all areas, including the restroom and stacks, to make sure patrons have left the building.
4. Check the back door.
5. Turn off computers, copier, and printer.
6. Exit by front door, checking to be sure it has locked.

*****NOTE: ALL IMPORTANT PHONE NUMBERS FOR CONTACTS DURING AN EMERGENCY, AS WELL AS THE ADDRESS OF THE LIBRARY, ARE LOCATED AT THE LIBRARIAN'S DESK.**

2. Electrical Failures

- a. Flashlights are located in the emergency kit near the circulation desk.
- b. Determine if the electrical failure is widespread or localized in the library building. (See diagram posted on the basement door for location of the main electrical fuse box/circuit breakers.)
- c. Call NYSEG (New York State Electric & Gas) to determine the extent and/or duration of the electrical failure.
- d. Contact Town Supervisor.

3. Fires

- a. Call 911.
- b. Make sure everyone has left the building.
- c. In case of small fires, use the fire extinguishers located throughout the building. (Look for signs)
- d. Close all windows and doors IF POSSIBLE.
- e. Leave the building.
- f. After leaving the building, notify the Town Supervisor.

4. Health and Accident Emergencies

- a. The First Aid kit is located near the circulation desk.
- b. For any assistance that requires more than the use of a First Aid kit, call 911.
- c. Do not move an injured person who has had a serious fall or is unconscious.
- d. In case of an injury on the premises, the following steps should be taken:

1. The injured party and/or the Librarian/Director should complete an **Accident Report Form** (see attached) located in the Emergency kit.
2. If the injured party is a library employee, a **Worker's Compensation Form** (see attached) should also be completed.
3. The library employee should contact the Town Supervisor who retains the liability insurance.

5. Weather Emergencies

- a. In case of inclement weather conditions, the Librarian/Director will contact the Town Supervisor to notify that the library will close.
- b. If a determination is made to close the library:
 1. Notify patrons and staff in the building.
 2. Tack a notice on the front door.
 3. Follow usual closing procedures.
 4. Follow instructions from local authorities.
- c. If the local school closes due to inclement weather, then the library will close.

6. Security Situations

Patron Responsibilities and Conduct -It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights of other patrons. If a patron creates a public nuisance, that patron may be restricted from the library facilities.

Young children:

Library staff are not expected to assume responsibility for the care of unsupervised children in the library. Therefore, it is a library policy that all

children **under the age of 8** must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

Disruptive Children:

A child (whether with parents or not) who is being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If, after a second warning, the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and they will wait with a staff person until the parent arrives.

Thefts

In case of theft, notify police first and then notify the Librarian/Director and the Town Supervisor.

7.Meeting Room

The meeting room in the library is available to individuals or organized groups. The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or Board.

- The room must be reserved with the Librarian/Director.
- It is understood that the library programming will have first priority in room use.
- There will be no charge for the use of the meeting room.
- No admission fee may be charged for the use of the meeting room.
- Refreshments may be served and shall be provided by the group.
- NO SMOKING is allowed.

- The people using the room shall leave it neat, clean, and in orderly condition.
- The library is NOT responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting.
- The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the library.

8. Displays and Exhibits

As an educational and cultural institution, the Kinney Memorial Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The Librarian/Director shall accept or reject material offered for display based on its suitability and availability. The library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items are there at the owner's risk.

9. Public Notice Bulletin Board

Bulletin board materials may be submitted for posting by community members or organizations. Limited space generally allows only short term notices. The Librarian/Director must approve all postings and may prohibit postings. Library staff will place and remove listings promptly. The library will not be responsible for returning materials.

****Note:** These policies were adapted, with permission, from the *Sample Library Policies for the Small Public Library*, compiled by the Small Library Committee of the Wisconsin Association of Public Librarians.