

Censorship Policy

1. Librarians shall notify the board of any request to remove books from library circulation.
2. Any requests to remove a book from circulation must be presented in writing with justification to the librarian. The librarian shall present this for consideration at the next board meeting.
3. Requests shall be reviewed by the board and the boards action shall determine the suitability of a particular item to remain in circulation.

Book Circulation Policy

1. Procedures for obtaining a Library Card shall follow the NCLS application format.

a. An individual borrowing a book must have a valid NCLS card.

b. All cards will be issued for a period of three years, at which point, they would need to be renewed.

2. Books, including audio books and music CD's, may be borrowed for two week periods.

a. Renewal: Books may be renewed for three additional two-week periods with the exception of current new and/or popular titles that have holds on them, which may be renewed for one additional two-week period.

b. Books may be renewed in person, by telephone or on-line.

3. Up to twenty books may be signed out at one time per card holder.

a. Librarians have the discretion to adjust this based upon their knowledge of the patrons return record.

b. Newly registered patrons may check out two books for the first two weeks of membership.

4. A patron may reserve a book (put a hold on) that is not on the shelf at the time it is desired.

a. A patron may place up to ten holds on their account.

b. Any additional holds may be at the library staff discretion.

5. Fines: Ten cents per book per day with a maximum of five dollars total.

6. Loss or damaged books:

a. In accordance with Education Law, Paragraph 1127, 1128, and

Penal Law, Paragraph 1427, 1428; notes corrections or marks of any kind are forbidden on books belonging to the library, and all losses beyond the reasonable wear, however caused, must be promptly adjusted to the satisfaction of the librarian, by the person to whom the book is charged.

b. Lost books shall be charged to the borrower at cost.

7. There will be a one day grace period past the date an item is due.

8. Loss of privileges will result if a patron has five overdue items, or fines totaling \$5.00 due.

Computer and Internet Use Policy

1. Individual qualifications:

- a. The user must have a current Library card issued by the Hannibal Free Library and be free from fines and overdue books.
- b. An adult must accompany children under the age of 5
- c. There must be a signed "User Agreement" on file with the library acknowledging that the patron has read and will abide by these policies.

2. Computer Reservations:

- a. Reservations may be made by phone or in person.
- b. Reservations are made in one-hour blocks at the discretion of the librarian.
- c. Reservations will be held for ten minutes, and then, if the patron has not arrived, the appointment will be forfeited.
- d. If a reservation has been forfeited, the computer time slot is available to the next qualified user.
- e. Walk-ins may use the computer as long as all other requirements are satisfied and it does not create a conflict with a reservation.

Confidentiality of Library Records

In accordance with State Laws of 1988,

Chapter 112 S4509, the following shall apply:

1. Records identifying library users shall be limited to those essential for library operation.
2. Library employees shall not release library circulation records or other library records identifying the names of library users to any Federal, State or local government agency except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to Federal, State or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
3. Librarians shall notify the board of any such request.

Library Access Policy

In accordance with Article V of the Library Bill of Rights which protects the rights of an individual to use the library regardless of origin, age, background, or views; and in accordance with Article III which acknowledges a libraries responsibility to provide information and enlightenment; the following shall apply:

1. In order to protect the publics right of access to library facilities, to insure the safety of patrons and staff, and to protect library resources and facilities; public use of the library shall be restricted to those hours as posted or to those additional hours that the library is open under library supervision to provide special events, activities, or programs.
2. Within the guidelines of Section I.1., no one shall be denied access because of origin, age, background, views, or other inappropriate or unreasonable classification. Neither shall access be denied based merely upon appearance, state of mind, or other behavior that is merely annoying or merely generates negative subjective reactions from others.
3. Access may be denied, or an individual using the library may be asked to leave if actual or imminent interference with the use of the facilities by others are inconsistent with the achievement of library objectives. Such activities consistent with this statement include:
 - a. Causing physical damage to library facilities or contents.
 - b. Excessive noise which interferes with studying, reading or research projects of others.
 - c. Rowdiness or roughhousing.
 - d. Physically or verbally abusing or threatening other patrons or staff.

Operating Policies

A. Travel: Travel payment for board members and staff on official business will be at the current IRS rate for mileage. Paid staff will be compensated at their hourly rate for time attending meetings, including travel time. The expenditure must first be approved by the board.

B. Access and Use of the Building: No person(s) or group shall occupy the library without the prior consent and action of the board. The board shall make a determination concerning whether a fee is appropriate and the amount of such fee.

C. Expenditures: Any amount over fifty dollars will not be spent without board action. Note: Regular expenses such as salaries, utilities, supplies of a regular nature, and emergency repairs are exempt from this requirement.

D. Book Circulation Policy: (includes magazines and records)

1. Procedures for obtaining a Library Card shall follow the NCLS application format.

2. Books may be borrowed for two weeks

- a. Renewal: Books may be renewed for three additional two-week periods with the exception of current popular titles, which may be renewed for one additional two-week period.

- b. Books may be renewed by telephone or on-line.

3. Up to ten books may be signed out at one time per adult and up to six books per child.

- a. Librarians have the discretion to adjust this based upon their knowledge of the patrons return record.

- b. Newly registered patrons may check out two books for the first two weeks of membership.

4. A patron may reserve a book that is not on the shelf at the time it is desired.

5. Fines: Ten cents per book per day with a maximum of five dollars total.

6. Loss or damaged books:

- a. In accordance with Education Law, Paragraph 1127, 1128, and Penal Law, Paragraph 1427, 1428; notes corrections or marks of any kind are forbidden on books belonging to the library, and all losses beyond the reasonable wear, however caused, must be promptly adjusted to the satisfaction of the librarian, by the person to whom the book is charged.
- b. Lost books shall be charged to the borrower at cost.

Paid Library Staff Policy

A. The hourly rate of pay shall be set by the board, reviewed every year at the annual meeting, and set within the limits authorized by law.

B. Payroll:

1. Staff are to be paid biweekly with the pay period ending on Wednesday.

2. Paychecks may be picked up at the library on Thursday following the Wednesday pay period.

C. Hours worked are to be set by the Library Director for all employees.

D. Librarians may exchange days or hours of work to their own satisfaction; however, the board reserves the right to review or alter hours and to settle disputes.

E. The Board will evaluate the Library Director. The Library Director will evaluate all other employees and report back to the Board.

F. Paid substitutes will be considered casual employees; subsection of Article IV.E. does not apply.

G. All paid staff are to be given a copy of this document.

Unpaid Library Staff Policy

- A. A record of hours worked will be kept for all volunteers.
- B. The library will maintain on file a list of volunteers and substitutes.
- C. The library shall utilize volunteer help for instructional purposes. In cases where payment is requested or desirable, the board will act upon such action.
- D. Persons working behind the desk shall be sixteen years or older.

Video Loan Policy

1. An individual borrowing a video must have a valid NCLS card.
2. Registrants shall be at least sixteen years old have a current Library card and be free from fines and overdue books.
3. Video tapes may be borrowed for ONE (1) Week for free. DVD's may be borrowed for ONE (1) week for a fee of \$1.50.
4. Up to FOUR videos may be signed out at one time. Newly registered patrons may only sign out one video for the first week of membership.
5. A patron may reserve a video that is not on the shelf at the time it is desired. A video will be held for only two days after notification.
6. Fines: \$.25 per video tape or DVD per day with a maximum fine of the value of the video.
7. Return Policy:
 - a. Videos borrowed from Hannibal must be returned to Hannibal.
 - b. Video tapes must be rewound when they are returned.
 - c. Failure to pay a fine will revoke video borrowing privileges.
 - d. Videos and DVD's are not to be placed in the book drop.
8. Renewal: Videos may be renewed for three additional one-week periods with the exception of current new and/or popular titles that have holds on them, which may be renewed for one additional one-week period. Videos may be renewed by in person, by telephone or on-line.
9. Lost or damaged videos shall be charged to the borrower at cost.
10. The Hannibal Library is not responsible for any damage to a media player that might result from a video borrowed from the library.
11. Loss of privileges will result if a patron has five overdue items, or fines totaling \$5.00 due.

Effective 1/18/10

Wireless Internet Use Policy

The following are rules and regulations of the Hannibal Library. They are effective September 16th, 2008 as adopted by the Board of Trustees of the Hannibal Library.

The Hannibal Library offers free wireless Internet access to library users with wireless-enabled devices. The library provides unrestricted access to the Internet and does not monitor or control content. The provisions set forth in the Library's Internet Use Policy and Acceptable Use Guidelines are applicable to wireless network access.

Our network supports a wide range of laptop computers. Most wireless network cards will be compatible. However, the Library can make no guarantees as to compatibility of a library user's device with the Library's network. If a device doesn't recognize our wireless network, the library user should review the configuration settings provided at the Circulation desk. Library staff does not provide wireless access support and will not install or modify hardware or software.

Communication through the wireless network should not be considered secure. Library users are responsible for selecting and installing security protection and current virus definitions on their wireless devices. The Library is not responsible for damage to hardware or software, transmission of computer viruses, loss of data or email, or any harm resulting from the use of an unsecured server. It is strongly advised that personal, financial or otherwise sensitive information not be transmitted through the wireless network.

Printing from the wireless network is not currently available. Files can be saved to a device or e-mailed for printing elsewhere.

The wireless network can accommodate interactive searches on the Web. It cannot accommodate the downloading of large document files. Therefore, downloading of software, images, music, etc. from the Web onto a library user's equipment is not permitted. Library users will be asked to terminate any activity that adversely impacts the network's performance.

When using wireless-enabled devices to listen to music, dialog, sound effects, etc. Library users must use earphones to make the sound inaudible to others. If sound is heard despite the earphones, the library user must lower the sound level or turn the equipment off.