Bay Shore-Brightwaters Public Library

By-Laws

The Bay Shore-Brightwaters Public Library, established by the Regents of New York State as a Free Library on 19 December 1901 and chartered as a Public Library on 21 September 1934, shall provide public library service to the inhabitants of this district in accordance with the laws governing school district libraries in New York State.

Article I

The Library trustees, as agents of the taxpayers, shall maintain library facilities in said district.

Any person who resides in the district is entitled to Library service. Nonresident use of the facilities is established by the regulations of the Board of Trustees.

Any qualified person within the district who provides proof of residence and agrees to abide by Library regulations shall be entitled to Library privileges. These privileges can be denied by the Library to any borrower who does not comply with the rules.

Article II

The Library Board shall consist of five members, each elected for a five year term. The term of office of one Trustee shall expire each year. When a vacancy on the Board occurs, other than by expiration of a Trustee’s term of office, the vacancy shall be filled by appointment of the Board until the next Library election.

The annual election/reorganization of officers of the Board shall take place at the regular July meeting. The Board shall elect from among its members a president, vice-president and secretary. The President shall assume office as of the date of his/her election and the term shall continue until the end of the fiscal year for which he/she was elected to serve or until such time as another member of the Board is elected to that position. It is the President’s duty and right to preside at meetings of the trustees during his/her term of office. In the absence of the President, the Vice-President or Secretary will preside at a Board meeting.

The Board will appoint a Library Treasurer, usually the school district treasurer, who shall be responsible for the care and custody of all Library funds and for all official financial records of the Library.

The authority of the Library Board is vested in the Library Board as an entity; no member or members shall act for or on behalf of the Board without express authorization of the Board of Trustees.

No trustee shall accept payment for services. Trustees may be reimbursed for actual expenses necessarily incurred in performance of official Library business.
Article II-A
Every officer, director, employee and trustee of the Library shall familiarize himself/herself and shall be bound by the provisions of Article 18 of the General Municipal Law of the State of New York, more particularly section 801 thereof entitled “Conflicts of Interest Prohibited” and section 805-a thereof entitled “Certain action prohibited”, including the prohibition of the solicitation, acceptance or receipt of any gift having a value of seventy-five dollars or more, under the circumstances set forth in said section.

Article III
Regular monthly meetings of the Board of Trustees will be held on the 4th Monday of each month at 7:00 PM in the Library or at a time and place designated by the trustees.

A special District Meeting (i.e.: “annual vote”) will be held on the first Tuesday in April in the Library from 12 noon until 9PM or at a time and place designated by the trustees.

The proposed annual budget will be presented to the taxpayers at the Library Board meeting immediately preceding the annual vote.

Other meetings may be called by the Library Board president.

Notices shall be sent as required by law.

If any trustee shall fail to attend three consecutive regular monthly meetings without an excuse accepted as satisfactory to the Trustees, he shall be deemed to have resigned. Likewise if any trustee moves from the district and is no longer eligible to vote he/she shall be deemed to have resigned.

A quorum for transaction of business shall consist of three members of the Board.

Article IV
There shall be no standing committees of the Board. The president of the Board may appoint special committees if needed.

Article V
The Board of Trustees will establish and review general rules of operation for the Library. Such rules shall be made for the convenience and in the best interests of the residents of the Bay Shore-Brightwaters Library district.

The Board of Trustees shall employ a Library Director in accordance with Civil Service procedures. The Library Director shall administer the policies adopted by the Board under the direction and review of the Trustees. The Library Director will attend all meetings of the Board of Trustees.
Article VI
These By-laws may be amended at any regular or special meeting of the Board by a vote of four of five Trustees provided specific notice of any proposed change shall be given in writing to all members prior to the date of the meeting or by unanimous vote of all Trustees in the absence of prior notice.

Article VII
Roberts Rules of Order Revised shall be the authority for all questions involving parliamentary procedure.

Article VIII
The Board may establish a meeting agenda which they may, from time to time, amend or dispense with. The usual order of business shall be:
- Call to order
- Reading, amendment if necessary, and approval of minutes
- Financial Report and Approval of Bills
- Director’s Report
- Old Business
- New Business
- Review of the date of the next meeting
- Adjournment

Upon motion duly made, seconded and unanimously passed, the Board of Trustees of the Bay Shore-Brightwaters Public Library adopted these By-Laws on the twenty-sixth of June 1995.

Change of name by the New York State Board of Regents Incorporated 20 September 1996.

Section II-A added by Board action 30 November 2006
Mission Statement

It is the privilege of the Bay Shore-Brightwaters Public Library, through its Trustees and staff, to serve the Bay Shore-Brightwaters community, young, old or in-between, white collar or blue, regardless of race, creed, gender, wealth or education, as a cultural and information center for all and a center of life-long learning. All will find at the Library the means to enrich their lives.

Library Board Adopted
30 November 2006
000-10
Long-Range Goals

Foster an atmosphere of life-long learning for all, encourage a love of reading (regardless of format) in children and young adults and provide and promote opportunities for personal development at all levels. Celebrate learning of every kind.

Continually listen to the community, identify its unique personality and tailor collection and program offerings to their distinctive needs/wants. In particular, be aware of changes in the composition of the population and new trends as they become visible. In the year preceding the expiration of each Long Range Plan, offer an opportunity for the community to contribute their thoughts and ideas to the process.

In collection and program offerings, take into consideration the broad spectrum of our constituency. The growing Spanish speaking community provides one challenge. Our new teen room offers a particular test as we create collection and programs for this special group.

Make every effort to draw our entire diverse community into making use of the Library facility as a community center. Ensure a safe and clean environment.

Strike a balance in offering traditional Library service for those who wish while at the same time constantly updating technology and electronic resources to better serve our patrons.

Provide as many opportunities for staff enrichment, particularly in new technologies, as possible.

Collect, preserve and provide local information, current and historical.

In light of economic challenges and the “tax cap,” seek to maintain or increase our services to the community. Strive for moderation combined with excellence, practice economies where possible and resist the ephemeral in favor of substance. Investigate any area of cost savings. In particular, investigate opportunities to reduce electric use through conservation, daylighting etc.

In addition to exploring any and all prospects to expand Library parking, prepare to renovate the parking lot, explore the renovation of the second floor office area, investigate the renovation possibilities in the lower mezzanine to offer more space for meeting rooms, consider the addition of a solar array, and otherwise strive to keep the facility in excellent condition.
Book Selection Policy

The Bay Shore-Brightwaters Library and Board of Trustees subscribes to and re-affirms the attached Library Materials Selection Policy comprised of the current American Library Association’s Library Bill of Rights” statement (as reaffirmed January 23rd 1996) and the “Freedom to Read” statement (as re-affirmed June 30th 2004.)
Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person’s right to use a library should not be denied or abridged because of origin, age, background or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize the propaganda, and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.
We therefore affirm these propositions:

1. **It is in the public interest for publishers and librarians to make available the widest diversity of view and expressions, including those which are unorthodox, unpopular or considered dangerous by the majority.**

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. **Publishers, librarians and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.**

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. **It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.**

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. **There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.**

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people’s freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a “bad” book is a good one, the answer to a “bad” idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader’s purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently Endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
Children’s Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression
Board Confidentiality

All matter discussed in an executive session of the Library board of trustees should remain confidential and may only be discussed outside the executive session with the Library Director, legal counsel, persons present during the executive session, or with absent board members, unless otherwise determined by vote of the board of trustees.

Written notes related to executive session discussions are permissible only after the prior approval of the board.

In matters of a sensitive nature, as permitted under New York State Open Meetings Law, such as personnel issues, competitive bids by vendors, and pending or threatened litigation should be considered confidential and discussed only with the Library Director, legal counsel and other staff and advisers whose need for information is required to further the best interests of the Library.
Open Meeting Policy

Library Board meetings are for the conducting of Library business and as required by the Open Meetings Law are open for observation by the public. They are not public hearings about library affairs. Under the Open Meetings Law provisions for public participation is not required, though the Board sets aside a period for public expression in the agenda. In the interests of time and the effective conduct of business, individual public comment may be limited so that all members of the public attending a board meeting will have an equal opportunity to speak. Under no circumstances shall an individual’s opportunity for public expression exceed three to five minutes in length, unless by prior arrangement. Board members are not required to respond to questions or statements made during the public expression portion of the meeting.

Reviewed: March 2010
000-70
Resident Registration Requirements

A patron requesting a new Library card should be asked if he/she is a resident of the school district and asked for proof of address with a signature.

As proof we accept:

1. A current New York State Driver’s license. (If the patron has recently moved, there are instructions on the reverse for changing his/her address.) Patron must change address to receive Library card.

2. A current official non-driver identification card, or recreation card, with address and signature and expiration date.

3. Medicare/Medicaid or other health card that gives address, signature and expiration date.

4. In the absence of any of the above, the Library will accept a current tax receipt or lease giving address. Persons presenting this form of proof of address must also present current proof of identification with signature.

5. Mail or most bills are unacceptable as proof of address.

6. The Library will accept utility bills (telephone, water, gas or electric) in combination with other proof of identification.

7. The Library will accept Medicare cards or car registration without signature if they give address in combination with identification with signature.

8. If a patron presents proof of residence (utility bill, tax bill, etc.) in combination with address ID from another address, that address must be noted as alternate.

9. If one member of a household presents proof of address, the Library will consider other members of that household at that address who have identification but not proof. (i.e. children, retired parents, etc.)

Library cards are issued for three years. Proof of current residence is required to renew a library card. If patron has $15.00 or more due on their account, their card cannot be renewed until balance is paid.

Adopted June 26, 2017
100-00
Non-Resident Registration Requirements

Business & Professional Offices

All business and professional offices within the Bay Shore School District may receive a business card. The business then, is responsible for all materials loaned on this card.

The owner of the business or senior member or partner in a professional office must apply for this card. Only one card per business will be issued.

In this case, we must establish identification for both the business (tax bill, official letterhead, business card, etc., and the usual individual ID), verify the applicant’s position in the firm (usually on letterhead, etc.) and obtain an alternate address (home address) of the person signing for the card.

Card is to be stamped “Local Use Only”.

Card is issued for three years in the name of the business with the responsible person’s name in parentheses.

Coast Guard/National Park Service

Bay Shore-Brightwaters Public Library has an agreement with the Suffolk Cooperative Library System governing service to U.S. Government employees and their families stationed on Fire Island. This includes the National Park Service and the United States Coast Guard.

Government ID must be presented as verification of status.

Full borrowing privileges are granted to such personnel, and they are issued our card.

Cards are issued for three years.

Property Owners

Persons owning property in the Bay Shore School District who are not otherwise entitled to a Suffolk County Library card will be given a Bay Shore-Brightwaters Public Library card provided a tax bill or deed to the property is presented at the time of registration.

Card is to be stamped “Local Use Only”.

Teachers and Students

Teachers and students in schools and colleges located within the Bay Shore School District may receive borrowing privileges while school is in session. Proper identification establishing permanent residence, as well as verification of employment and/or enrollment must be presented.

Cards are to be stamped “Local Use Only”.

Cards are valid only until the end of the school year. Verification of status must be established each September.

Transient Patrons

Patrons who are known to live in rooming houses are considered to be transient patrons.

Such patrons frequently lack identification. However, they should be able to present rent receipts, or letters of residence. They must also be able to present proof of identity.

Sometimes a patron will simply tell us that they rent a room in such a residence, not an apartment.

In this case, such persons are given a 1 – Book card, which entitles him to borrow one item at a time. When such item is returned, he or she may take another.

When such patron has shown himself to be a responsible borrower for a period of not less than three months, if he or she requests, we may increase the amount of materials he or she may borrow. This must be approved on an individual basis by the library Director or his/her designee.

Library cards are to be stamped “Local Use Only”.

Adopted June 26, 2017

100-10
Policy on Displays, Exhibits and Use of Bulletin Board

The use by individuals or organizations, of the Library’s facilities for displays and/or exhibits, other than those which pertain to the Library, is not a right but a privilege which is subject to review by the Board of Trustees.

The Library Director may grant the privilege of placing exhibits and displays in the Library, subject to the following conditions:

1. No poster, display, pamphlet, brochure, leaflet or booklet shall be exhibited, displayed or placed in the Library for distribution without permission from the Library Director.

2. No outside organization or individual shall be permitted to display or exhibit any materials, leaflets, or posters which advocate the election or defeat of a candidate for public office, or which advocate an affirmative or negative vote for or against proposition, whether political or otherwise.

3. No outside organization or individual shall be permitted to place in the Library any box, receptacle or canister which solicits donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or item sold by any commercial or charitable enterprise without permission from the Library Director.

   However, posters announcing bazaars or programs sponsored by any local educational, religious or fraternal organization may be displayed provided there is room for such displays and they are of reasonable size. Such displays shall be on a “first-come, first-served basis.”

4. Wherever possible, displays or exhibits shall incorporate books or materials from the Library’s collection which have a relationship to the subject of the display.

5. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the Library are done so at the owner’s risk.

Reviewed November 1992
Amended April 2, 2018
200-00
Piano Policy

The Bay Shore-Brightwaters Public Library owns a Mason & Hamlin BB Piano to be used primarily for Library and Friends of the Library performances. The piano is located on the stage in the East Meeting Room. It will be kept locked and covered when it is not in use.

Guidelines for the use of the piano are as follows:

1. The piano may be used by groups that have booked the meeting room, that have arranged for such use in advance, and where the use of the piano is considered by the Library to be an integral part of their program.

2. Each application for use of the piano will be considered separately and approved by the Director or the Director’s designee.

3. Applicants wishing to have the piano tuned for a program beyond the regular tuning schedule may request that the Library employ its regular tuner/technician to tune the piano. The applicant will compensate the Library in advance for this service. The piano must be tuned to equal temperament/standard pitch with no historical (non-equal) temperaments.

4. The piano is not to be used for casual amusement or as a practice instrument for individuals. It may, however, be used for musical recitals or programs where the application has been approved, where no admission fee to such recital or program is required, and where such recital or program is completely open to the public.

5. Professional musicians may reserve the meeting room to practice on the piano before a concert to become familiar with the piano’s action and tone based on the availability of the meeting room, otherwise, the piano is not available for practicing or for piano lessons.

6. The cost for any repair for damage to the piano will be the responsibility of the applicant.

Adopted October 30, 2016
Amended November 28, 2016
200-10
Programs

The Board of Trustees of the Bay Shore-Brightwaters Public Library wishes to affirm its belief in the following basic policies with regard to programs offered by the library to the community:

1. As a responsibility of library service, the subject matter of library programs will be determined with consideration given to the interest, information and enlightenment of all of the people in the community. In no instance will a program be excluded because of the race, nationality or religion of the participants or because of the political views expressed.

2. The administration of the library will take care to present the widest possible variety of views concerning problems and issues of our times, international, national and local. No point of view should lack representation because of partisan or doctrinal disapproval.

3. This policy on the part of the library applies not only to speakers and live productions but also to films or recordings used by the library staff in activities presented by the Library in the public interest.

4. Libraries must challenge censorship of activities in the library just as they protect the printed word against such attacks.

June 1971
200-20
Bay Shore-Brightwaters Public Library has adopted this Public Behavior in the Library Policy for the safety and comfort of all who use the Library. For the purpose of this policy, the Library is defined as the building, grounds and parking lot. Accordingly, the Library Board of Trustees has established procedures and rules, in accordance with Section 262 of the Education Law of the State of New York, by which patrons and visitors may enjoy the Library’s facilities and services.

The Board of trustees of the Bay Shore-Brightwaters Public Library views the use of the Library and its facilities as essential to the fulfillment of the Library’s mission. As such, the Board subscribes to Article IV of the American Library Association’s Library Bill of Rights, which states that facilities should be made available to the public served by the Library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Accordingly, the Public Behavior in the Library Policy and the Rules of Conduct herein should be observed by all Library users and shall be applied without discrimination and in the best interests of all.

Library users who violate the Rules of Conduct may be subject to suspension of their Library privileges, exclusion from the Library, and/or legal action. A copy of the Rules of Conduct is posted on the public bulletin board of the Library.

Rules of Conduct

For the most effective use of the Library, patrons are expected to observe rules of common courtesy. Patrons who are not courteous to others will be asked to stop the discourteous behavior or leave the Library. Discourteous behavior which will not be tolerated in the Library includes but is not limited to:

Harmful, Disruptive, or Destructive Behavior:

- Engaging in conduct that interferes with other Library user’s ability to reasonably use the Library
- Using loud, abusive, obscene or threatening language or actions
- Interfering with other Library users’ reasonable expectations of privacy
- Creating unreasonable noise such as loud, boisterous talking or using personal electronic equipment without headphones or at a volume that is audible to others
- Cell phones should be on vibrate mode or turned off when entering the building. Talking on cell phones should be limited to the lobby or outside the main entrance
- Throwing, running, climbing or playing sports
- Using Library materials, equipment, furniture, fixtures or the facilities in a destructive, abusive or potentially damaging manner, in a manner likely to cause personal injury to any person or in any other manner inconsistent with the customary use thereof
- Carrying weapons or weapon-like items on the Library premises
- Using skateboards, bicycles, or rollerblades in the building, on the sidewalks or in the parking lot
- Soliciting, petitioning, or distributing materials or canvassing on Library premises
- Disobeying the reasonable direction of the Library Director or the Director’s designee
Illegal Activities:

- Committing or attempting to commit any activity that constitutes a violation of any federal, state or local statute or ordinance
- Engaging in sexual conduct or indecent behavior on Library premises, as defined under New York Penal Law
- Using controlled substances on Library premises
- Smoking or other use of tobacco inside the Library
- Consuming alcoholic beverages on Library premises

Other inappropriate behavior:

- Bringing animals, other than service animals, inside Library buildings without the prior permission of Library staff
- Prolonged or chronic sleeping
- Using Library restrooms for bathing, shaving, washing hair, or other matters of personal hygiene
- Entering the building without shirts and/or shoes
- Exhibiting personal hygiene which disrupts others from using the Library
- Loitering on Library grounds
- Parking vehicles on Library premises when not using the Library
- Exhibiting any other condition or action which in the judgment of the Director disrupts the operation of the Library or its use by others or which endangers the health, safety, or welfare of Library users or employees

Response to Infractions

The Library Director or the Director’s designee shall be responsible for the enforcement of these Rules of Conduct. Unacceptable behavior on the part of the Library user can result in loss of Library privileges. Depending on the severity of the violation, the Library will institute discipline ranging from a verbal warning, through denial of specific privileges, such as use of Library computers, to denial of the right to use the Library for a specified time period.

The Director or the Director’s designee may either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive, the Director or the Director’s designee is hereby authorized and directed to make a complaint to the appropriate law enforcement agency and to sign any information as necessary charging said trespasser with the appropriate violation of the Penal Law. In situations where the Director or the Director’s designee feels that the health, safety, or security of Library users is threatened, any and all appropriate action may be taken including, but not limited to, calling the police for assistance. In the event of inappropriate behavior by a minor, the child’s parent or guardian may be notified by the Library at the discretion of the Director. At the first opportunity, the Director or the Director’s designee shall follow the established procedures for recording the facts and circumstances surrounding the enforcement of this policy by completing an Incident Report Form.

The Library shall indemnify and save harmless the Library Director or the Director’s designee, and any Library personnel, from any action, claim or proceeding instituted against such person arising out of the enforcement of these rules and regulations by such Library personnel.
In addition to all of the foregoing summary remedies against the trespasser and/or person in violation of law and these rules and regulations, the Library Director may thereafter, in his/her sole discretion, take the following action with respect to the following categories of persons:

- District residents may have their privileges to use the Library’s facilities and/or services suspended for a period not to exceed one year. All other Library users may be subject to the same restrictions. The Library Director may, at his/her discretion, notify other agencies of actions taken.

- Employees are subject to the provisions of this policy, applicable portions of the Civil Service Law, New York State “employment law”; the Education Law; and pertinent personnel policies adopted by the Library’s Board of Trustees and may be disciplined, censured, suspended without pay or discharged accordingly.

**Appeals Procedure**

Appeals relating to suspension of Library service privileges and/or revocation of their privileges to enter upon Library premises shall be made to the Board of Trustees. Appeals by Library staff subject to the provisions of the Civil Service Law, Education Law and personnel policies, to the extent relevant, may be made to the Board of Trustees.

Each person, not an employee of the Library, shall have the right to submit a written notice of appeal to the Board of Trustees within thirty (30) days of any action taken by the Library Director which suspends borrowing privileges or revokes the right to enter the Library premises. The board of Trustees, or their designee, shall convene a hearing within thirty (30) days of submission of such a notice of appeal, at which time and place the aggrieved shall be afforded the opportunity to present evidence, testify and cross examine witnesses. Within fourteen (14) days of such a hearing, the Board of Trustees shall render a decision in writing.

Adopted May 28, 2013
200-30
Rules Governing Public Use of Library Facilities

It is the desire of the Library Board of Trustees that Library facilities have the widest possible use of citizens of the District without interfering in regular Library operation. Programs are to be of community interest, generally and broadly educational, cultural or recreational, wholesome in nature and in strict compliance with provisions of all federal, state and local laws as well as regulations of the police, health and fire departments for the use of public halls and fields.

1. Library sponsored programs and activities shall have precedence in assignment of facilities.

2. Organizations meeting regularly in the Library building must renew their reservations annually before June 30th; otherwise they will not be carried on the reservation chart for the ensuing year.

**ALL MEETINGS MUST BE OPEN TO THE PUBLIC.**

The name of a responsible Library district resident who is at least 18 years of age and a member of the organization must appear on every application in the event that the officers are not local residents.

*Any request for use of Library facilities must be received at least 48 hours in advance during regular business hours.*

Groups using the meeting room must guarantee an average attendance of 15 persons at each meeting and are limited to meeting once a month. If the group’s attendance falls below the minimum for three consecutive sessions, its contract may be cancelled. The right to revoke at any time is reserved by the Library Board and its representatives. Organizations shall immediately notify the Meeting Room Secretary in the event they decide to cancel or postpone. Such notification should be received no later than 5 P.M.

*No reservations are final until the application is approved by the Library Board or Director or the Director’s Designee and returned to the applicant.*

3. Library facilities are available between 9:30 a.m. and 9 p.m. Monday through Thursday, Friday 9:30 a.m. to 5:00 p.m., as well as Saturday from 9:30 a.m. to 4:00 p.m. Use is contingent upon other events scheduled and Library staffing.

4. The Library board of Trustees assumes no responsibility for personal property left on the premises or for any personal injuries received.

5. Organizations receiving permission to use the Library Building or grounds must be responsible for the conduct of members, presenters, participants and spectators attending functions under their sponsorship. The applicant and his group will be financially responsible for any damage or loss that may accrue from use of facilities by his organization.

6. Organizations composed of minors must have at least one adult supervisor in complete charge at all times.

7. Each organization meeting regularly in the Library is requested to submit a complete list of officers each year as soon after their election as possible, giving names, addresses, telephone numbers and the beginning and termination of the term to be served.
8. Individual organizations are responsible for compliance with the Americans with Disabilities Act. Qualified interpreters, auxiliary aids and other accommodations must be made available when requested.

9. Smoking is strictly forbidden in the Library building and within 100 feet of any doorway. It is expressly forbidden to bring onto or consume within Library premises any intoxicating beverage or illegal substance. Individual organizations are responsible for policing themselves.

10. Any Library equipment (audio-visual, coffee pots, etc.) needed for a particular meeting must be requested at the time of application or no later than 48 hours prior to the meeting. The use of any other equipment, electrical or otherwise, by an organization must be checked with the Library Facility Manager in advance of the meeting.

11. The Library building and grounds may not be used for private commercial ventures of any kind. Admission may not be charged by any group meeting in the Library nor may fundraising take place. Nothing may be sold, given away, exhibited or posted without permission. Nothing may be hung on walls, doors, etc.

12. Organizations are expected to assist in the general cleaning up of rooms used by them. Any equipment must be left in running order. Kitchens, when permission is granted for use, must be left as found. Any furniture moved should be returned to its usual place. All litter must be picked up. In general, Library property should be left in order for the next group.

13. Announcement of any meeting in the Library must neither affirm nor imply that the Library is sponsoring the meeting. Publicity, other than that circulated to organization members, must be reviewed by the Library administration before distribution. Use of the Library’s meeting rooms does not mean endorsement by the Library or the group using it or of the program presented.
Unattended Children Policy

For your children’s safety and comfort, the Library asks that all children below the age of 10 be accompanied and supervised by a parent or responsible caregiver (age 12 and over) while using the Library.

- Parents or caregivers, NOT the Library staff, are responsible for the behavior and supervision of their children while using the Library.

- The Library does not assume responsibility for children’s safety or behavior when they are in the Library. Children must obey all Library rules. Parents should be aware that children age 10 and over exhibiting disruptive behavior may be told to leave the Library.

- Libraries have sudden emergencies that cause them to close without advance warning or programs may be canceled or end early. Parents should advise their children on what to do in these unexpected circumstances.

- Parents should be aware of Library hours and program ending times.

- Library staff will attempt to contact parents or responsible caregiver if children under age 10 are left unattended. If parents or responsible caregivers are unavailable, proper authorities will be contacted.

- Teenagers are considered adult users. However, they are the legal responsibility of their parent/legal guardian and should have an emergency contact available.

In any situation involving the safety of children and specifically whenever the parent/caregiver or police are contacted, staff will complete an Incident Report.

Adopted November 28, 2016
200-50
Children’s & YA Department Computer Use

- Please be reminded that the Bay Shore School District’s Code of Conduct applies to all students who utilize the Bay Shore-Brightwaters Public Library.

- Students receive 1 hour of computer time. If there is no wait to use the computers, the student may have more time added. Students working on school work will take priority over a computer used for gaming.

- Students are expected to use the public computers in a proper manner for their school projects and recreational activities. It is unacceptable to display audio-visual materials or print that is considered offensive to others.

- An adult may use a computer ONLY if accompanied by a child.

- Unacceptable use of the Library’s computers by an individual will result in a loss of computer privileges.

- Please speak with the Children’s Services or Young Adult Librarians if there are any additional questions regarding public computer use.

- There is No eating or drinking at the computers. Patrons should be directed to the gallery for snacks and drinks other than water.
CIPA Compliance Statement

Recognizing that the Internet represents an important and vital electronic resource to ideas, information and commentary from around the world, the Bay Shore-Brightwaters Public Library is pleased to provide access to Library users as part of its collection and resources.

Because the Internet provides easy access to a diverse array of resources, the Library does not endorse the viewpoints nor can it vouch for the accuracy, authority, timeliness or usefulness of all the information found on it. The Bay Shore-Brightwaters Public Library is not responsible for the content of sites on the Internet.

The Library offers a home page with recommended sites selected by librarians using standard evaluation criteria for electronic sources. Since not all sites on the Internet are accurate, current or complete, users must exercise critical judgment to evaluate the validity and appropriateness of the information found. In providing public access to the Internet, the Bay Shore-Brightwaters Public Library shall be in compliance with the Children’s Internet Protection Act (CIPA). Per this compliance:

· As required the Library would, to the extent practical, block access to visual images that are defined by law as “obscene,” “child pornography”.

· Subject to staff supervision, filtering will be disabled for those over 18 years of age, only for bona fide research or other lawful purposes.

· Users are reminded that the Library’s ability to restrict access to images and information covered by CIPA is subject to the limitations of filtering software. The Library’s above stated policy to comply with provisions of CIPA shall not relieve parents and legal guardians of their ultimate responsibility to monitor and guide their own children’s use of all library resources, including the Internet. Parents are encouraged to take an active role in their children’s use of the Internet and to talk about their personal values and expectations for their children’s use of this resource.

· This policy will go into effect beginning fiscal year 2004-2005 and will be reviewed each year.

Adopted November 28, 2016
300-10
Wireless Terms of Use

The purpose of this system is to provide free wireless access to the Library’s Internet connection and all services and information sources included therein. The following guidelines are presented in order to facilitate access with as few limitations as possible.

1. Use of the Library’s wireless network implies acceptance of these Terms of Use, as well as our General Internet Policy (see below) and any other applicable policies.
2. Any use of this service for unlawful purposes is prohibited.
3. Using this service to harass or interfere with the work of others is prohibited.
4. Each user of our wireless network is responsible for any traffic or activity that originates from, or is destined for, their device(s) at all times.
5. Deliberate attempts to degrade or disrupt system performance are prohibited.
6. Any user’s traffic that crosses another network may be subject to that network’s terms of use.
7. The use of the Library’s network for commercial purposes is prohibited.
8. Using this service to copy commercial software may violate both Library policy and copyright law.
9. The distribution of unsolicited e-mail (“spam) through the Library’s network is not permitted.
10. The Library must comply with federal law regarding exposure to certain explicit images and materials. The Library’s network may not be used to view material that is sexually explicit or otherwise in violation of these laws.

The Library reserves the right to revoke the access of any user who does not follow the Terms of Use.

Disclaimer:

The Library exercises no control over the content of the information passing through this system and assumes no responsibility for the content, accuracy or quality of information obtained. Use of any such information is at your own risk. No participant in this system will be responsible for any other damages incurred, including loss of data resulting from delays, non-deliveries, or service interruptions. Also, please be aware that while explicit-content filtering is enabled for this system, filtering is not foolproof and users may still be able to access “objectionable” material. All parents should closely monitor the activities of their children if they are using our network.

As is the case with most public wireless systems, there is a chance that network traffic can be captured and analyzed by a malicious party. We recommend using discretion when viewing or transmitting any potentially sensitive personal information on our wireless network. The Library is not responsible for any information that may be captured and/or abused by a third party while using our network.

Patrons wishing to use the Library’s wireless network must provide their own equipment (specifically a wireless-enabled portable computer) to do so, and must be reasonably familiar with this equipment. Library staff may not be able to aid in setting up a wireless connection.
since methods for configuring wireless connections vary among computers. For all intents and purposes, the Library is responsible solely for providing the wireless network.

General Internet Policy

As one of the Library’s key goals is to provide a wide range of information to our patrons, we pride ourselves on our ability to do so with as little censorship as possible; however, for legal and ethical reasons, there are certain sites and activities that we cannot permit on our network. Therefore, in addition to the basic access guidelines set forth in our Terms of Use, the Library’s public-access computers and Internet connection cannot be used for the following:

- Viewing sites that are pornographic or otherwise sexual in nature.
- File sharing, P2P, Bit Torrent, or any other site or system used primarily for unlawful downloading or sharing of software, music and other copyrighted material.
- Accessing sites that distribute spyware, malware, hacking tools, etc.
- Viewing sites with obscene depictions of mutilation, torture, and other grotesque subjects.
- Accessing or using proxy or anonymizer systems.

Attempts to circumvent the Library’s filtering will result in a loss of access privileges. However, we do acknowledge that content filtering is an inexact science, and there may be an occasional false positive (blocked site that should not necessarily be blocked). If something you need to access is being blocked, and you are certain it does not fall into one of the above categories, please let Library staff know and your situation will be reviewed; if the staff agrees, we may be able to override the filter for you.

Adopted February 23, 2015
300-20