

**PUBLIC POLICIES OF THE
RANDOLPH TOWNSHIP FREE PUBLIC LIBRARY**

2002 REVISION
2005 REVISION
2019 REVISION
2022 REVISION

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PREFACE TO PUBLIC POLICIES

The Randolph Township Free Public Library, established pursuant to N.J.S.A. 40:54-1 Through 29 is governed by the Randolph Township Library Board of Trustees, which holds in trust and manages all property of the library.

As such, the Library Board recognizes that the Randolph Township Free Library exists for the enjoyment of all citizens regardless of age, race, creed, sexual orientation, gender expression or identity, or national origin. As such, the Library Board expects all patrons of the library to respect the rights of others using the facility.

If any patron infringes upon the rights of another person, the Board reserves the right to ask the offender to leave the Library premises.

The Randolph Township Library Board of Trustees sets forth these policies concerning public use of the library.

Board Approved: January 2020

COLLECTION DEVELOPMENT POLICY

I. Introduction

The Collection Development Policy offers guidance to Library staff in the selection and retention of materials for the Randolph Township Free Public Library and serves to inform the public of the Library's philosophy for selection and collection maintenance.

The Library provides free access to materials in a number of formats to all patrons. Library users make their own choices as to what they will use based on individual interests and concerns. Randolph Township Free Public Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements.

All cardholders, regardless of age, have the right to access all materials and resources in the Library and to borrow any circulating materials. (Circulating equipment and museum passes may have age specified limitations.) Parents and legal guardians have the responsibility to monitor the use of library materials by their children. Selection of library materials for adults is not limited by the possibility that children may come into contact with them. The Library does not act *in loco parentis* and is not responsible for inadvertent viewing at the Library.

II. Collection Objectives

The Randolph Township Free Public Library is a popular materials collection library with added breadth and depth in some areas of interest. The collection includes resources in a wide range of formats in an effort to meet the educational, cultural, recreational, and informational needs of its community. The Library strives to meet these needs within the limitations of space, staffing, and budget.

In an effort to acquire and maintain a balanced collection, the Library shall endeavor to collect works of merit. The selection or inclusion of a book or material in the library collection does not in any way constitute an endorsement of content or ideology. No one moral, ethical, religious, or political point of view will be fostered or imposed. It is recognized by the Library Board of Trustees that some works may be of concern to some members of the community. No book or other material which meets the stated selection criteria shall be removed from the shelves (or be labeled or cataloged as "subversive" or with any other appellation) because of partisan, doctrinal or personal disapproval. Such action would constitute an abrogation of the rights of the community and the responsibility of the Library.

The selection goal of the Randolph Township Free Public Library is to provide a balanced broad-ranging collection in the educational spirit of the public library and in the democratic traditions of our nation.

Residents with concerns should be directed to our *Reconsideration of Materials/Resources Policy*.

Materials and formats are not maintained past their relevance. Textbooks and materials of a highly technical or specialized nature more appropriate for research or special libraries are generally excluded from the collection.

III. Responsibility for Selection

Ultimate responsibility for materials selection rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Library Director may delegate selection responsibilities to the appropriate staff members who shall follow generally accepted professional guidelines for selection and use standard library selection aids.

IV. Guidelines for Materials Selection

Collection development is based on these specific criteria:

- Community needs, interests, and demands
- Significance and compatibility of the work to the collection
- Recommendations and reviews from professional journals or publications of national repute
- Reputation and qualifications of the author, illustrator, publisher, or producer
- Availability of other information on the subject
- Literary, artistic, historical, scientific, or intellectual merit
- Suitability of format
- Price and availability for purchase
- Author or creator already has popular works in the collection
- Significance of the author's work to Randolph Township and the area
- Suitability of subject and style to intended audience
- Previous demand or lack of demand for similar items

The importance or weight of each of these factors will vary from one acquisition to another and materials for adults, teens, and children may be judged differently.

V. Gifts

The Library is very selective in accepting donations of materials. The Library Director or their designee will determine acceptance. All donated materials become the sole property of the Library upon receipt and cannot be returned. The Library reserves the right to decide whether donated items are added to the collection or their disposition is handled in another manner. The Library cannot legally make a determination of value of the donation or act as an appraiser. The Library maintains the right to refuse donations at any time based upon the Library's stated policy for material as outlined in this Collection Development Policy or at the discretion of the Library Director.

The Library accepts monetary gifts for unspecified acquisitions or for specific materials subject to approval by the Library Director.

VI. Collection Maintenance

To maintain the quality and relevance of the collection, the Library regularly withdraws materials that are worn, outdated, superseded, obsolete or have not circulated for a specified time. Space limitations require that duplicate copies no longer in demand also be discarded.

As materials become worn, damaged, or lost, replacement will be based on whether or not:

- The item is still available
- There is ongoing demand
- Another item or format might better serve the same purpose
- Updated, newer or revised materials would better replace a given item
- Another MAIN library could provide the item.

VII. Requests for Reconsideration of Materials/Resources Policy

All requests for reconsideration made by residents of Randolph about books or materials in the library's collection should be submitted on the *Request for Reconsideration of Library Materials/Resources* form, which is available at the library. Upon completion, the form should be submitted either in person, by mail or email to the Director of the library. All such forms must be completely filled out and signed before the Library Board of Trustees will take action.

When such a completed and signed form has been received by the Director, the Director will refer the issue to the Board of Trustees for review and appropriate action, if any. Policy revised 1/22

VIII. About the Collections

A. Adult Collection

The adult collection supports the educational, cultural, recreational and informational needs of the adult community. In so doing, the Library will establish and maintain a circulating fiction and nonfiction collection, a reference collection, a periodical collection, a digital collection, and an audio-visual collection. In regard to fiction, a broad collection of established classics and current popular titles will be included. Non-fiction works will include established authoritative titles, those recognized by scholars and authorities, and those which are representative of diverse points of view to encourage critical thinking.

The periodical collection will emphasize those serials that are indexed in standard library indices; and the audio-visual/non-print material collections shall include a wide range of audio, video, and related materials. The periodical and audio-visual/non-print materials collection will maintain the same high standards and broad emphasis as in the book collection.

Formats include fiction, nonfiction, graphic novels, paperbacks, magazines, audiobooks, videos, and other electronic formats.

B. Teen Collection

The teen collection supports the educational, cultural, recreational, and informational needs of middle school and high school age teens (12 to 18 years old). The collection includes popular reading titles as well as classics and informational nonfiction titles.

Formats include fiction, nonfiction, graphic novels, paperbacks, magazines, audiobooks, videos, and other electronic formats.

It is not the intention of the library to duplicate the school library collection, but to complement it.

C. Children's Collection

The children's collection supports the educational, cultural, recreational, and informational needs of children, from babies and preschoolers through children in elementary school and middle school. In selecting children's books and materials the basic skills and criteria of adult selection policies and procedures shall also apply. However, the relative artistic merits, the clarity of content, and the suitability for the appropriate age group of the material under consideration are to be considered in the selection of children's materials.

Formats include board books, picture books, beginning readers, graphic novels, paperbacks, fiction, nonfiction, magazines, music CDs, readalongs, videos, audiobooks and other electronic formats.

It is not the intention of the library to duplicate the school library collection, but to complement it.

Board Approved: February 2002

Updated & Board Approved: February 2022

CONFIDENTIALITY POLICY

I. Introduction

In recognizing the library's position of special trust with members of the public, the Trustees of the Randolph Township Free Public Library wish to clarify their policy and responsibility with regard to confidential information regarding patrons (and patron use of the library resources) that comes in the library's possession.

As the choice of books and other library materials, along with the use of the informational resources of the library, is essentially a private endeavor of each individual patron, the library shall make every reasonable and responsible effort to see that information about that patron and his choices remains confidential. For people to make full and effective use of library resources, they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use, and the questions they ask. The existence of such a possibility inhibits free usage of the library, its resources and facilities, and is contrary to the A.L.A. Bill of Rights and the Freedom to Read Statement.

II. Guidelines

Therefore, the Trustees of the Randolph Township Free Public Library have adopted the following guidelines concerning the disclosure of information about library patrons. None of the following listed items shall be given, made available or disclosed to any individual, corporation, institution, government agent or agency without a valid process order or subpoena. Upon presentation of such process order or subpoena, the library may resist its enforcement until such time as proper showing of good cause has been made in court of competent jurisdiction:

- A patron's name (or whether an individual is a registered borrower or has been a patron);
- A patron's address;
- A patron's phone number;
- The library's circulation records and their contents;
- The library's borrowers' records and their contents;
- The number or character of questions asked by patrons;
- Title or number of materials on reserve; and
- The frequency or content of a patron's lawful visits to the library or any other information supplied to the library (or gathered by it).

All library employees and volunteers are hereby instructed to comply with these guidelines. The Trustees recognize that continued public support for the library's operations is very much dependent on public confidence that the stated guidelines are being followed.

18A: 73-43.2 Confidentiality of library users' records

Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances:

- The records are necessary for the proper operation of the library;
- Disclosure is requested by the user; or
- Disclosure is required pursuant to a subpoena issued by a court or court order.

Board Approved: May 1985

Updated & Board Approved: February 2002

FOOD AND BEVERAGE POLICY

It is the express policy of the Randolph Township Free Public Library to prohibit the consumption of food in the Library. Some exceptions do apply. Food may be consumed when it is part of a Library program or takes place in a meeting room with prior permission from the Library Director or Assistant Director. Food may be consumed in the outer vestibule. Beverages in the library are limited to water bottles, baby bottles, and spill-proof cups and mugs. No beverages may be consumed near library computers.

The reasons for this include maintaining a clean and healthy environment for our citizens protecting public property and preserving materials, which make up the library's circulation and reference collections, from food spills and pest contamination.

The Conference Room, Small Study Room and Large Meeting Room are available for women wishing to breastfeed in a more private location.

Exceptions to the above can be made at the discretion of the Library Director or Assistant Director.

Board Approved: February 2002

Updated & Board Approved: March 2020

INFECTIOUS DISEASE OUTBREAK

AND PANDEMIC POLICY

I. Purpose

To establish the protocol that will be used in the event of an infectious disease outbreak or pandemic. If there is a serious infectious disease outbreak or pandemic, the library must plan for staff being unable to report to work. In addition, during an infectious disease outbreak or pandemic, businesses, social organizations or schools may be required to take unique measures to help slow the spread of the illness including closing down by order of local public health officials. Other public health measures may include limiting or canceling social and public gatherings, requiring quarantines and/or other social distancing measures. Recovery from this may be slow, as compared to a natural disaster or some other physical crisis. It is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

II. Definitions

"An Infectious Disease Outbreak and Pandemic Plan:" An infectious disease outbreak and pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building, or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). If there is a serious infectious disease outbreak or pandemic, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

"Pandemic:" A disease epidemic occurs when there are more cases of that disease than normal. A pandemic is a worldwide epidemic of a disease and may occur when a new virus appears against which the human population has no immunity. If a pandemic were to occur today, we could expect the virus to spread rapidly due to the interconnected nature of the world and the high level of global travel. During a pandemic, up to 35% of employees may be absent at one time due to their own illness. Additional numbers may be absent for other reasons, as covered in the Randolph Township Free Public Library Employee Handbook.

(Sources: World Health Organization and Centers for Disease Control and Prevention)

"Employees" and "Staffing Level:" For the purposes of this policy in the sections Minimum Staffing Level, Prioritization of Services and Responsibility for Library Operations, the terms "employees" and "staffing level" pertain to permanent part time and permanent full time library staff as defined in the Randolph Township Free Public Library Employee Handbook.

III. Library Closure

The Randolph Township Free Public Library will close due to an infectious disease outbreak or pandemic in the event that a) The Township of Randolph closes non-essential services and departments b) a mandate order or recommendation for closure is issued by public health or

government officials on the local, county, or state level c) at the discretion of the Library Board or the Library Board President or the Library Director. In addition, the Library Board or the Library Board President or the Library Director may reduce its operating hours, or limit services temporarily (e.g. programming) in the event that there is not sufficient staff to maintain basic library service levels or for some other compelling reason.

In the event of closure, it is imperative that the Library Director or designee follow the communication procedures and submit payroll. Due dates and holds pickup dates for library materials will be adjusted so that no overdue charges are assessed and holds do not expire on dates on which the library is closed. The exterior book drop may or may not be kept open depending upon the situation.

The Board of Trustees will meet or hold a conference call to vote to allow payments to vendors.

IV. School Closure Due to Pandemic

In the event that any Randolph Township District school is closed due to an infectious disease outbreak or pandemic illness, the Randolph Township Free Public Library will remain open unless one of the aforementioned requirements for closing are also met. However, some or all library programs and special events may be canceled.

Should school be canceled due to a pandemic, non-circulating children's materials such as games, puzzles, toys, etc., will be removed from public areas during the duration of the school closure to minimize spread through surfaces frequently touched by children. Disinfecting and/or cleaning procedures issued by public health officials will be followed as closely as possible.

V. Minimum Staffing Level

Minimum staffing level for a temporary period of time is defined as three healthy adult employees including at least one supervisor available to be present at the library during all open hours with a maximum 7 hour workday and 35 hour workweek per employee. An inability to maintain this temporary minimal level will result in reduced hours or closing the library.

The level of excused absence of library staff will determine the ability to carry out services and maintain open hours. Phases may include:

- Cancellation of all programs, special events, and meeting room reservations.
- Staff Library at minimum staffing level for a temporary period of time; employees may be reallocated and have shifts reassigned and lengthened (no longer than a 7 hour day) to provide coverage.
- Reduce open hours if number of employees falls below temporary minimum level.
- Partially close the library with reduced services available.
- Fully close the library for one or more days if the number of employees further declines.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the Randolph Township Free Public Library Employee Handbook sick leave policy. In the event of closure and healthy library employees are sent home, those employees shall be compensated for their regularly scheduled hours.

VI. Communication

In the event of closure necessitated by infectious disease outbreak or pandemic, effective communication about any reduction in services or open hours is of the utmost importance. Library staff should call the library to hear the recorded message regularly, check the website, check their emails and text messages.

VII. Prioritization of Services

If reduced staffing, open hours or services are necessary, employees shall perform priority tasks that most directly impact patrons prior to any other work tasks.

Task priority shall follow this order (unless otherwise directed by the Library Director):

1. Facility and patron safety.
2. Direct patron assistance--circulation, reference, computer.
3. Patron related-tasks: check in; incoming delivery; shelving.
4. Workflow tasks: holds pick list.
5. Essential services: payroll; processing bills for payment; Library Board meetings.

Individual responsibilities outside of those described shall be completed only after these prioritized tasks, if time permits, performing those duties with a deadline or significant impact first. Employees should consult with the Director or designated administrative authority to determine staffing area assignment and which individual work tasks should take priority, or in the event that they feel a responsibility not listed here requires urgent attention.

VIII. Employee Absences

The Randolph Township Free Public Library Employee Handbook outlines the sick leave policy; this policy shall be followed in the event of an infectious disease outbreak or pandemic. We strongly encourage sick employees to remain at home.

IX. Responsibility for Library Operations

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and render decisions outlined in this policy, administrative authority for this policy and all library operations shall follow the Order of Succession. In addition, the Randolph Library will establish an Emergency Response Coordinator, a Deputy Emergency Response Coordinator, and a Service Continuity Team.

Board Approved: March 2020

INTERNET USE POLICY

The Randolph Township Free Public Library (the Library) attempts to provide materials of the highest quality for use by all members of our community. The Internet provides access to a vast amount of information that can be enriching and enlightening. Internet access is provided in support of the library's mission to meet the educational, informational, cultural and recreational needs of the community in order to encourage life-long learning. The Library does not endorse any content or information that may be found on the Internet.

The Library upholds the American Library Association's Library Bill of Rights. As stated in that document, all users are to be provided equal access to all library resources.

Computers providing Internet access are available on a first-come, first-served basis. The Library reserves the right to establish procedures for implementing acceptable use guidelines, time limits, and/or sign up/sign in policies. The Library reserves the right to end Internet sessions at any time.

I. DISCLAIMER

Library patrons are cautioned that information found on the Internet may be inaccurate, biased, or offensive. Each individual must determine the appropriateness and usefulness of the information found. The Library is not responsible for, nor does it have any control over, information found on the Internet and users access the Internet and the information and services available at their own risk.

In an effort to guide patrons to quality sources, the Library's Web site may include selected links to sites appropriate for adults, teens, and children. Further, patrons should be aware that online privacy and security cannot be guaranteed. Therefore, all activities are vulnerable to unauthorized use and should be considered public.

The Library is not responsible for any direct, indirect, or consequential damage related to the use of the Library's computers or Internet service including damage to a patron's disk, computer, portable drive or other device.

As with all other Library material, parents or guardians should be aware that they are responsible for what their children access via the Internet. The Library affirms parents' rights to direct and/or oversee their children's Internet activity. Families are encouraged to discuss guidelines and limitations of Internet use in accordance with their own family values.

II. PATRON RESPONSIBILITIES

All patrons are required to comply with the Internet guidelines described here. As with all Library resources, the Internet is to be used appropriately. This includes Internet access using the Library's public wireless network (i.e. "WiFi") on a patron's personally owned device. The sending of threatening, harassing, or offensive messages or images via the Internet, or deliberately transmitting computer viruses is a crime. Failure to comply with the policies described here may result in the suspension of Library privileges.

No information related to Internet or computer use is retained on Library computers. Patrons are encouraged to bring storage media (i.e. USB flash drives) in order to save downloaded material.

Users must adhere to copyright laws and licensing agreements when downloading material found on the Internet. Any problems with Library computers should be immediately reported to a Library staff member.

Patrons are prohibited from tampering with or modifying Library equipment and software and any damage to hardware or software will be the liability of the Patron and will be repaired at their expense.

III. CHILD SAFETY

Parents or guardians are solely responsible for what their children's access via the Internet. Parents are particularly cautioned that unsupervised children may access content that the parent finds objectionable. Children should either be accompanied by a parent/caregiver or provided with guidelines for Internet use. The Library staff is not responsible for any content accessed by children or for determining the appropriateness of such content.

IV. OFFENSIVE MATERIAL

The Library's Internet computers are located in public spaces and patrons of all ages and sensibilities can easily view the screens. Although constant monitoring is not possible, the Library staff reserves the right to request that a patron exit a website, if another patron expresses concern or if the staff member judges the materials to be inappropriate for public viewing. Patrons who fail to abide by this policy will be subject to suspension of their Library privileges.

Individuals who become argumentative, or refuse to log-off when asked by Library staff to do so, may be asked to leave the Library and may be subject to suspension of their Library privileges.

The Library is confident that individuals will use sound judgement when using our computer resources. Policies outlined here also apply to patrons' personally owned devices using Library provided wireless network ("WiFi") access.

The Library reserves the right to modify the policies as necessary to ensure the fair and reasonable use of the Internet.

The Library maintains no record of individuals using the Internet, nor of any information accessed. The Library may keep a record of patrons violating the Internet Use Policy.

Updated & Board Approved: August 11, 2022

LOAN POLICY

I. Types of Library Cards

Full-Service Cards: Any Randolph resident, property taxpayer, library staff member, K-12 student enrolled in a public or non-public school in Randolph, or K-12 teacher who works in Randolph is eligible for a full-service Randolph library card. There shall be no charge for the initial card. Cards will be for a term of three years with the exception of the cards for non-resident students and teachers which will be for a term of one year.

Courtesy Cards: Individuals who work in Randolph, including the Randolph Library volunteers, but reside in communities outside of the MAIN service area and who are not eligible for Open Borrowing are eligible for Randolph library courtesy cards.

Temporary Cards: Individuals residing temporarily at a facility such as a hospital, rehabilitation center or shelter located in Randolph are eligible for a temporary card for a term of 6 months.

College Student Cards: Students who are enrolled at an institution of higher learning located within the Randolph service area, are eligible for a card for the term of one year.

Interim Cards: Individuals eligible for a full-service card at a MAIN member library may be issued an interim card to facilitate immediate loaning, one time only. The patron should be given a Randolph Library card for the interim card that expires the next day. Patrons shall be directed to their home library for the issuing of the proper card.

MAIN Pay Cards: Individuals outside the MAIN service area may purchase a library card for a fee determined by MAIN. This fee is annual and for one person. This card entitles the patron to “full-service card” borrowing privileges at every MAIN library. For additional details, please consult the MAIN Policy Manual.

II. Process and Procedures

All persons applying for a library card shall present proper identification and proof of address/residency. Proper identification includes: a driver’s license with their Randolph address, a recent utility bill or other piece of important mail addressed to them, a lease, a deed, etc. Courtesy cards require proof of employment in Randolph. Proof may include a current school ID badge for teachers, a paycheck stub and a driver’s license to establish identity and residency outside of the MAIN and Open Borrowing service area. A College Student Card requires proof of current attendance at a school of higher learning in Randolph.

Children who are five years of age (or are in kindergarten) through the age of 13 are eligible for their own card provided a parent or guardian signs the application for a borrower’s card. Residents age 14 to 17 may sign the application for their own card. They may use their driver’s license, Randolph student ID, Genesis account from the Randolph High School or piece of mail addressed to them at their Randolph address to establish residency. If their parent is present, they may use their driver’s license to establish residency for their child. (The resident age 14 to 17 may still sign for their card even if using their parent’s ID.)

Lost, stolen or damaged cards may be replaced at a charge of \$1.00. Youth ages 12 and under may receive replacement cards for free.

Patrons may borrow no more than three (3) items on any one topic or subject area per household unless approved by a Librarian. Borrowers are blocked from further use of their cards if fines owed are \$10.00 or more. Fines of \$10.00 or more must be paid in full to continue borrowing privileges. Exceptions may be made when the circumstances warrant.

In addition, the Public Library Ordinance, passed by Randolph Township Council on July 24, 1980, authorizes the library to file in Municipal Court a complaint against delinquent borrowers. Patrons will be sent a certified letter prior to this action being taken.

III. Lending

The following types of materials may be borrowed for the corresponding loan periods under the following conditions:

<u>Material</u>	<u>Length of loan</u>	<u>Late charge</u>	<u>Maximum late chg.</u>
New adult books	14 days	\$.10 per day	\$5.00
Adult and children's books	28 days	\$.10 per day	\$5.00
Circulating magazines	14 days	\$.10 per day	\$5.00
Audiobooks	14 days	\$.10 per day	\$5.00
Compact discs, music	14 days	\$.10 per day	\$5.00
DVDs and Blu-rays	14 days	\$.10 per day	\$5.00
eBooks/eAudiobooks	14 days	n/a	n/a
Equipment	Various	Various	Various
Interlibrary loan	Subject to owning library policies		

Most materials may be renewed for up to two additional loan periods, providing there are no outstanding reserves. The auto-renew function will renew items according to the parameters set by the library.

Patrons have a checkout limit of 100 physical items and 10 eBook/eAudiobook items subject to MAIN policies.

Patron liability for lost/damaged materials extends up to the replacement cost of the material, plus the maximum fine incurred. Damaged materials no longer usable to other library patrons must be paid for in full. Extent of damage will be determined by the Director or his/her designee. Fines owing on such materials will be calculated until such time as restitution has been made. No refunds are permitted.

No fines shall be charged to active library volunteers, staff, trustees, and former trustees.

Overdue notices are sent automatically. A bill for replacement cost is sent approximately two weeks after the final overdue notice is sent.

Should any borrower have materials worth in excess of \$50.00 and overdue for eight weeks or more, the library may file a complaint in Municipal Court against such borrower. The borrower

will then be liable for court fees in addition to overdue fines and the replacement cost of all materials borrowed. A certified letter will be sent prior to legal action taken.

Periodicals

Because of their reference value, certain periodicals do not circulate. In addition, the current issue of all periodicals is retained as a reference issue.

Most other current year, (i.e., previous months) periodicals may circulate for two weeks.

IV. Fees

The library charges the following fees to replace or repair damaged items:

<u>Item</u>	<u>Fee</u>
Replacement barcode	\$1.00
Replacement borrower card	\$1.00
Jewel Box (cd)	\$1.00
Damaged or Missing Cover/Case for DVD or Audiobook	\$4.00
Missing security strip	\$1.00
Playaway battery cover missing	\$2.00
Book recovering charge	\$2.00
Library materials	Actual cost
Equipment	Actual cost

Board Approved: February 2002

Updated & Board Approved: January 2004

Updated & Board Approved: January 2011

Updated & Board Approved: February 2022

MEETING ROOMS POLICY

The Meeting Rooms of the Randolph Township Free Public Library shall be available for use by community groups. Priority will be given to library-sponsored events and activities, other municipal functions, and then to use by community service and non-profit organizations.

I. Procedures

- Application for the large meeting room use must be accomplished using the form provided by the Randolph Library.
- Reservations are assigned in order of receipt of the application form.
- The Conference Room and Small Study Room are available to be booked for local non-profit organizations and at the discretion of the Library Director or Assistant Director. When not booked, they are available on a first-come, first-served basis.
- At the discretion of the Library Director or his/her designee the library reserves the right to require oral or written disclaimers to be made to attendees.

II. Guidelines and Limitations

- The fact that a group is permitted to meet at the library does not in any way constitute the Library's endorsement of the group's policies or beliefs.
- The rooms are available for occasional use. Exception is made for tutors representing the Literacy Volunteers of America. The rooms can be booked up to two months in advance though exceptions may be made at the discretion of the Library Director or his/her designee.
- Neither the name nor the address of the library may be used as the official address or headquarters of the group. (Friends of the Randolph Library is exempt from this.)
- No admission fees, dues or donations may be charged or solicited by the user for any program or exhibit.
- All programs and exhibits shall be open to the public.
- Refreshments may be served (covered containers of coffee, water bottles, simple snacks) with the prior permission of the Library Director or his/her designee. Smoking and alcoholic beverages will not be permitted.
- The number of persons in attendance for Meeting Room use shall not exceed 216. The number of persons in attendance for Conference Room use shall not exceed 12. The number of persons in attendance in the Small Study may not exceed 6.
- Programs and exhibits may not disrupt the use of the library by others. Persons attending meetings are subject to all library rules and regulations and may be asked to leave if they do not abide by them.
- The meeting rooms are available only during regular library hours.
- Children's and youth groups (under age 14) may use the meeting rooms provided they are adequately supervised (1 to 5).

- The library retains the right to revoke permission to use the meeting rooms upon adequate notice (a minimum of 24 hours) in emergency situations.
- There is no fee for use of the rooms by non-profit organizations based in Randolph Township or serving Randolph Township residents.
- For non-profits not based in Randolph Township or serving Randolph Township residents, a rental fee of \$25.00 may be charged at the discretion of the Library Director. (501C3 status required.)

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NOTARY PUBLIC SERVICES POLICY

The Randolph Township Free Public Library (the Library) offers Notary Public Services for the benefit of the residents of our community. The following guidelines will be followed in the provision of Notary Service.

I. Availability

- A Library Notary is generally available 9 to 5, Tuesday through Friday, when the Notary is present.
- It is recommended that people seeking Notary Services call the Library prior to their visit to ensure that a Notary is available at that time and make an appointment.
- Notary Service is provided on a first-come, first-served basis.

II. Guidelines and Limitations

- Documents will only be notarized in-person, not by the use of any communication technology.
- Valid photo identification—e.g., driver’s license or passport—is required of any person seeking Notary Service.
- Notary service is limited to three documents per person, per visit.
- The Library will not provide witnesses and witnesses may not be solicited from people using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.
- Documents in any language other than English will not be notarized at this Library.
- New Jersey law requires that a Notary and the person seeking notarization be able to communicate directly with each other. Library Notaries are not permitted to make use of a translator to communicate with a Notary Service applicant.
- Notary Service is available only for forms required by a town, school or camp.
- Notary Service is **not available** for **Deeds or other real-estate related documents, Wills, Living Wills, Living Trusts, Codicils or Depositions, I-9 forms, or Powers of Attorney.**
- Certain public documents cannot be copied and notarized. Examples of these are: Passports, Birth Certificates, Death Certificates and Marriage Certificates.
- In accordance with New Jersey Notarial Law, Notaries will not provide service if the applicant, document or circumstances of the request for Notary Service raise any issue of authenticity, ambiguity, doubt or uncertainty for the Library. In this event, the Library Notary may, at his/her sole discretion, decline to provide Notary Service.
- Notary services are provided free of charge by the Randolph Township Free Public Library to Randolph Township residents.

PATRON RULES OF CONDUCT

I. The following activities are not allowed in the library:

- Eating (unless part of a library-sanctioned program or with permission of the Library Director or his/her designee) and spitting. Beverages are limited to water bottles, baby bottles and spill-proof cups and mugs.
- Speaking on a cell phone except in designated areas.
- Running, skateboarding, rollerblading, roller-skating, bike riding or similar activities.
- Use of tobacco products.
- Inappropriate dress; i.e. shoes and shirts must be worn.
- Soliciting or panhandling; solicitation is not defined as authors/performers selling materials at their performances.
- Bringing animals into the library except assistance and service animals.
- Talking loudly, making excessive noise and/or engaging in other disruptive conduct.
- Playing of audio equipment so others can hear it.
- Sitting on tables, climbing on book stacks, moving furniture or placing feet on furniture.
- Following others or staring at others with the intent to annoy.
- Bodily hygiene so offensive as to constitute a nuisance to others or to damage library property.
- Misusing restrooms (i.e. using as a laundry or bathing facility).
- Reckless or careless use of library materials.
- Leaving a child under the age of 10 without supervision of an adult.
- Interfering with another person's use of the Library or with the library personnel's performance of their duties.

Persons engaging in any of the above activities will, after warning by library personnel, be asked to leave the library. Persons who refuse to leave the library will be subject to prosecution for criminal trespass.

LIBRARY PRIVILEGES MAY BE LIMITED FOR ANY OF THE ABOVE ACTIVITIES.

II. LIBRARY PRIVILEGES MAY BE LIMITED FOR THE FOLLOWING REASONS AND MAY RESULT IN PROSECUTION UNDER APPLICABLE LAW:

- Repeated violations of the Patron Rules of Conduct enumerated above.
- Intentional damage of materials.
- Stealing library materials.
- Threatening or physically harming staff or patrons.
- Carrying a weapon into the library unless authorized by law.

Board Approved: February 2002

Updated & Board Approved: March 2020

PROGRAM POLICY

The library offers a variety of programs for patrons of all ages. Typically, there are two kinds of programs: those which do not require registration and those for which pre-registration is required. The library reserves the right to limit attendance at programs based upon age eligibility, audience size, residency and room restrictions. Programs may be canceled if public interest does not warrant their continuance.

I. Programs which do not require pre-registration

Programs are open to the public-at-large on a first come, first served basis.

II. Programs that do require pre-registration

A. General Guidelines

- Programs offered for age/grade specific audiences are restricted to participants of the age/grade indicated.
- Participants registering for age/grade specific programs must have attained the age/grade stipulated upon date of registration for the program.
- If several sessions of a program are offered, a participant may register for one session only.
- The library will maintain reasonable waiting lists should unanticipated openings occur. Proof of eligibility will be required for inclusion on waiting lists.

B. Children's Programs

Children's programs requiring registration open on the stated registration date to: Randolph residents (including grandparents or other family members who will be escorting the child/children to the program), children who are full-time attendees of schools located in Randolph, and children of parents who work in Randolph. If a program is not at maximum capacity twenty-four hours before the scheduled start time, registration will open to anyone not included in the categories outlined above.

C. Adult Programs

Adult programs requiring registration are open to the public-at-large beginning on the day registration begins.

Board Approved: February 2002

Updated & Board Approved: August 2018

RECONSIDERATION OF LIBRARY
MATERIALS/RESOURCE POLICY

All requests for reconsideration made by residents of Randolph about books or materials in the library's collection should be submitted on the *Request for Reconsideration of Library Material* form, which is available at the library. Upon completion, the form should be submitted either in person or by mail to the Director of the library. All such forms must be completely filled out and signed before the Library Board of Trustees will take action.

When such a completed and signed form has been received by the Director, the Director will refer the issue to the Board of Trustees for review and appropriate action, if any.

Board Approved: February 2002

Updated & Board Approved: January 2022

REFERENCE POLICY

The reference collection of the Randolph Township Free Public Library shall be available to the general public during hours of library operation. The library will provide information and assistance in the use of reference materials and research techniques.

Guidelines and Limitations

- The reference staff will provide direct personal service to patrons requesting assistance in person or by phone.
- Unless a telephone inquiry can be answered immediately, the patron's name, phone number and question will be taken and the call returned as soon as possible. Telephone requests that involve lengthy responses cannot normally be handled and patrons will be advised to come to the library for information.
- Due to limitations of staff and materials, questions involving inordinate amounts of time (genealogical searches, quiz and contest questions) will not be researched. However, every effort will be made to direct users to resources specific to their needs.
- Since student assignments are an integral part of the learning process, students should be prepared to do their own homework. The reference staff will assist students by directing them to appropriate resources and instructing them in their use.
- Questions involving interpretation or personal judgment on the part of the librarian will not be answered.
- In instances where questions cannot be answered using local sources, patrons will be referred to an area library with appropriate resources for further research.
- Priority for all public services will be given to Randolph residents. Patrons in the library will take precedence over incoming telephone inquiries.

Board Approved: February 2002

SOCIAL MEDIA POLICY

I. Definition of Social Media

Social media is defined as any web application, site, or account created and/or maintained by the Randolph Township Free Public Library (the Library.)

II. Usage Rules

The Library welcomes the comments, posts, and messages of the community and recognizes and respects differences in opinion. However, all comments, posts, and messages will be periodically reviewed and the Library reserves the right to, but is not required to, remove any comment, post or message that it deems inappropriate or off-topic.

The Library is not responsible or liable for any content posted by any participant in a Library social media forum who is not a member of the Library's staff.

Users should have no expectation of privacy in postings on Library sponsored social media sites; by using such sites, users consent to the Library's right to access, monitor, and read any postings on those sites. Users must understand that social media is permanent, retrievable, and public. Messages can potentially be read by anyone once posted. The Library recommends that users do not post their personal information or contact information on social media sites.

By posting on the Library's social media sites or submitting photographs for posting, users give the Library permission to use a user's name, profile picture, the content of any posting made and photographs posted or submitted for posting. The Library reserves the right to reproduce comments, posts, photographs and messages in other public venues; such reproduction may be edited for space or content while retaining the original intent of the post.

Content containing any of the following will be removed immediately from any Library social media forum:

- Obscene content or hate speech
- Personal attacks, insults, or threatening language
- Private or personal information, including phone numbers and addresses, or requests for personal information.
- Potentially libelous statements
- Falsification of identity
- Plagiarized material
- Comments, links, or information unrelated to the purpose of the forum
- Spam or other commercial, political, or religious messages unrelated to the Library or its social media postings
- Solicitation of funds
- Any images, links or other content that falls into the above categories

The Library reserves the right to ban or block users who have posted in violation of this policy. In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate Federal and State Law.

Updated & Board Approved: June 2022

TEEN ZONE POLICY

The Teen Zone provides specialized library services and materials to youth, ages 12 to 19. When school is not in session, the room's seating and computers are restricted to teens and their guests. When school is in session, the Teen Zone is a designated "quiet area" and can be used by the general public.

All of the materials located in the Teen Zone are available to the general public, regardless of age, at all times.

Board Approved: February 2009

Updated & Board Approved: February 2018

TUTORING POLICY

The library may be used by members of the public to tutor and be tutored. The use of the library for such activities must be in accordance with the following:

Guidelines and Limitations

- Independent tutors are not sponsored by the library. All arrangements must be made between the tutor, student and parents.
- Tutors are required to use the area of the library appropriate to the age of the student/tutee:
 - Children aged 11 and under: Public space in the Children's Room
 - Children aged 12 to 19 years: Public space in the Teen Zone
 - Adults: Public space in the adult areas of the library
- Table space is limited and may not be available, if needed for library programs or activities, or if in general use by members of the public. Patron use of library space is on a first-come, first-served basis.
- Tutors and students must adhere to all library policies, procedures, rules and regulations, including our *Patron Rules of Conduct*.

Board Approved: June 2022

UNATTENDED AND DISRUPTIVE CHILDREN POLICY

The staff of the Randolph Township Free Public Library strives to create a warm, inviting, fun environment for children. The library offers many programs and services that encourage children to develop a love of books, reading and learning. However, the safety and well-being of children at the Library is of serious concern. It is the intention of this policy to enlist the cooperation of parents and other adults responsible for children to ensure that the Library provides a safe and pleasant experience for all who use it.

Parents are responsible for the behavior of their minor children while they are in the Library and on Library property. The Randolph Township Free Public Library staff is committed to helping children with activities and resources related to the Library. However, Staff members cannot assume responsibility for the care, safety or well-being of children in the Library.

I. Unattended Children

Unattended children are children under the age of ten (10) who do not have a parent, guardian, or responsible caregiver in the Library building or a child age six (6) or under who does not have a parent, guardian, or responsible caregiver in the immediate vicinity (within sight or conversational distance.) A responsible caregiver is defined as a person aged sixteen (16) years or above who must be able to provide emergency contact information.

These rules apply:

- Children through the age of six (6) years **MUST** have a parent or responsible caregiver in the immediate vicinity (within sight or conversational distance) unless they are participating in a Library program that does not require parent/caregiver attendance. They **MUST** have a parent or responsible caregiver in the Library at all times.
- Children ages seven to nine (7-9) years do not have to have a parent or responsible caregiver in the immediate vicinity but **MUST** have a parent or responsible caregiver in the Library at all times even if they are in a Library program.
- Youth ten (10) and over may use the library unattended for a period of time appropriate to their age and maturity. However, parents are still legally responsible for the actions and the well-being of their child or children.

Library staff will follow these procedures:

1. If a child is deemed unattended according to the established description, the staff will try to locate the child's parent or responsible caregiver.
2. If the parent or caregiver is not found within the building, a staff member will inform a supervisor and one of them will remain with the child until they are reunited with their parent or caregiver.
 - a. If the parent or caregiver is located, the person will be informed of the Library's policy.
 - b. If the parent or caregiver has not been located in the building or by phone within 15 minutes, the police will be called.
 - c. If the parent or caregiver is reached by phone within 15 minutes, they will be given 15 minutes to present themselves. If they do not, the police will be called.

- d. If the Library is closing and an unattended child is present, the supervisor will call the Randolph Township police. One supervisor and one staff member will remain with the child until the parent/caregiver or police arrive.
3. Under no circumstances should a staff member transport the child to another location.

II. Disruptive Children

Disruptive Behavior is considered to be behavior that represents physical danger to the child or others, or behavior that interferes with other library users or staff. Disruptive behavior is behavior that is inappropriate in a library setting. Disruptive behavior that is unacceptable in the Library includes, but is not limited to:

- Running, chasing, horseplay
- Screaming, shouting, yelling, loud laughing or other noise
- Eating when not offered as part of a Library program
- Abnormal, erratic behavior that hinders normal library use
- Continued or frequent loud talking in study areas
- Pushing, hitting, fighting, biting
- Throwing books or other objects
- Prolonged crying or temper tantrums
- Bullying or bothering other people
- Jumping on furniture
- Dangerous use of toys

Library staff will follow these procedures in addressing disruptive children:

1. Give a verbal warning to the parent or caregiver, if present, indicating that such behavior is disruptive to other library users and is unacceptable. If no parent or caregiver is present and not required to be present according to our unattended children policy, give a verbal warning to the child.
2. If the disruptive behavior continues, give a second verbal warning.
3. If the disruptive behavior still continues, staff should inform a supervisor, if available, who may request that the parent or caregiver escort the child from the library premises.
4. If a child is 10 years and older and has no parent or caregiver present the supervisor should contact the parent or caregiver to advise them of the situation. Children with their own transportation may be asked to leave.
5. Police assistance may be utilized if the actions of the child are creating a dangerous situation.

Board Approved: January 2021