



Public Policies

(including those required by New York State)

Updated 4/2025

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Amended: March 12, 1986; March 14, 1990; November 10, 1993; June 19, 2002; January 15, 2008; February 24, 2010; August 6, 2014; May 16, 2018; March 21, 2022; April 18, 2022

By-Laws of the Long Beach Public Library

Article I – Name

This organization is and shall be known as the Long Beach Public Library also known as the Allard K. Lowenstein Public Library existing by virtue of the provisions of Charter Number 3772 granted by the Regents of the University of the State of New York on May 7, 1928 and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter.

Article II – Management

1. The business affairs of the Long Beach Public Library shall be managed and conducted by a Board of Trustees who shall have all the powers of Trustees of other educational institutions of the University of the State of New York as defined but not limited to, Section 226 of the Education Law.
2. The Board shall establish the goals and objectives of the Library. Pursuant to these goals and objectives, the Board shall adopt policies and procedures to implement same.
3. The Board shall endeavor to provide the funds necessary to operate the Library within the goals and objectives specified. Upon receiving recommendations from the Director, in consultation with the staff, the Board shall submit an annual budget to the qualified voters of the Long Beach School District.
4. The Board shall appoint a Director in accordance with Civil Service regulations.

Article III – Membership

1. The Board of Trustees shall consist of five members nominated in accordance with the Education Law of the State of New York and elected by the qualified voters of the Long Beach school district for a term of five years commencing July 1. At least one Trustee is elected each year. Upon election, the new Board Member shall be required to
 - a. Take an oath of office (Addendum 1)
 - b. Review and sign the Board Member Code of Conduct
 - c. Review and sign the Conflict of Interest Policy
 - d. Provide a copy of their ID to the Business Office
 - e. Sign all necessary banking documents
2. Eligibility for office shall be limited to adults, 18 years or older, residing within the geographical limits of the Library district (Long Beach, Lido Beach, Pt. Lookout and East Atlantic Beach)
3. Members of the Board serve without financial compensation. Members of the Board must pay all incurred Library fines and fees.

Amended: March 12, 1986; March 14, 1990; November 10, 1993; June 19, 2002; January 15, 2008; February 24, 2010; August 6, 2014; May 16, 2018; March 21, 2022; April 18, 2022

4. Vacancies, defined in the Public Officers Law, article 3, occurring between annual elections shall be filled by appointment of the Board of Trustees as expeditiously as possible, until the next Trustee election.
5. In the case of multiple vacancies at a Trustee election, the candidate receiving the greatest number of votes shall receive the longest term, the candidate receiving the second greatest number of votes shall receive the next longest term and so on.
6. Any Trustee who fails to attend three consecutive regular meetings of the Board without satisfactory notice shall be deemed to have resigned pursuant to Section 226.4 of the Education Law of New York State. Said Trustee shall be removed at the next regular meeting by a majority vote of those present unless the absences are deemed excusable by a majority.
7. Trustees shall be required to complete at least two hours of professional development each fiscal year (July 1st thru June 30th) submitting certificate(s) of completion or self-attestation to the Board President.
8. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the Library's educational purpose as provided in Education Law 226; subdivision 8.
9. A Trustee must be present at a meeting to have his/her vote counted. In the case of virtual meetings, a Trustee must be live on camera to have his/her vote counted.
10. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board.
11. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

Article IV – Officers

1. Officers of the Board (President, Vice President and Secretary) shall be elected by majority vote of Board of Trustee Members at the reorganization meeting in July of each year.
 - a. Board members in their first year of their first term shall not be eligible to run.
2. The Officers shall be President, Vice President and Secretary.
3. A Trustee may nominate themselves or another Trustee with a seconding motion by another Trustee needed for a full vote.
4. The term of office for each officer shall be one year with consecutive terms limited to two years.
5. If any office should become vacant, the Trustees shall fill such vacancy by election from amongst the members until the Board's annual elections.

Amended: March 12, 1986; March 14, 1990; November 10, 1993; June 19, 2002; January 15, 2008; February 24, 2010; August 6, 2014; May 16, 2018; March 21, 2022; April 18, 2022

The Board will appoint (hire) an independent Treasurer who is not a member of the Board. The Treasurer shall be the disbursing officer of the Board and perform such duties as generally devolve upon the office. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

Article V – Duties of Officers

1. The President shall preside at all meetings of the Board, authorize calls for special and/or emergency meetings, execute all documents authorized by the Board and generally perform all duties associated with that office.
2. The Vice President of the Board shall assume the duties of the President in the case of the absence or disability of the President. In the case of the absence or disability of both the President and the Vice President the remaining three Trustees may elect one of their number to perform temporarily all the duties of the President. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
3. The Secretary shall submit a true and accurate record of all meetings of the Board, issue notice of all regular and special meetings and perform such other duties as are generally associated with that office. Duties of the Secretary may be delegated to someone other than a trustee, who is designated as the Recording Secretary. The Board officer designated as the Secretary shall sign the approved minutes of all Board meetings.

Article VI – Meetings

1. Regular meetings of the Board shall be held at the Main Library on the third Monday of each month at 7 PM or as scheduled by a majority of the Trustees present at the preceding meeting. August and December have no regularly scheduled meetings.
2. Trustees shall be emailed a reminder of the time and place of each meeting as well as the Board Packet not less than five days before the meetings. Notice, including time and place of such meetings, shall be given to the public and the news media at least one week prior to such meeting. Public notice of the meetings shall be conspicuously posted in one or more designated locations at least three days before such meeting. Notice shall also be posted on the Library's website and online event calendar.
The Public Board Packet shall be posted on the website to the extent practicable at least twenty-four hours prior to the meeting.
3. The Board of Trustees shall meet no less than four times each year as stipulated by Section 260.5 of the Education Law of New York State.
4. Special meetings may be called by the Secretary at the direction of the President or at the request of at least two Trustees for the transaction of business as stated in the call for the special meeting. Public notice of the time and place of such meetings shall be

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given to the extent practicable to the news media and shall be conspicuously posted in one or more public locations at a reasonable time prior thereto.

5. The public notice provided by the above two sections shall not be construed to require publication as a legal notice. (Public Officers Law S99).
6. A quorum for the transaction of business at any meeting shall consist of a majority of the entire Board (three) and no less than three (3) votes are necessary to perform and exercise the Board's power, authority or duty pursuant to New York General Construction Law Section 41. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined and written notice thereof sent to all Trustees.
7. The Director shall prepare an Agenda of Business for each regular meeting of the Library Board.
8. The Agenda of Business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown, as far as circumstances permit:
 - Call to order
 - Pledge of allegiance
 - Approval of minutes of previous meeting
 - Approval of bills and schedules
 - Public comment on agenda items
 - Monthly Reports
 - Old business
 - New business
 - Public comment – all other items
 - Union
 - Personnel
 - Good & Welfare
 - Date and time of next meeting
 - Adjournment
9. The Board of Trustees may hold executive sessions in accordance with Public Officers Law. Such a session can only be called pursuant to formal motion identifying the general area(s) of the subject(s) to be considered and approved by a majority vote of said motion. Executive sessions may be called for specified purposes only, and provided, however, that no action by formal vote shall be taken to appropriate public monies. (Addendum 2).

Amended: March 12, 1986; March 14, 1990; November 10, 1993; June 19, 2002; January 15, 2008; February 24, 2010; August 6, 2014; May 16, 2018; March 21, 2022; April 18, 2022

10. The Director shall attend all meetings, may participate in the discussion and offer professional advice but has no vote upon any question.

Article VII – Conduct at Meetings

Meetings shall be conducted in accordance with the latest edition of Robert’s Rules of Order, Newly Revised.

Article VIII – Committees

1. The President may appoint committees as the business of the Library requires. These committees shall consist of one or more Board members and shall be considered discharged upon completion of the specific assignment.
2. Any such committee shall make regular reports to the Board.
3. The President of the Board shall be an ex-officio member of all Board committees.
4. Committee recommendations shall be advisory in nature. A majority vote of the Board shall be required for any and all actions.
5. The entire Library Board may serve in lieu of specific standing committees.

Article IX – Director

The Director shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction and have, but not limited to, the following duties:

- Plans and coordinates the operations and administration of the Library.
- Recommends Library goals and objectives.
- Develops and recommends library policies, procedures, and programs.
- Prepares and administers annual budget.
- Supervises the selection, training and evaluation of staff.
- Supervises maintenance of buildings and grounds.
- Determines program priorities.
- Represents the Library to the community.
- Attends professional conferences.
- Conducts staff meetings.
- Supervises a public relations program which increases the community’s awareness of the Library and encourages the use of Library resources.
- Assists the Board in contract negotiations.
- Promotes the well-being of the staff.
- Plans and coordinates the Library’s capital improvement program.

Article X – Indemnification

Amended: March 12, 1986; March 14, 1990; November 10, 1993; June 19, 2002; January 15, 2008; February 24, 2010; August 6, 2014; May 16, 2018; March 21, 2022; April 18, 2022

In the absence of legislation to the contrary, the Long Beach Public Library shall indemnify its Trustees and save them harmless from any and all claims of negligence in the performance of their duties as Trustees except in case of gross negligence. Such indemnification shall include their reasonable attorney's fees.

Article XI – Conflict of Interest

1. Library Trustees shall not be employees of the Library.
2. Trustees shall abstain from decisions which benefit immediate members of said Trustees' family. Immediate family shall include, but not be limited to, spouse, children, parents, grandchildren and their spouses, brothers, sisters, in-laws and any other who is a member of the household.
3. Conflicts of Interest Laws contained in McKinney's Consolidated Laws of New York shall be adopted by reference and incorporated herein.

Article XII – Amendments

The Bylaws of the Long Beach Public Library may be amended by a majority of the entire Board at any regular meeting provided written notice of proposed amendment is given to each Trustee at least 10 days prior to such meeting.

Amended: March 12, 1986
March 14, 1990
November 10, 1993
June 19, 2002
January 15, 2008
February 24, 2010
August 6, 2014
May 16, 2018
March 21, 2022
April 18, 2022

Amended: March 12, 1986; March 14, 1990; November 10, 1993; June 19, 2002; January 15, 2008; February 24, 2010; August 6, 2014; May 16, 2018; March 21, 2022; April 18, 2022

Addendum 1

Constitutional Oath of Office

State of New York – County of Nassau: SS

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York; and that I will faithfully discharge the duties of the office of _____, of the County of Nassau to the best of my ability.

Subscribed and sworn to before me this _____ day of _____, 20____.

(Notary Affix Stamp & Sig.)
To be filed in Nassau County
Clerk's Office.

Amended: March 12, 1986; March 14, 1990; November 10, 1993; June 19, 2002; January 15, 2008; February 24, 2010; August 6, 2014; May 16, 2018; March 21, 2022; April 18, 2022

Addendum 2

A public body may conduct executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken appropriate public monies:

1. Matters which will imperil the public safety if disclosed;
2. Any matter which may disclose the identity of a law enforcement officer;
3. Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed.
4. Discussions regarding proposed, pending or current litigation
5. Collective negotiations pursuant to...civil service law;
6. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
7. The preparation, grading or administration of examination;
8. The proposed acquisition, sale or lease of real property or sale or exchange of securities held by such public body, but only when publicly would substantially affect the value thereof.

Amended: March 12, 1986; March 14, 1990; November 10, 1993; June 19, 2002; January 15, 2008; February 24, 2010; August 6, 2014; May 16, 2018; March 21, 2022; April 18, 2022

Addendum 3

Rotation of Board Officers

The following shall be the rotation of Board Officers:

<u>Office</u>	<u>Order</u>
President	Fifth year in office
Vice President	Fourth year in office
Secretary	Third year in office
Treasurer	Second year in office
Trustee	First year in office

~~A Trustee elected to fill an unexpired term is deemed to be newly elected and consequently designated for the office of Trustee. In such event, incumbent Trustees move up in the rotation. Further, if there are two (2) newly elected trustees, the one with the higher vote shall have the higher office.~~

Adopted: January 2008

Eliminated: August 2014—Addendum 3 was stricken from the By-Laws at the August 2014 Library Board meeting.

Updated: 2022 – Instituted new voting procedure

Amended: March 12, 1986; March 14, 1990; November 10, 1993; June 19, 2002; January 15, 2008; February 24, 2010; August 6, 2014; May 16, 2018; March 21, 2022; April 18, 2022

Addendum 4

The annual Reorganizational Meeting shall be held during the first 15 days of July of each year. The business transacted at this meeting shall include, but not be limited to, the reorganization of the Long Beach Library Board, the election of officers, when necessary, annual appointments and the annual review of policies and these By-Laws.

Adopted: , 2022

Adopted by the Board of Trustees: 4/2021
Revised and approved: 11/2023

Library Trustee Code of Conduct

I. Introduction:

The purpose of this Long Beach Public Library Code of Conduct is to clearly define the expectation and responsibility of how a Board Trustee is to comport and conduct themselves on behalf of the Long Beach Public Library (LBPL), the Board of Trustees as a whole, and all staff, volunteers, and community. This policy shall be reviewed and signed by each Trustee annually at the reorganization meeting.

Members of the LBPL Board of Trustees have the legal authority for the conduct of the Library only when acting as a body in a properly convened session. Individual Trustees have no authority over library personnel or daily operations. They shall neither direct nor request that employees and/or the Library Director perform their jobs or other tasks, either in oral or written communications, unless a duly approved resolution of the Board of Trustees directs them to do so.

Members of the Board are free to speak to individuals on Library issues outside of Board meetings, but such public expression is not to be construed as Board policy. Information from Executive Sessions must remain confidential at all times, unless release is appropriately authorized. The Board will not be bound in any way by any individual Trustee's statement or action unless the Board, through an adopted policy or by a majority vote of Board membership, has delegated this authority to the individual member. When exercising their authority and individual rights, Members of the Board are asked to be mindful of the impact their actions may have upon the mission of the Board and the operation of the LBPL.

II. Trustee Code of Conduct

As a Trustee, I understand that I have duties of care, loyalty, and obedience to the LBPL as set forth in Statement on the Governance Role of a Trustee or Board Member, New York State Board of Regents, May 2010

- **Duty of Care:** A trustee or board member must act in good faith and exercise the degree of diligence, care, and skill that an ordinary prudent individual would use under similar circumstances in a like position. To conform with this standard, trustees and board members should:
 - Regularly attend and participate in board meetings and committee meetings where applicable;

Adopted by the Board of Trustees: 4/2021
Revised and approved: 11/2023

Library Trustee Code of Conduct

- Read, review, and inquire about materials that involve the institution, especially board minutes, annual reports, other reports, plans, policies, and any literature that involves the institution;
- Have a fiduciary responsibility for the assets, finances, and investments of the institution and exercise due diligence, care, and caution as if handling one's own personal finances; and
- Use one's own judgment in analyzing matters that have an impact on the institution.
- **Duty of Loyalty:** Trustee/board members owe allegiance to the institution and must act in good faith with the best interest of the institution in mind.
 - The conduct of a trustee/board member must, at all times, further the institution's goals and not the member's personal or business interests.
 - Consequently, trustees/board members should not have any personal or business interest that may conflict with their responsibilities to the institution.
 - A trustee/board member should avoid even the appearance of impropriety when conducting the institution's business.
 - Acts of self-dealing constitute a breach of fiduciary responsibility that could result in personal liability and removal from the board.
- **Duty of Obedience:** A trustee/board member has a responsibility to ensure that the institution's resources are dedicated to the fulfillment of its mission. The member also has a duty to ensure that the institution complies with all applicable laws and does not engage in any unauthorized activities.

As a Long Beach Public Library Trustee, I agree to:

- Act with honesty and integrity
- Support in a positive manner all actions taken by the Board of Trustees even when I am in a minority position on such actions.
- Recognize that decisions of the Board can be made only by a majority vote at a Board meeting and respect the majority decisions of the Board, while retaining the right to seek changes through ethical and constructive methods
- Participate in Board self-evaluation programs, and Trustee development workshops, seminars, and other educational events that enhance my skills as a Trustee, as they become available
- Participate in annual sexual harassment prevention training. Training videos and literature will be provided by the Library Director for all Trustees.
- Keep confidential information confidential

Adopted by the Board of Trustees: 4/2021

Revised and approved: 11/2023

Library Trustee Code of Conduct

- Exercise my authority as a Trustee only when acting in a meeting with the full Board or when a duly approved resolution of the Board of Trustees allows them to do so as an individual.
- To be held to the same standards, rules, and procedures as all Library patrons when visiting the Library.
- Represent the LBPL, its staff, its services, and its programs in a positive and supportive manner.
- Address any concerns or opinions as a visiting Trustee related to Library staff, operations or programs to the Library Director and Assistant Director in writing via email so that the Director and/or Assistant Director can address the issue as they see fit as the supervisors of all library staff and chief administrators of all daily library operations. Not to engage in prolonged conversations which keep staff preoccupied and away from regular duties when visiting the Library.
 - **Note:** employees have been instructed to immediately notify the Director and Assistant if individual Trustees give them directives, criticize library personnel, interfere or disrupt library operations, attempt to undermine established authority or chain of command or communication procedures, or otherwise engage in behavior outside the authority of any other individual citizen. In the event that a Board member is a parent, they are entitled to exercise all of the prerogatives of a parent in accessing library programs and personnel, but should be clear in their statements and representations to employees and Director when they are speaking in the capacity of parent and when they are speaking in the capacity of a Board Member.
- Work with and respect the opinions of my peers who serve this Board and leave my personal prejudices out of all Board discussions.
- Always act for the good of the Library and represent the interests of all people served by it.
- Observe the parliamentary procedures and display courteous conduct in all Board and committee meetings.
- Refrain from intruding on administrative issues that are the responsibility of management, except to monitor results.
- Accept my responsibility for providing oversight of the financial condition of the LBPL
- Avoid acting in a way that represents a conflict of interest between my position as a Trustee and my personal or professional life, even if those actions appear to provide a benefit for the Library. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the Board and refrain from voting on matters in which I have a conflict.

Adopted by the Board of Trustees: 4/2021
Revised and approved: 11/2023

Library Trustee Code of Conduct

III. Corrective Action/Removal/Suspensions

Should the Board of Trustees have reasonable cause to believe that a Trustee has violated this Code of Conduct based upon an examination and due proof of the veracity of a written complaint submitted to the Board by any Trustee of the misconduct, neglect of any duty set forth above, or refusal to carry into effect the provisions of this Code of Conduct, it may remove or suspend from office any Trustee in accordance with Education Law, section 226(8).

In accordance with Education Law, section 226(8), notice of the proposed action must be given to the accused Trustee and all other Trustees at least one week before the proposed action is taken and removal or suspension shall require a majority vote of the entire Board of Trustees.

Nothing in this section shall preclude the Library Board from performing any other actions against the offending trustee as provided for by law, in consultation with legal counsel.

IV. Addressing complaints about Trustees

It is the full Board of Trustees' obligation to look into any matters or complaints about an individual Trustee.

- By an employee about a Trustee
 - Employees wishing to make a complaint about a Trustee must do so in writing via email to the Director and Assistant Director;
 - The Director (or Assistant Director if the Director is unavailable) shall forward that email to the Board President;
 - If the complaint is against the Board President, the Director shall forward that email to the Board Vice President.
 - The Board President (or Vice President, as appropriate) shall bring the complaint to the full Board for discussion in Executive Session and to vote on any further action;
 - Employees will suffer no retaliation for having made a bona-fide complaint against a Trustee.
- By a member of the public about a Trustee
 - Members of the public wishing to make a complaint about a Trustee will be encouraged to do so in writing via email to the Board President.
 - If the complaint is against the Board President, the email shall be addressed to the Board Vice President.

Adopted by the Board of Trustees: 4/2021

Revised and approved: 11/2023

Library Trustee Code of Conduct

- The Board President (or Vice President, as appropriate) shall bring the complaint to the full Board for discussion in Executive Session and to vote on any further action.

Adopted by the Board of Trustees: 4/2021

Revised and approved: 11/2023

Library Trustee Code of Conduct

TRUSTEE ACKNOWLEDGEMENT FORM

I hereby acknowledge that I have received a copy of the Long Beach Public Library ("Library") Trustee Code of Conduct (the "Code") for Fiscal Year_____.

I understand that, as a Trustee, I have a responsibility to adhere to the principles and terms set forth in the Code, which further the effective governance and ethical operation of the Library.

Trustee Name:_____

Date: _____

Signature: _____

Please return this signed acknowledgement to the Library Director within ten (10) business days of the Library's annual reorganization meeting.

Adopted: 7/2013

Revised: 11/2014

Revised and approved: 11/2023

Conflict of Interest and Ethics Policy

To ensure that Library Staff and Trustees do not benefit from their employment or relationship to the Library, it shall be the policy of the Library to comply with New York State's Public Officers Law §73 and §74, Code of Ethics, and 19NYCRR Part 930, Honoria and Reimbursement for travel expenses. Further, the purpose of this Policy is to protect the Library's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Library or might result in a possible excess benefit transaction.

Interested Person:

Any Trustee or Director who has a direct or indirect financial interest, as defined below, is an interested party.

Financial Interest:

A person has a financial interest if the person has, directly or indirectly, through business investment or family:

- An ownership or investment interest in an entity with which the Library has a transaction or arrangement,
- A compensation arrangement with the Library or with any entity or individual with which the Library has a transaction or arrangement, or,
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Library is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest.

Duty to Disclose:

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Trustees considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists:

Adopted: 7/2013

Revised: 11/2014

Revised and approved: 11/2023

Conflict of Interest and Ethics Policy

After disclosure of the financial interest and all material facts and after any discussion with the interested person, they shall leave the Trustees' meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Trustees shall decide if a conflict of interest exists.

Procedure:

An interested person may make a presentation to the Board of Trustees but after the presentation, they shall leave the meeting during the discussion of, and the vote upon, the transaction or arrangement in question. The chairperson of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the Board of Trustees shall determine whether the Library can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict, the Board can determine by a majority vote of the disinterested Trustees whether the transaction or arrangement is in the Library's best interest, and whether it is fair and reasonable.

Violations of the Conflict of Interest Policy:

If the Board of Trustees has a reasonable cause to believe a Trustee or Director has failed to disclose actual or possible conflicts, it shall inform the party of the basis for such belief and afford the party an opportunity to explain the alleged failure to disclose. If, after hearing the party's response and making further investigation as warranted by the circumstances, the Board determines the party has failed to disclose an actual or possible conflict, the Board shall take appropriate disciplinary and corrective action up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law Section 226.

Records of the Proceeding:

The minutes of the proceeding shall contain the following:

- The name(s) of the persons who disclose or were otherwise found to have a financial interest in connection with the actual or possible conflict, the nature of the financial interest, any action taken to determine if the conflict exists and the Board's decision as to whether a conflict actually existed.

Adopted: 7/2013

Revised: 11/2014

Revised and approved: 11/2023

Conflict of Interest and Ethics Policy

- The names of the Trustees who were present for the discussion and vote relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement and a record of the votes taken.

Ethics:

No officer or employee of the Library shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of their duties in the public interest.

No officer or employee of the Library shall accept employment or engage in any business or professional activity, which will require them to disclose confidential information, which they have gained by reason of his official position or authority nor shall they disclose confidential information acquired by them in the course of their official duties nor use such information to further their personal interests.

No officer or employee of the Library shall use or attempt to use their official position to secure unwarranted privileges or exemptions for themselves or others, including but not limited to, the misappropriation to themselves or to others of the property, services or other resources of the Library for private business or other compensated services or other resources of the Library for private business or other compensated non-governmental purposes.

An officer or employee of the Library shall not by their conduct give reasonable impression that any person can improperly influence them or unduly enjoy their favor in the performance of their official duties, or that they is affected by the kinship, rank, position or influence of any party or person.

An officer or employee of the Library shall endeavor to pursue a course of conduct, which will not raise suspicion among the public that they are likely to be engaged in actions that are in violation of their trust.

Any officer or employee who shall knowingly and intentionally violate any of the provisions of this section may be fined, suspended or removed from office or employment in the manner provided by law.

Further, Library Trustees shall not be employees of the Library.

Adopted: 7/2013

Revised: 11/2014

Revised and approved: 11/2023

Conflict of Interest and Ethics Policy

Periodic Reviews:

To ensure the Library operates in a manner that is consistent with the Policy, this policy shall be reviewed and signed by each Trustee annually at the reorganization meeting.

TRUSTEE ACKNOWLEDGEMENT FORM

Adopted: 7/2013

Revised: 11/2014

Revised and approved: 11/2023

Conflict of Interest and Ethics Policy

I hereby acknowledge that I have received a copy of the Long Beach Public Library ("Library") Conflict of Interest and Ethics Policy (the "Policy") for Fiscal Year_____.

I understand that, as a Trustee, I have a responsibility to adhere to the principles and terms set forth in the Policy, which further the effective governance and ethical operation of the Library.

Trustee Name:_____

Date: _____

Signature: _____

Please return this signed acknowledgement to the Library Director within ten (10) business days of the Library's annual reorganization meeting.

Approved by Board: 11/2021

Open Meetings Policy

The Long Beach Public Library Board of Trustees adheres to New York State's Open Meetings Law found in the Public Officers Law, Article 7, as well as Education Law Title 1, Article 5, Section 260a.

Among other things, these laws require that board meetings must be properly posted, advertised, open to the public, and that the minutes of the open meeting are compiled and distributed to members of the Board of Trustees and are also made available upon request to the Library's Business Office. The minutes of the open meeting consist of a record or summary of all motions, proposals, resolutions and any matter formally voted upon and the vote thereon. In addition, working sessions of the board (even if they are not formal meetings) must be advertised and open if a quorum of the board is expected to attend. Notice of all board meetings must be sent to the news media and posted in a public place such as the library's website.

The Open Meetings Law also provides that a public body may conduct executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public monies:

- Matters which will imperil the public safety if disclosed;
- Any matter which may disclose the identity of a law enforcement agent or informer;
- Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- Discussions regarding proposed, pending or current litigation;
- Collective negotiations pursuant to Article 14 of the Civil Service Law;
- The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- The preparation, grading or administration of examinations; and
- The proposed acquisition, sale or lease of real property or sale or exchange of securities held by such public body, but only when publicly would substantially affect the value thereof.

Approved by the Board of Trustees: 5/2022

Policy on Use of Videoconferencing for Open Public Meetings

In accordance with the provisions of Section 103-a of the Public Officers Law, the Board of Trustees of the Long Beach Public Library has passed a resolution authorizing the use of videoconferencing to conduct its public meetings. As required, this policy shall serve to establish the written procedures governing the use of videoconferencing and member attendance at public meetings of the Board.

The Board of Trustees may utilize videoconferencing as provided for in the Open Meetings Law subject to the following:

1. the Library's Board meeting may be called to order only if at least three Trustees are present at the Library meeting location and the public are able to attend at that location;
2. the Board of Trustees must establish procedures governing Trustees and public attendance at the Board meeting site, and such procedures must be posted conspicuously on the Library's website;
3. Except where excluded by Section 103-a.3, all Trustees must be present in-person at the public meeting unless a Trustee, "is unable to be physically present at such meeting location due to extraordinary circumstances", such as
 - a. disability;
 - b. illness;
 - c. care-giving responsibilities; or
 - d. any other significant or unexpected factor or event which precludes the Trustee's in-person attendance at such meeting;
4. except for Executive Sessions, the Board must ensure that all members of the Board of Trustees can be heard, seen and identified during the meeting, including all motions, proposals, resolutions and any other matter formally discussed or voted upon;
5. the minutes of such meeting must include which, if any, Trustee participated remotely, and such minutes must be made available to the public;
6. if videoconferencing is utilized to conduct a meeting, the public notice must inform the public, together with notice as to the location where the public can view and/or participate in such meeting, where required documents and records will be posted or available and identify the physical location where the public can attend;
7. if videoconferencing is utilized, it must be recorded and be available on the Library's website within five business days of the meeting, and must remain available for a period of five years;
8. if videoconferencing is utilized to conduct a meeting, members of the public must be able to view and participate in such meeting via video where public comment or

Approved by the Board of Trustees: 5/2022

participation is authorized and that videoconferencing ensures that public participation or testimony will be authorized as if delivered in person; and

9. if video-conferencing is utilized to conduct a meeting, the Board must ensure that the video-conferencing utilizes technology to permit access by members of the public with disabilities consistent with ADA.

Approved 09/2022

Board of Trustees – Resolution in Support of Intellectual Freedom

WHEREAS this Board recognizes that the First Amendment of the United States Constitution protects freedom of speech, giving library users, with few exceptions, the right to seek, receive, and communicate information and ideas, regardless of the medium used; and

WHEREAS this Board recognizes that the First Amendment prohibits public libraries from making decisions based solely on an intent to suppress access to particular ideas, as confirmed by the United States Supreme Court in Bd. of Educ. of Island Trees Union Free School District v. Pico, 1982; and

WHEREAS this Board affirms ALA's Library Bill of Rights, which states, "Library resources should be provided for the interest, information, and enlightenment of all people of the community"; and

WHEREAS this Board affirms ALA's Freedom to Read statement, which states, "It is in the public interest for[...] librarians to make available the widest diversity of views and expressions, including those that are unorthodox [or] unpopular," as well as ALA's Freedom to View statement; and

WHEREAS this Board affirms that library materials are carefully selected by professionally-trained librarians and that it is the responsibility of library staff to utilize their discretion to select library materials and coordinate programs and services without censoring access to ideas, even though such content may be controversial, unorthodox, or unacceptable to some; and

WHEREAS library users are free to choose the Library items and services they wish to use and receive, but have no authority to restrict the freedom of others to so choose;

THEREFORE, BE IT RESOLVED, that this Board stands firmly opposed to attempts to obstruct intellectual freedom with regard to library collections, operations, programs, and services; and

BE IT FURTHER RESOLVED that this Board will follow the process for resolving challenges to library resources outlined in our Collection Development Policy and that this policy applies equally to all people, including, but not limited to, library users, staff, and members of this governing body; and

BE IT FURTHER RESOLVED that this Board may seek the advice of library professionals, legal counsel, and, when appropriate, stakeholders, in decisions of consequence related to intellectual freedom.

Adopted: 1/2023

Trustee Education Policy

Purpose

The purpose of the Trustee Education Policy is to comply with [New York State Education Law Section 260-D](#) which requires members of library boards of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board President and Business Office annually.

Administration

Each year Trustees are required to complete two hours of continuing education during their term on the System Board.

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers; or
2. a signed self-assurance of completion (included at the end of this policy).
 - a. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board President by December 31 of each year.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

Adopted: 1/2023

Trustee Education Policy

Approved Providers

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

Allowable Formats:

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

Costs of Continuing Education

Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library in accordance with the Conference and Travel Policy. All continuing education requesting reimbursement must be pre-approved by the Library Board.

Adopted: 1/2023

Trustee Education Policy

SELF-ASSURANCE of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature/Date

Confidentiality of Library Records

Long Beach Public Library is committed to user confidentiality. Under New York Civil Practice Law and Rules § 4509, "Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state.....shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute."

Further, confidentiality extends to, but is not limited to, records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records. All library staff members, interns and volunteers must sign a Patron Data Confidentiality Agreement as part of their onboarding process.

Circulation, registration information, and information retrieval records may not be disclosed except to:

- The cardholder (with library card or another form of official picture identification). NOTE: Under New York State Law, if you are signing for someone under the age of 18, the library is, under the above law, prohibited from revealing that minor's borrowed materials to you absent the minor's request or consent. The Library requests, but does not require, that minors over the age of 12 sign forms authorizing disclosure of information to the minor's designated parents or guardian.
- Staff of the Nassau Library System acting within the scope of their duties in the administration of the library system and in facilitating interlibrary loans.
- Persons authorized by the cardholder to access the individual's records identified by a completed Patron Consent Form for Linked Records signed by the cardholder(s).
- Representatives of any local, state, or federal government, pursuant to subpoena or search warrant authorized under the authority of federal, state, or local law relating to civil, criminal, or investigative power. Upon receipt of any such subpoena or search warrant, the Library Director will consult with legal counsel to determine if the subpoena or search warrant is in proper form and if there is a valid basis for its issuance before providing confidential information. NOTE: The USA PATRIOT ACT still requires a subpoena for access to your records.

Long Beach Public Library occasionally conducts promotional campaigns to inform the community of our services. At those times, the Library may use patron email or postal addresses for the library's internal mailing lists.

The Library does not sell, lease, or otherwise distribute or disclose patron name, email address, postal address, telephone number, or other personal information to outside parties.

Confidentiality of Library Records

The Library's circulation system contains records of the items you have borrowed also called "Reading History". While many patrons like the convenience of having a record of items they've checked out, you can opt-out in your online account and items will be removed from your record upon their return. You can also delete items from your Reading History at any time. This information is protected under the privacy laws and can only be accessed by you or by the library if presented with a subpoena.

If you owe a fine or have an outstanding bill, that item will remain on your record until removed by Library staff after payment or forgiveness.

If you wish to be notified of item availability or fine notices by email, be aware that the email message will include the title(s) of the item(s).

Patron Data Confidentiality Agreement

I, _____, do hereby swear, or affirm, that I will not discuss, disclose, copy, share, distribute or otherwise make available to any other persons or organizations any and all information including; names, addresses, phone numbers, giving history, etc., made available to me during the course of my employment/internship/volunteering at Long Beach Public Library.

I understand that the information and data is the confidential property of Long Beach Public Library and its patrons, and is of a sensitive nature. I also understand this information, data and other resources are the exclusive property of Long Beach Public Library and its patrons, and my violation of this agreement of confidentiality is subject to prosecution under the laws of the State of New York.

Signature

Date

Print Name

Fines and Fees Policy

I. Policy Statement:

In 2019, the American Library Association adopted a “Resolution on Monetary Library Fines as a Form of Social Inequity.” This resolution concluded, amongst other things, that the “imposition of monetary fines creates a barrier to the provision of library and information services.” In furtherance of this resolution, the Long Beach Public Library (LBPL) has adopted this policy, seeking to strike a balance between providing full and free access to Library materials for patrons of the LBPL, and ensuring that Library materials are returned on time returned and treated with care.

II. Guidelines:

Fees:

- Effective April 3, 2023, the LBPL no longer imposes late fines for most overdue materials.
 - Exceptions to the Library’s “Fine Free” policy include new items and special collections (museum passes, devices etc.)
 - LBPL reserves the right to exempt other material types from this policy at its discretion.
- LBPL will issue “Replacement Fees” to patrons who have not returned library material beyond twenty-eight (28) days after the due date. At such time, materials will be marked as lost. In the event that an item that has been marked lost is returned by a patron in good condition, the replacement fee for that item will be waived.
- LBPL still charges fees to patrons who have damaged or lost library property.
- LBPL will notify patrons when they accrue a fee.
- Patrons are required to provide LBPL with accurate contact information when completing a library card application and to promptly update that information when necessary.
- In extraordinary circumstances, LBPL reserves the right to use a third-party agency to collect fees.
- LBPL will refund any replacement fees paid when a lost item is returned within 14 days of payment, in good condition, and with proof of payment.
- LBPL will display a clear summary of this policy at all LBPL locations and on its website. The policy is subject to change at the discretion of LBPL’s Board of Trustees.

Fines and Fees Policy

Restriction on Borrowing Privileges:

LBPL will restrict the borrowing privileges of patrons who owe fees greater than the “fee threshold, which is currently \$10.” This threshold is subject to change at the discretion of LBPL. Access to programs, digital materials, public computers, and printing will not be restricted.

Waiving Fees:

At its sole discretion, LBPL may waive certain fees for patrons who have experienced extreme hardship such as long-term hospitalization, imprisonment, eviction, fire or theft. It is the patron’s responsibility to provide valid supporting documentation verifying the hardship. Patrons can [contact us](#) online or visit [any branch](#) to speak to a supervisor. LBPL may grant amnesty to patrons holding fees exceeding a “time threshold.” This threshold is subject to change at the discretion of LBPL.

Patriot Act Policy

On October 25, 2001, Congress passed the Uniting and Strengthening America by providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA Patriot Act). The Patriot Act expands the powers of federal law enforcement agencies investigating cases involving foreign intelligence and international terrorism. American libraries support efforts to preserve and protect our freedoms; however, librarians' professional ethics require that personally identifiable information about library users be kept confidential¹. Further, the American Library Association maintains, "privacy is essential to the exercise of free speech, free thought and free association and protecting user privacy and confidentiality is central to the mission of libraries." Consequently, 48 states and the District of Columbia currently have laws protecting the confidentiality of library records and the Attorneys General of the other two, Hawaii and Kentucky, have ruled that library records are confidential and may not be disclosed under the laws governing open records. To conform to the Patriot Act, the New York State confidentiality law² and the American Library Association's Code of Ethics, the Long Beach Public Library adopts the following guidelines:

1. The Director or Assistant Director shall be the designee for any and all law enforcement requests. Staff shall refer requests to these administrators only.
2. Law enforcement agents shall be identified by obtaining the name of the agency, its telephone number and the name of the agent, then calling the main office for confirmation.
(EG) Federal Bureau of Investigation (212) 384-1000. Ask for the Duty Agent and confirm the agent making the request is indeed part of that agency.
3. According to New York State Law, a court order, in good form, **must** be presented to obtain library records. Therefore, upon presentation of such order, the library's attorney, or in his absence, his colleague, must be consulted and the order referred for review. The court order may be faxed to the attorney.
4. If the court order is in the form of a subpoena, library counsel will review and if defective advise as to the appropriate response. Any defect must be corrected, subject to library counsel's review, prior to release of specified documents, Subpoenas, in good order, must be strictly followed as to the documents requested.
5. If the court order is in the form of a search warrant, such warrant is **immediately executable**. Administration should request counsel's review and/or presence to insure that the actual search conforms to the terms of the warrant. Administration shall cooperate with the search to ensure that only stipulated records are produced.
6. If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA), an amendment to the USA Patriot Act, the Library and staff must comply and all procedures in Section 5 apply; however, a gag order is also in effect. Pursuant thereto, **no person or institution served can disclose that said warrant has been served or that records have been produced**. No information can be disclosed to any other party including the patron who is the subject of the warrant. Legal advice shall still be sought and counsel present during the actual search and execution of the warrant.

¹ Code of Ethics, Article III

² Civil Practice Law and Rules, Article 45, Section 4509

7. After the visit, the court order should be reviewed with counsel to ensure that the Library has complied with any remaining requirements, including restrictions on sharing information.
8. Questions from the press shall be directed to Administration, who shall note the inquiry, ask clarifying questions, consult counsel and get back to the reporter with appropriate, legally considered written responses. Immediate verbal responses are discouraged as a carefully formulated answer balancing the rights of the individual and the interests of the Library and the nation are most desirable
9. Any and all library computer appointments, reservations, book/patron lists, and registrations shall be discarded based upon the following schedule.
 - Library mailing list for the newsletter shall be permanently maintained and retained.
 - Computer class registration shall be discarded one (1) week after the class.
 - Computer appointments shall be discarded on the Monday following the preceding week.
 - Bus trip registrations shall be discarded one (1) week after the trip.
 - AARP Defensive Driving course registrations shall be discarded one (1) month after the class.
 - Children's story time registrations shall be discarded one (1) day after the last class.
 - Any and all other adult program registration shall be discarded one (1) day after the program.
 - Any and all other children's program registration shall be discarded one day after the program.

Any patron lists, registrations, etc. not noted above shall be discarded one (1) day after the event. Current library counsel is David Baram of Baram & Kaiser, 600 Old Country Road, Suite 224, Garden City, New York.

Telephone: (516) 222-2111
Fax: (516) 745-0456

In the absence of Mr. Baram, Steven Kaiser will provide counsel.

Adopted: September 2002

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Confidentiality of Library Records

Position Statement on the Confidentiality of Library Records

The members of the American Library Association,³ recognizing the right to privacy of library users, believe that records held in libraries which connect specific individuals with specific resources, programs or services, are confidential and not to be used for purposes other than routine record keeping: i.e., to maintain access to resources, to assure that resources are available to users who need them, to arrange facilities, to provide resources for the comfort and safety of patrons, or to accomplish the purposes of the program or service. The library community recognizes that children and youth have the same rights to privacy as adults.

Libraries whose record keeping systems reveal the names of users would be in violation of the confidentiality of library record laws adopted in many states. School librarians are advised to seek the advice of counsel if in doubt about whether their record keeping systems violate the specific laws in their states. Efforts must be made within the reasonable constraints of budgets and school management procedures to eliminate such records as soon as reasonably possible.

With or without specific legislation, school librarians are urged to respect the rights of children and youth by adhering to the tenets expressed in the ALA Policy on Confidentiality of Library Records, Privacy: An Interpretation of the Library Bill of Rights and the ALA Code of Ethics.

ALA Policy 52.4 Confidentiality of Library Records

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to “information sought or received, and material consulted, borrowed, acquired,” and includes database search records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services.

The American Library Association recognizes that law enforcement agencies and officers may occasionally believe that library records contain information which may be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, the American judicial system provides mechanism for seeking release of such confidential records: the issuance of a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction.

The American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

1. Formally adopt a policy that specifically recognizes its circulation records and other records identifying the names of library users to be confidential.
2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process,

³ See ALA Policy 52.4, 54.16 (below)

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. Resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.⁴

Adopted January 20, 1971, by the ALA Council

Amended July 4, 1975

Amended July 2, 1986

Revised July 1999

⁴ Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.



Adopted by the Board of Trustees: 4/2022

Revised: 5/2024

Library of Things

The Long Beach Public Library is now offering - the Library of Things! This collection features a variety of items beyond traditional books, providing our community with even more resources to explore and enjoy. This policy outlines the guidelines for borrowing items from the Library of Things including mobile devices like Kindles, laptops, and iPads.

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Mobile Devices

~~Long Beach Public Library has a limited number of mobile devices available for borrowing at the Main Library. There is one iPad available for borrowing at Point Lookout and two iPads at West End. iPads are available for a 14-day checkout and laptops (at Main Library only) will be available only for in-library use for a four-hour period.~~

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Who can borrow a Mobile Device from the Library of Things?

Patrons must fulfill the following requirements to borrow a mobile device:

- Age 18 and older
- Be a Long Beach Public Library patron with a Long Beach Public Library card in good standing (unexpired, under maximum fine threshold, email address and phone number in account)
- Have a photo ID with date of birth.
- For mobile devices, Patrons-patrons must sign the Mobile Device Borrower Agreement form or have a signed form on file in order to checkout a mobile device.
- ~~Mobile Devices are loaned on a first-come, first-served basis.~~
- ~~Only one mobile device per person.~~

Borrowing Guidelines

- All Library of Things items are available to borrow from the Adult Reference Desk at the Main Library
- Most Library of Things items can be borrowed for 14 days.
 - Laptops can be checked out for daily in-house use and must be returned 15 minutes before the Library closes for the day.
- Only one item can be borrowed at a time and cannot be renewed.
- In times of high demand, the Library reserves the right to shorten the amount of time items can be borrowed.
- Borrowers are responsible for the proper use and care of borrowed items.

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Adopted by the Board of Trustees: 4/2022

Revised: 5/2024

Library of Things

- The patron is also responsible for any violation of, and all other applicable Library policies.
- Borrowers must return items on or before the due date specified at the time of checkout.
- The Library is not responsible for any extra materials needed to operate the item.
- The borrower must inspect the item before leaving the Library and immediately report damage to the Desk where it was checked out.
- While staff can provide a basic overview of items in the collection, by taking possession of any item, the patron is certifying that he or she is capable of using the item in a safe and appropriate manner.
- Only the borrower who has checked the item out is authorized to use it. The borrower shall not permit the use of items checked out to him or her by any other person. If the borrower allows others to use the items, the borrower assumes all liability for such use.
- The borrower is responsible for any violation of applicable Library policies including the Mobile Device Borrower Agreement and the Computer and Internet Use policy.

How long can a mobile device be checked out?

iPads may be checked out for a 14 day period. Laptops can be checked out for four hours of use within the Main Library only.

Returns

- Borrowed items must be returned to the Library in the same condition as they were borrowed. This includes all listed peripheral equipment that came with the item.
- Items must be returned to the Adult Reference Desk at the Main Library during regular operating hours.
- Borrowers are responsible for any damage or loss incurred while the item is in their possession.
- All Library of Things items must be returned clean.

Fines and FeesWhere can a Mobile Device be checked out?

Mobile devices may be checked out during all posted Library hours from:

- Adult Reference Desk 1 at Main Library
- Circulation Desk at Point Lookout branch
- Circulation Desk at West End branch

A valid Library card and picture ID with date of birth must be presented each time a mobile

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Adopted by the Board of Trustees: 4/2022

Revised: 5/2024

Library of Things

~~device is borrowed. NO EXCEPTIONS. The patron shall inspect the device before leaving the Library. All damage shall be immediately reported to the Desk where it was checked out.~~

- ~~• The patron is solely responsible for the item while it is checked out, including in-Library checkout, and responsible for late fees and replacement costs.~~
- ~~• Borrowers will be charged overdue fines of \$20 per day for items returned after the due date.~~
- ~~• If items are not returned within 30 days past the due date, the borrower will be charged the item replacement cost, in addition to the overdue fine.~~
 - ~~○ For lost or damaged peripheral equipment included with the item, the borrower will be charged the replacement cost for each.~~

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~~Where can a Mobile Device be used?~~

~~Patrons may take advantage of the Library's free WiFi inside the building. Patrons may also use the iPads anywhere there is Wi-Fi such as local coffee shop, or at home. Patrons shall be careful and vigilant when you take the mobile devices out to prevent theft or damages. Patrons are solely responsible for damage to the device, theft, loss, or internet charges incurred.~~

~~What comes with the Mobile Device when it's checked out?~~

~~WiFi-enabled mobile device, carrying case, and power charger/cord.~~

~~Fines and fees for late, lost, stolen, or damaged mobile devices~~

~~Mobile devices must not be left unattended. The patron is solely responsible for the mobile device while it is checked out including in-Library checkout, and responsible for late fees and replacement costs.~~

~~iPads shall be checked out for 14 days and accrue fines at the rate of \$2.00 per day starting the first day it is overdue. If the iPad is not returned within 30 days past the due date, the patron will be charged a replacement cost in addition to the full overdue fee.~~

~~Patrons may borrow laptops for use within the Main Library Only for a four-hour period and will have a fine of \$1.00 per hour, in whole or in part, after the fourth hour. While the patron must still return the laptop after the four-hour period, another laptop may be checked out if one is available. If the patron does not return the laptop, the patron will be charged a replacement cost in addition to the full overdue fee.~~

Adopted by the Board of Trustees: 4/2022

Revised: 5/2024

Library of Things

The patron will be billed for repairs or replacement costs if the mobile device is damaged, lost, or stolen, \$5.00 per minor cosmetic damage detected, and up to \$10.00 dollars per peripheral equipment.

The patron is also responsible for any violation of the Mobile Device Borrower Agreement, the Computer and Internet Use Policy, and all other applicable Library policies.

Returning a Mobile Device

At the end of the loan period, the borrowed device must be returned, in person, to the same location it was borrowed from. A mobile device must be returned to the desk where it was checked out. Mobile devices shall not be deposited in the book drop or a minimum fine of \$50 and up to a maximum fine of the cost of replacement if the device is damaged. Patrons must wait until a staff member is present and available to check the device back in. Patrons should wait while the Library staff verifies the device has been returned in the same condition as it was loaned. A receipt shall be given when the mobile device is fully inspected and checked in. The patron must wait twenty four (24) hours before borrowing the mobile device previously returned. However, the patron may checkout another mobile device if one is available at the Main Library or the branches.

Disclaimer

The Library reserves the right to modify this policy and any related agree Mobile Device policy and Mobile Device Borrower Agreements at any time. Blocking software is not available on mobile devices and the Library cannot be held responsible for any content viewed. By checking out a mobile device, the patron agrees they will not engage in illegal activities, they are solely responsible for the mobile device, and they are eighteen years or older. The Library is not responsible for loss or damage to patron's data for any reason while the patron uses a Library mobile device.

LOT

Returns:

- Borrowed items must be returned to the library in the same condition as they were borrowed.
- Items must be returned to the Adult reference desk during library operating hours.

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Adopted by the Board of Trustees: 4/2022

Revised: 5/2024

Library of Things

- ~~Borrowers are responsible for any damage or loss incurred while the item is in their possession.~~
- ~~Late fees may apply for items returned after the specified due date.~~

Fines and Fees:

- ~~Borrowers will incur 20 dollars a day for items returned after the due date.~~
- ~~Borrowers will be charged the price of the item for damaged or lost items.~~

Reservation:

Borrowers may reserve items in person, through phone or online through from the Library of Things using the Lending Key website.

Inventory and Maintenance:

The library will regularly assess the inventory of items in the Library of Things and make additions or removals as necessary.

Items will be inspected for damage and functionality upon return and before being made available for checkout again.

The library will conduct routine maintenance on items to ensure they are in good working condition.

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Linked Patron Record Policy

The Automated Library Information System (ALIS) enables patrons to link their records with designated other patrons; thereby, permitting library staff to have access to such linked records, including those materials checked out on each linked card. The purpose of this linkage is to permit staff to circulate reserve items to those patrons listed on the Linked Patron Form (see appendix) when the requesting patron is not personally present at the Library. This policy enables patrons who become ill or incapacitated to obtain reserved materials. A second purpose of this linkage is to allow parents the opportunity to easily monitor materials on their child's record. Linked patrons are responsible for materials checked onto their card. Patrons participating in a linked group may at any time revoke this authorization by notifying the Library.

However, it shall be the policy of the Library not to permit the Linked Patron Policy to be used to circulate materials amongst those listed on the linked patron form for the purpose of renewing items beyond the established limit or to supersede established borrowing limits for each category of material. The current renewal limit for ALIS libraries is two (2) renewals, which enables patrons to have an item for three (3) circulation periods; the original circulation plus two (2) renewals. Thus, a patron who has reached the stipulated limit cannot request such item(s) be checked out to another patron on their linked patron form. Further, patrons cannot utilize the linked patrons to borrow additional materials of a specified category, as established by the Library. (EG) the current film limit is four (4) films at any one time; consequently, patrons will be prohibited from borrowing more than four (4) even if they try to utilize a linked patron. Thus, patron A will be limited to four (4) films at any one time and will be prohibited from taking more than four despite an assertion that they can be borrowed by a linked patron.

Adopted: May 2015

Patron Consent Form for Linked Records

We, the undersigned library patrons, hereby authorize the Library to link our patron records together.

- | | | |
|----|---|-------------------------------|
| 1. | Name: _____
Barcode: _____
Signature: _____ | Address: _____
Date: _____ |
| 2. | Name: _____
Barcode: _____
Signature: _____ | Address: _____
Date: _____ |
| 3. | Name: _____
Barcode: _____
Signature: _____ | Address: _____
Date: _____ |
| 4. | Name: _____
Barcode: _____
Signature: _____ | Address: _____
Date: _____ |
| 5. | Name: _____
Barcode: _____
Signature: _____ | Address: _____
Date: _____ |
| 6. | Name: _____
Barcode: _____
Signature: _____ | Address: _____
Date: _____ |

We understand that this linking will enable library staff to have access to our individual records, including materials checked out on our records, when any of the records in the linked group are accessed by library staff. Linked patrons are responsible for materials checked onto their card. Library records are considered confidential under New York state statute (CPLR section 4509), and each library is obligated to treat such information in accordance with the legal requirements set forth in the statute.

Notwithstanding the above, patrons shall not be permitted to use patrons on this form to obtain additional borrowing periods over and above those established by Library policy. Further, patrons shall not be permitted to use patrons on this form to exceed limits on categories of materials.

Any patron participating in a linked group may at any time revoke the authorization by notifying the Library to unlink his/her record.

Videocassette Tape Policy: Revised 8/1985
Young Adult Access to the Videocassette Collection: Adopted 9/1993
Media Borrowing Policy (combined): Adopted 9/2021

Media Borrowing Policy

To meet the recreational and informational needs of the Long Beach community, the Library shall acquire or make available various types of media for watching and listening including, but not limited to the following, DVDs, audiobook CDs, and music CDs.

General Guidelines

- All borrowers, age 13 and older, must hold a valid Long Beach Public Library borrowers' card.
- Borrowers are responsible for damage or loss. If damage is noted, please notify circulation staff so as not to be held responsible for previous damage
- All media items must be returned to the main branch (Main) in the book drop or to Point Lookout or West End when they are open. They must not be returned in any freestanding book drop as damage may occur.
- The following circulation rules are in effect:
 - DVDs – limit of 12 items, no more than 4 of which may be new
 - New DVDs can be checked out for 3 days and one renewal is allowed. Overdue fines accumulate at \$1.00 per day.
 - Older DVDs can be checked out for 7 days and one renewal is allowed. Overdue fines accumulate at \$0.50 per day.
 - Audiobook CDs– limit of 12 items, no more than 4 of which may be new
 - New audiobook CDs may be checked out for 14 days and two renewals are allowed. Overdue fines accumulate at \$0.25 per day.
 - Older audiobook CDs may be checked out for 28 days and two renewals are allowed. Overdue fines accumulate at \$0.05 per day.
 - Music CDs– limit of 12 items, no more than 4 of which may be new
 - New music CDs may be checked out for 14 days and two renewals are allowed. Overdue fines accumulate at \$0.25 per day.
 - Older music CDs may be checked out for 28 days and two renewals are allowed. Overdue fines accumulate at \$0.05 per day.
 - Other media types may have specialized loan rules.
- Duplication in whole or part is prohibited.
- All media is for home use only.

Adopted by the Board of Trustees: 4/2022

Mobile Device Borrowing Policy

Long Beach Public Library has a limited number of mobile devices available for borrowing at the Main Library. There is one iPad available for borrowing at Point Lookout and two iPads at West End. iPads are available for a 14-day checkout and laptops (at Main Library only) will be available only for in-Library use for a four-hour period.

Who can borrow a Mobile Device?

Patrons must fulfill the following requirements to borrow a mobile device:

- Age 18 and older
- Be a Long Beach Public Library patron with a Long Beach Public Library card in good standing (unexpired, under maximum fine threshold, email address and phone number in account)
- Have a photo ID with date of birth.
- Patrons must sign the Mobile Device Borrower Agreement form or have a signed form on file in order to checkout a mobile device.
- Mobile Devices are loaned on a first-come, first-served basis.
- Only one mobile device per person.

How long can a mobile device be checked out?

iPads may be checked out for a 14-day period. Laptops can be checked out for four hours of use within the Main Library only.

Where can a Mobile Device be checked out?

Mobile devices may be checked out during all posted Library hours from:

- Adult Reference Desk 1 at Main Library
- Circulation Desk at Point Lookout branch
- Circulation Desk at West End branch

A valid Library card and picture ID with date of birth must be presented each time a mobile device is borrowed. NO EXCEPTIONS. The patron shall inspect the device before leaving the Library. All damage shall be immediately reported to the Desk where it was checked out.

Where can a Mobile Device be used?

Patrons may take advantage of the Library's free WiFi inside the building. Patrons may also use the iPads anywhere there is Wi-Fi such as local coffee shop, or at home. Patrons shall be careful and vigilant when you take the mobile devices out to prevent theft or damages. Patrons are solely responsible for damage to the device, theft, loss, or internet charges incurred.

What comes with the Mobile Device when it's checked out?

WiFi enabled mobile device, carrying case, and power charger/cord.

Mobile Device Borrowing Policy

Fines and fees for late, lost, stolen, or damaged mobile devices

Mobile devices must not be left unattended. The patron is solely responsible for the mobile device while it is checked out including in-Library checkout, and responsible for late fees and replacement costs.

iPads shall be checked out for 14 days and accrue fines at the rate of \$2.00 per day starting the first day it is overdue. If the iPad is not returned within 30 days past the due date, the patron will be charged a replacement cost in addition to the full overdue fee.

Patrons may borrow laptops for use within the Main Library Only for a four-hour period and will have a fine of \$1.00 per hour, in whole or in part, after the fourth hour. While the patron must still return the laptop after the four-hour period, another laptop may be checked out if one is available. If the patron does not return the laptop, the patron will be charged a replacement cost in addition to the full overdue fee.

The patron will be billed for repairs or replacement costs if the mobile device is damaged, lost, or stolen, \$5.00 per minor cosmetic damage detected, and up to \$10.00 dollars per peripheral equipment.

The patron is also responsible for any violation of the Mobile Device Borrower Agreement, the Computer and Internet Use Policy, and all other applicable Library policies.

Returning a Mobile Device

At the end of the loan period, the borrowed device must be returned, in-person, to the same location it was borrowed from. A mobile device must be returned to the desk where it was checked out. Mobile devices shall not be deposited in the book drop or a minimum fine of \$50 and up to a maximum fine of the cost of replacement if the device is damaged. Patrons must wait until a staff member is present and available to check the device back in. Patrons should wait while the Library staff verifies the device has been returned in the same condition as it was loaned. A receipt shall be given when the mobile device is fully inspected and checked in.

The patron must wait twenty-four (24) hours before borrowing the mobile device previously returned. However, the patron may checkout another mobile device if one is available at the Main Library or the branches.

Disclaimer

The Library reserves the right to modify the Mobile Device policy and Mobile Device Borrower Agreement at any time. Blocking software is not available on mobile devices and the Library cannot be held responsible for any content viewed. By checking out a mobile device, the patron

Adopted by the Board of Trustees: 4/2022

Mobile Device Borrowing Policy

agrees they will not engage in illegal activities, they are solely responsible for the mobile device, and they are eighteen years or older. The Library is not responsible for loss or damage to patron's data for any reason while the patron uses a Library mobile device.

Open Access Policy

In the belief, that free communication is essential to the presentation of an independent and creative culture, the Long Beach Public Library shall make it possible for all readers to choose from a variety of offerings including those which are unorthodox and/or unpopular.

Furthermore, in accordance with Article V of the Library Bill of Rights and the American Library Association's Resolution on Library Services to Youth, access to library materials shall not be denied because of age, race, religion, national origin, or social or political views. In Pursuit of these philosophic goals, it is the policy of Long Beach Public Library to provide access for all patrons. Open access shall include use of and access to all library materials and services excepting those restrictions enforced by other agencies (eg) Nassau Library System.

The Library's policy vis-à-vis children are that the parent can restrict usage only of their child. Thus, the decision of one parent shall not inhibit the right of open access for other children. In any case, children 14 years or older or in the 8th grade are entitled to a non-restricted card.

Adopted: May 1980

Procedure:

To implement this policy for children, the Registration Form illustrated below shall be utilized. All information must be provided.

Children's Application: Parent or Guardian

Date

Branch

I hereby grant permission for my child to have a Library card and accept responsibility for any loss incurred by the Library. All rules shall be compiled with and immediate notice of changes in name, address, or telephone shall be reported. The Library's policy regarding children is that the parent can restrict usage of their child only

_____ My child may use the children's and
adult collections. I accept responsibility
for selections and charges.

_____ My child may use the children's collection
only. I accept responsibility for charges.

Parents signature

Child print name

Permanent address

Grade

Age

Telephone

Should a parent restrict use "CR ONLY" shall be stamped on the child's card.

Updated and approved: 11/2021

Revised and approved: 7/2023

Revised and approved: 9/2024

Collection Development Policy

Mission: Long Beach Public Library is a gateway to endless possibilities. We foster a love of reading and lifelong learning, cultivate community connections and growth, and provide access to creative and cultural opportunities.

The purpose of the Collection Development Policy is to outline the processes and principles that structure the Long Beach Public Library's collection. This Collection Development policy supports and guides the selection, weeding, and reconsideration of Library resources. The Collection Development policy supports the Library in its mission and defines the purpose and objectives of the Library's collections. The policy sets the guidelines that help the collection respond to community needs.

Philosophy and Scope of Collection

The Library's collections focus on popular and educational materials that help foster a love of reading and lifelong learning. The Library collects materials in a variety of formats, including, when appropriate:

- Print – such as hardcovers, paperbacks, large type books, magazines and newspaper
- Non-print – such as audio and visual items
- Digital resources – such as eBooks, eAudiobooks, online learning tools, research databases, and digital recordings and images
- Equipment – such as new technology and specialized hardware

Widespread interest and usage are the most powerful influence on the Library's collection. Widespread interest is determined through a variety of methods including bestseller lists, reviews, coverage in various media outlets, and the number of holds placed on items by Library patrons. Usage is determined by circulation statistics, i.e. how many times an item has circulated within a given period of time. The Library strives to collect materials that provide opportunities for lifelong learning and that reflect the diversity of our community.

Budget and space limitations, as well as local needs and interests, preclude the Library from duplicating the specialized and comprehensive collections that exist in academic and specialized libraries. Access to these collections is provided through cooperative networking, interlibrary loan, and direct referral.

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Revised and approved: 9/2024

Collection Development Policy

Selections are also made to provide diversity and/or depth of viewpoints to the existing collection. Long Beach Public Library supports the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Long Beach Public Library does not intrude on that relationship. Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, inspire and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world.

Selection Criteria

The Library Director has the responsibility and the ultimate power to determine the selection of Library materials. Under their direction, selection is delegated to professional Library staff. Librarians use their education, experience, training, and resources along with the general standards to select materials for the collection. All staff members and the general public are encouraged to recommend materials for consideration. Selection presumes liberty of thought and intellectual freedom within the bounds of reason and law. Materials will be selected based upon their value as a whole.

All materials, whether purchased or donated, are considered in terms of the general standards listed below. An item need not meet all of these standards in order to be added to the collection.

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Suitability of format to Library circulation and use
- Date of publication
- Price, availability and Library materials budget
- Impact to the diversity and scope of the collection
- Current or historical significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Online resources are also evaluated based on accessibility and the availability of library licensing
- Contemporary significance

Updated and approved: 11/2021

Revised and approved: 7/2023

Revised and approved: 9/2024

Collection Development Policy

- Popular appeal
- Physical format
- Quality of production
- Available space
- Published evaluations or reviews
- Accessibility of material
- Accuracy and timeliness
- Relevance of format and content to the intended audience
- Effectiveness and suitability of format in communicating the content

Materials Displays

The Library frequently put together temporary materials displays which encourage community engagement by featuring themes that reflect local interests, current programs, or tie into current events, holidays, or national observances. By curating materials that resonate with patrons and showcase the Library's resources, displays also help increase circulation.

Beyond the themes, professional Library staff select items based on the following criteria

- Condition
- Target audience(s)
- Diverse viewpoints
- Cultural backgrounds
- Format

Displays are reviewed regularly by professional Library staff to ensure they remain up to date. Content is regularly refreshed to maintain interest. When a display is taken down, materials are returned to the regular collection.

Patron Recommendations

Patrons may request items the Library does not own. Each request is reviewed for inclusion in the collection using the selection criteria. Requests may be made [online](#) or at any Reference Desk.

Requests for Reconsideration

Anyone wishing to recommend the removal or reclassification of a particular item must be a resident of Long Beach, NY. They are encouraged to speak to a Library supervisor about the

Updated and approved: 11/2021

Revised and approved: 7/2023

Revised and approved: 9/2024

Collection Development Policy

matter. If the patron is not satisfied with the response to their request, they may ask the supervisor for a Materials Review Form.

The request will be reviewed by the Library Director and staff, bearing in mind the Library's mission statement and the selection criteria of this collection development policy. After evaluating journal reviews and other materials submitted by the patron and staff, the Library Director or their designee, will respond within 45 days of receiving the formal request.

If the Long Beach resident who initiated the reconsideration request does not accept the decision of the Library Director, they may appeal the decision to the Library Board. To appeal the decision of the Library Director, a written appeal requesting that the Library Board overturn the decision of the Library Director must be submitted. The written appeal must be sent to the President of the Library Board and the Library Director.

After receipt of a proper appeal, the Library Board will determine whether the request for reconsideration has been handled in accordance with the Library's Collection Development Policy. The Library Board may vote to uphold or override the decision of the Library Director. All decisions of the Library Board are final.

Challenged materials or resources will be retained in the Library collection throughout the reconsideration process. If the item is on display, it will remain on display throughout the reconsideration process. Once a final ruling has been made on a request for reconsideration, no further requests for reconsideration for that specific material or resource will be considered for a period of one (1) year from the date of the final decision on the reconsideration request.

Philosophy of Collection Maintenance and Management

The Long Beach Public Library's collection is constantly evolving to keep up with the community's needs and wants. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

Updated and approved: 11/2021

Revised and approved: 7/2023

Revised and approved: 9/2024

Collection Development Policy

Responsibility for Collection Maintenance and Management

The final authority for the Library collection rests with the Library Director. Implementation of collection development policy and management of the collection is assigned to Library staff. Library Staff systematically review the collection with the goal of maintaining the quality and vitality of Library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other statistical information for continuous collection evaluation.

Weeding Evaluation Criteria

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

Weeding in this context is defined as the process of evaluating a book to determine if it will be retained, relocated, or replaced. It is the responsibility of Long Beach Public Library staff, acting under the authority and direction of the Library Director, to discard Library materials. These decisions are made within the limitations of available space and funding, and within the scope of a written collection development plan.

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- Infrequent use and lack of demand
- No longer relevant to the needs and interest of the community
- No longer accurate
- Availability elsewhere including other libraries and online
- Relevance to the scope of any special collections

Replacement Criteria

While the Library attempts to have materials of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on:

- The number of duplicate copies
- Existence of adequate coverage of the subject in the collection
- Demand for the specific title or subject area

Updated and approved: 11/2021

Revised and approved: 7/2023

Revised and approved: 9/2024

Collection Development Policy

- Availability of material

Removal of Withdrawn Material

Materials that no longer meet the stated objectives of the Library will be withdrawn from the system. Long Beach Public Library reserves the right to determine how materials are removed and disposed of.

Local History Collection Policy

Long Beach Public Library recognizes its obligation to the Long Beach community to acquire, preserve, and make available primary and secondary resources, in all formats, documenting the natural, social, economic and political history of the Long Beach barrier island. To a lesser extent, LBPL's Local History Collection also houses published works by local authors and published resources documenting the history of Nassau County and Long Island. The Long Beach Public Library's institutional records are also retained, primarily according to New York State records retention policy.

The library will, as space and other considerations permit, collect and house non-published materials such as photographs, photograph albums, scrapbooks, oral histories, personal and corporate archives, journals, letters, maps, prints, pamphlets, brochures, advertising ephemera and the like that are related to the history of the Long Beach barrier island. Generally, LBPL will not permanently house three-dimensional objects but will give consideration of individual objects, based on the material selection criteria below. Three-dimensional objects may also be housed as part of a temporary exhibit.

Material Section Criteria

Long Beach Public Library reserves sole discretion in making all decisions about what materials will be accepted and housed in its Local History Collection. Selection criteria will include, but may not be limited to, how the material fits into the existing collection, what kind of information the record offers, relevance to non-duplication of materials, cost to preserve and store, and security requirements.

Material donations to the LHC will be accepted only when accompanied by a signed Deed of Gift form that legally transfers ownership of the materials to LBPL. Forms must be signed by the donor and an authorized staff member of LBPL. Both the donor and LBPL will receive signed copies.

Donors are responsible for arranging and paying for any appraisals of donations if an appraisal is required for the purposes of tax deductions. Library staff cannot provide donors with an appraisal of donated materials.

Deaccessioning Materials

LBPL reserves the right to periodically reevaluate materials in the Local History Collection and to carefully and judiciously deaccession certain items from its collection in a manner consistent

Adopted by the Board of Trustees: 4/2021

with professionally accepted standards. Deaccessioning is a serious undertaking, and all such actions will be cautious, deliberate, and scrupulous.

LBPL may decide to deaccession an item if any of the following conditions are present:

- The item is not relevant to LBPL's mission and purpose.
- The item would be more appropriately housed in a different archival repository.
- The item has deteriorated beyond its usefulness.
- The item is void of inherent exhibition, research, or educational value.
- The item is a duplicate of objects or records already in collections.
- The item is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other items and/or the health and safety of the staff and/or visitors.
- LBPL is unable to continue to provide care and storage for the object in keeping with professionally accepted standards.
- The item is subject to legal and ethical standards requiring its removal.

Deaccessioned collections and items weeded from collections during processing will first be offered to the original donor or his/her agent if so requested at the time of donation. If the donor wishes not to reclaim the material or cannot be located, LBPL reserves the right to transfer the material to another more appropriate archival repository or scholarly institution. Where appropriate, preference will be given to local institutions.

Material to be deaccessioned must be identified by LBPL staff and approved by the Library Director. Complete records will be maintained on all deaccessioned items and their subsequent disposition.

Publication of Materials

Use of images issued by LBPL requires written permission from a duly authorized representative of LBPL. LBPL Images may not be sold or redistributed, copied or distributed as a photograph, electronic file, or any other media and should not be significantly altered through conventional or electronic means. The user is responsible for all issues of copyright.

If publication is permitted, a credit line should read, "Courtesy of the Long Beach Public Library Local History Collection, Long Beach, NY."

Copyrighted material will be copied in accordance with copyright law (Title 17, U.S. Code). Written permission from copyright owner or payment of a royalty fee may be required. The copyright law governs the making of photocopies or other reproductions of copyrighted

Adopted by the Board of Trustees: 4/2021

material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or other reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for a purpose in excess of "fair use," that user may be liable for copyright infringement. All responsibility for use of the reproductions is assumed by the applicant. This institution reserves the right to refuse to accept a copying order, if in its judgment, fulfillment of the order would involve violation of copyright law.

Unless otherwise specified herein, it is the recipient's obligation to determine and satisfy copyright or other use restrictions (such as donor restrictions, privacy rights, publicity rights, licensing and trademarks) when using, publishing, or otherwise distributing materials received from LBPL. Materials provided may not be reproduced in any format for profit or other presentation without the permission of the Long Beach Public Library. If publication is allowed, a credit line should read, "Courtesy of the Long Beach Public Library Local History Collection, Long Beach, NY."

Local History Collection Deed of Gift Form

I hereby donate the historical materials listed below to the Long Beach Public Library. I am the owner of these materials and now give and assign to the library, without restriction, the legal title, property rights, and all rights of copyright which I have in them, including the rights to reproduce, publish, and display the materials.

Donor Information

Name: _____

Address (including city/state/zip code): _____

Phone: _____ Email: _____

Relationship of donor to the creator or collector of this gift (if you are acting on behalf of someone else):

Description of Materials Donated (attach additional sheet if necessary): _____

I/we understand that upon signing the Deed of Gift, the materials described above become the legal property of Long Beach Public Library.

Donor's Signature

Date

Signature of Library Representative

Date

Signed before me on _____ 20____
Month Day

Notary Signature

Local History Picture Collection Policy

The Long Beach Public Library collects, organizes, and makes available materials describing the local history of Long Beach Island. To this end, print and non-print items shall be acquired on a regular basis within the constraints of space and budget. The collection will include newspaper clippings, photographs, books, magazine articles, memorabilia, recordings and other items of local historic value. Material in the Local History Collection is REFERENCE ONLY, subject to the policies and procedures of the regular reference collection. Except for the few circulating items stored with the Local History collection, these items never leave the building. They are NOT available for reference loans, even when the collection contains duplicates.

The Long Beach Photograph Collection is comprised of such photographs judged to have historic merit and/or community interest. Subject to the provisions of copyright law, these items may be scanned or photographed in the library. They do NOT leave the building. Photographs that have been digitized will be made available on a USB drive for use in the library only.

Long Beach High School Yearbooks (1925 through 2019) have been scanned and are available digitally on a USB drive at the Adult Reference Desk for use only within the library. If a patron wants to see the physical yearbooks, an appointment must be made with the Local History Librarian.

Patrons may borrow these USBs with valid identification, e.g. NY State Driver's License, Library Card etc. to view and print Local History materials.

Adopted: August 1983

Amended: May 2019

Amended: September 2019

Adopted 3/1987

Reviewed (no changes): 9/2023

Friends of the Long Beach Public Library

It is the policy of the Long Beach Public Library to encourage and support a formally organized Friends of the Library established upon an appropriate legal foundation. It is the belief of the Library's Board of Trustees that such a group is to be encouraged because of the benefits that may accrue to both the Library and the Community.

The Friends of the Long Beach Public Library is a volunteer group separate and distinct from the elected Board of Trustees. The Trustees have duties and responsibilities delegated to them under Charter Number 3772 granted by the State of New York. Friends are an incorporated Library support group with duly adopted goals. Since funds for the public library are obtained through taxation and are audited each year by a certified public accountant, such funds cannot be commingled with those of the Friends organization. Friend's activities; therefore, cannot receive Library monies. Friends funds, however, may become part of the Library's disbursements through gifts for specific purposes.

Library staff and Trustees may be dues paying and participating members of the Friends of the Library; however, such staff and Trustees may not hold any office in the Friends organization.

All Friends activities and/or projects should be undertaken with the full knowledge of the Library. To ensure such information between the Library and the Friends, the Friends should report regularly to the Board of Trustees. Such reports may be written and include in the monthly Board informational packet or verbally presented at a regularly scheduled Board meeting. To further augment communication and to act as an advisor to the Friends, the Library shall appoint a staff member who will attend scheduled meetings of the Friends and provide advice on issues affecting the Library. This liaison can act in an advisory capacity only.

Public relations and programming activities of the Friends should be coordinated with library administration. As time and work permit, other staff may share ideas, offer suggestions and consult with Friends.

Adopted: March 1987

Adopted 4/2022

Revised and approved: 11/2022

Gifts and Donation Policy

The Long Beach Public Library welcomes both monetary and physical donations/gifts.

1) Monetary Gifts/Donations

All monetary gifts will be accepted and used at the Library's discretion, unless the donor requests a special usage agreement. For donations of \$5,000 or less, this agreement can be made between the donor and the Library Director, and acceptance is subject to the Director's discretion. For gifts of more than \$5,000, the Board of Trustees must approve the agreement, and acceptance is subject to the Board's discretion. Special usage agreements, of any amount, must be approved by the Board of Trustees.

All monetary gifts shall be acknowledged by a letter to the donor from the Library Director or an appropriate representative of the library. In instances where the gift is in honor or memory of a third party or individual, a letter will be sent to the honoree and/or to his or her family to inform them of the tribute.

2) Physical Gifts/Donations

The Library may accept donations of physical items/library materials. For physical gifts/donations that, in the Library Director's reasonable discretion, have a fair market value of less than \$5,000, the Library Director will choose whether to accept such donation(s) based primarily on (a) the condition of the item, (b) the popularity of the item, (c) the accuracy and currency of the item and (d) whether the item compliments the Library's collection(s). For physical gifts/donations that, in the Library Director's reasonable discretion, have a fair market value of over \$5,000, the determination whether to accept such donation(s) is to be made by Board of Trustees.

The Long Beach Public Library retains full control over all donated materials, including to add such items to the Library's collections, donate them to other institutions, or disposed of in other way, at the sole discretion of the Library. No agreement will be made to waive this control.

The Library does not provide pick-up service for donated materials and all deliveries of donations must be arranged in advance with the Library Director or their designee.

The Library will acknowledge all physical gifts/donations in writing, by using the attached "Addendum." It is the responsibility of the donor to have materials appraised before donating them to the Library. In the event the donor seeks to set a monetary value to a physical

Adopted 4/2022

Revised and approved: 11/2022

Gifts and Donation Policy

gift/donation for tax purposes, it is the donor's sole responsibility to establish a fair market value through the use of their own appraiser/experts. The Library offers no such tax guidance or valuation advice.

3) Accounting

The Library Director shall report to the Board of Trustees all monetary gifts, not less than twice per year.

Adopted 4/2022

Revised and approved: 11/2022

Gifts and Donation Policy

Addendum to Gifts and Donation Policy

The physical gift described below is granted to the Long Beach Public Library to become part of its collection with the following understandings:

Detailed Description of the Gift

Representation and Warranty

The Donor represents and warrants that he/she is the sole owner of the gift and has the full right, title, authority, and interest to make the donation, and that no agreement assignment, sale, or encumbrance has been or will be made or entered into which would conflict with this deed.

Assignment of Rights

The Donor grants and transfers to the Long Beach Public Library full and unlimited title to the above described gift, together with any and all rights to such gift Donor may have, including but not limited to any copyright to such gift and conveys to the Library full and unrestrained rights to archive, reproduce, display, lend and provide public access to such gift through the Library's physical and online collections. Such gift is made by Donor without any limitations or conditions upon the use of such gift by the Library.

Adopted 4/2022
Revised and approved: 11/2022

Gifts and Donation Policy

Donor Agreement

The Donor understands and agrees with the terms of donation stated in this Addendum. The Donor has also been provided a copy of the Library's "Gifts and Donation Policy," which is incorporated herein by reference.

Name of Donor (please print) _____

Address _____

Date

Signature of Donor

Long Beach Public Library

Date

By: _____
Director

Adopted: 9/2013

Revised: 8/2014

Revised: 6/2018

Revised: 8/2019

Revised and approved: 11/2023

Petty Cash Policy

The purpose of this petty cash policy is to streamline the reimbursement process for minor or emergency business expenses in an efficient and cost-effective manner. The use of Petty Cash Funds for minor or emergency expenses should be limited to reimbursement to staff for small expenses when it is impractical to be billed or issue purchase orders.

The custodian of Petty Cash Funds, which total two hundred and forty dollars (\$240), of which two hundred dollars (\$200.00) is for Main, and twenty dollars (\$20.00) each for Point Lookout and West End), is the Library's Business Office.

Petty Cash Funds shall be replenished by the Business Office weekly or when the available cash drops below 50% of the amounts established in this policy. When petty cash funds at the Point Lookout or West End branches need replenishment, those requests, along with receipts, should be submitted to the Business Office. The Business Office will review and reconcile the request. Replenishments of branch petty cash funds will be processed in a timely manner, ensuring the funds are always available for use.

MAIN: The maximum amount of any single petty cash transaction shall not exceed forty dollars (\$40.00) unless pre-approved by the Director or Assistant Director. Such transactions shall be used for program materials, library materials, minor building, cleaning and office supplies, postage, deliveries, and other miscellaneous items. Proper documentation, in the form of receipts, is mandatory for all expenditures.

POINT LOOKOUT AND WEST: The maximum amount of any single petty cash transaction shall not exceed ten dollars (\$10.00). The purpose of this fund is to make change, if necessary, for patrons paying fines or making copies; any funds collected will be kept and tracked separately.

Petty Cash Disbursement Procedures

To receive cash in advance of a necessary purchase, staff must complete an online Petty Cash Request Form to receive cash from the Business Office. After the purchase has been made, a receipt clearly identifying the expenditure and the Library purpose must be submitted to the Business Office along with any change received.

Adopted: 9/2013

Revised: 8/2014

Revised: 6/2018

Revised: 8/2019

Revised and approved: 11/2023

Petty Cash Policy

After a purchase using personal funds, staff must submit an online Reimbursement Request form with a receipt clearly identifying the expenditure and the Library purpose.

All petty cash transactions must adhere to the limits designated in this policy. If a reimbursement request exceeds the limit, reimbursement will be made by check on the next payroll date.

Procurement Policy

Pursuant to the New York General Municipal Law (GML) section 104-B, goods and services which are not required to be procured by competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys in the best interests of the taxpayers of the Long Beach Public Library (LBPL), to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. In furtherance of these objectives, the Long Beach Public Library hereby adopts these following policies and procedures, and rescinds any previously adopted policies and procedures.

1. Procurement of any goods or services, the cost of which does not or is not expected to exceed \$20,000 in any fiscal year, shall be based upon written requests for proposals and secured either in writing, by telephone verbally, facsimile or e-mail. The Director (or designee), Assistant Director, and Administrative Assistant shall be responsible for such purchasing, and their authority to do so reviewed every other fiscal year by the Board of Trustees. A written record indicating the date, source of the response and method of procurement utilized shall be maintained in the Business Office. When rejecting a proposal by the lowest responsible bidder, written justification for and documentation of any award must be submitted setting forth the reason(s) for such award.
 - a. Goods and services the cost of which exceeds or is expected to exceed \$20,000 shall be purchased through State, or County, school district, BOCES or other government contract, if available. Vendors will be solicited to ascertain if a Federal contract is available. Absent such contracts, competitive bidding procedures of General Municipal Law, section 103 shall be utilized.
2. Any public work in excess of \$35,000 shall be procured by competitive bidding unless the product or service can be obtained from a State, County or Federal contract. Absent such contracts, competitive bidding procedures of General Municipal Law, section 103 shall be utilized.

Purchasing Information:

The following shall be provided for all procurements:

- vendor's name, address, and telephone number
- vendor's contact person
- items to be purchased, quantity, model number and brand name
- unit price, extended price and total cost of the order

Revised and approved 10/2015

Revised and approved 2/2021

Revised and approved 7/2022

Purchasing Approval Matrix

Purchase Contracts	One (1) Verbal Quote	Two (2) Verbal Quotes	Three (3) Written Quotes	Bid Required	Approving Officers
Goods and services, including program presenters, under \$500	X				None required
Goods and services between \$501 and \$1,999.99		X			Department Head
Goods and services between \$2,000 and \$4,999.99			X		Library Director or Designee
Goods and services between \$5,000 and \$9,999.99			X		Board of Trustees
Goods and services between \$10,000 and \$19,999.99			X		Board of Trustees
Goods and services over \$20,000 which are not available on government contract				X	Board of Trustees
Public Works Project between \$20,000 and \$34,999.99			X		Board of Trustees
Public Works Project of \$35,000 or more				X	Board of Trustees
Sole Source Purchase		Contact Library Director			Board of Trustees

Professional Services Proposals shall pertain to:

- legal and medical services
- property appraisals
- architectural, engineering and construction management services
- accounting and auditing
- public relations;

The Library Director or their designee may sign purchase orders or agreements.

Library Materials: The procurement of library materials; books, CDs, downloadables, electronic resources, films, newspapers, periodicals, recorded books, etc. shall follow these criteria:

- State contracts
- Discounts
- Accuracy of preparation
- Fill rate (ability to complete orders)
- Speed of delivery

Emergency Procurement: When circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of the Long Beach Public Library require immediate action which cannot await competitive bidding requirements contracts for the purchase of goods and services or public works may be authorized without undergoing the competitive bidding process, but first it must be determined by either the Board of Trustees President or, in her/his absence, by the Vice-President of the Board of Trustees whether or not an emergency exists.

Sole Source Vendor: A sole source vendor may be used, but only where a letter is obtained from the vendor stating that it is a sole source vendor of the particular good or service and has been approved by the Board of Trustees, as such. A sole source vendor, for the purposes of this policy, is defined as a vendor which provides a good or service which can only be obtained by them and that there is no substantial equivalent good or service available through any other vendor.

Procurement by this method must be documented by setting forth the following: (a) the unique nature of the good(s), service(s) or public works; (b) the basis upon which it was determined that there is only one known vendor able to meet the need (i.e., the steps taken to identify potential providers or prior Board approval); and (c) the basis upon which the cost was determined to be reasonable (i.e., a fair market price was inferred based upon the sole source provider's catalog(s) published price lists and the like).

Review: This Procurement Policy shall be reviewed annually.

Adopted: 2/1990

Revised: 9/2008

Revised and approved: 11/2023

Service Charge for Bad Checks

BE IT RESOLVED, that pursuant to section 85 of the General Municipal Law, the Director is authorized to impose a service charge, of up to \$20, to be added to any account owing where the check or other written order of such account is returned through banking channels for insufficient funds.

BE IT FURTHER RESOLVED that in the event such an account is found to be deficient because of the return of the check for insufficient funds, the Director may require future payment to be tendered in cash or certified check.

Long Beach Public Library has a comprehensive disaster preparation and response plan details how to deal with various emergencies and threats to patrons, staff and/or the Library buildings including:

- Hurricanes
- Earthquakes
- Fires
- Power outages
- Elevator emergencies
- Vehicular accidents
- Bomb threats
- Suspicious Mail
- Medical emergencies
- Workplace violence
- Active shooter
- Public health emergencies including communicable diseases/pandemics

Long Beach Public Library is constantly updating personnel policies and procedures. Most staff members are covered by a Collective Bargaining Agreement with Civil Services Employees Association which dictates terms of employment, benefits, time off etc.

At a minimum, information provided to all employees includes the following:

General Employment Information

- Commitment to Diversity
 - Equal Employment Opportunity
 - ADA Accommodation
 - Religious Accommodations
- Civil Service
- Union membership
- Probationary Terms
- Personnel Files
- Personnel Data Changes
- Identification Badge
- Building Keys
- Timekeeping
- Working remotely

Employment Status

- Types of Employees
- Hours of Service & Scheduling
- Emergency Closings
- Breaks and Meal Periods
- Timekeeping

Compensation/Payroll

- Pay cycle
- Direct deposit
- Payroll deductions
- Union membership
- Garnishments
- Union-Negotiated Increases

Employee Conduct and Responsibilities

- Code of Conduct
- Customer Service Expectations
- Progressive Discipline
- Dress Code
- Contact with the Media
- Outside Employment
- Privacy of Patron Information

Workplace Safety and Security

- Accident/Injury Reporting
 - Work-related injuries
- Security/Safety Incident Reporting
- Workplace Bullying and Violence
- Weapons

- Unlawful Harassment
 - Sexual Harassment
- Prohibition Against Retaliation
- Reporting Complaints

Time Off and Leaves of Absence

- Library-provided time off
- Other Available Leave Options

Employee Benefits

Leaving the Library

Approved: 1/2020

Revised and approved: 11/2022

Revised and approved: 4/2024

Patron Rules of Conduct

Public libraries are places of information, knowledge and learning. Public libraries are one of the few public spaces in communities and in the country where anyone may come and be welcomed and served, where they can find a space and find their voice.

Long Beach Public Library is committed to serving everyone, especially those in the community who most need access to services and resources and for whom barriers may sometimes hinder full and equitable access.

Because the library is for everyone, the Long Beach Public Library Board of Trustees has established **Rules of Conduct** to ensure that:

- All library patrons may use and enjoy services, materials, and facilities without unreasonable interference and disturbance from others
- All library patrons enjoy safe, clean, and secure library facilities
- All library employees have a safe and secure workplace
- Library materials and facilities are protected from damage and theft

The following behaviors are prohibited within library facilities or at library events:

- Inflicting physical harm or unwanted physical contact
- Harassment or threatening behavior (i.e. physical, sexual, verbal, stalking)
- Using obscene or abusive language or gestures
- Making unreasonable noise, including loud talking on a cell phone or otherwise.
- Engaging in sexual conduct or lewd behavior
- Having a knife, gun, or any other weapon, look-alike weapon, or any other objects that can be reasonably considered as weapons
- Possession, consumption, or selling of alcoholic beverages or controlled substances
- Smoking, rolling, or using any tobacco product, marijuana, synthetic tobacco, synthetic marijuana or electronic or other e-cigarettes (smokeless or the equivalent)
- Eating or drinking except as approved by Library administration
- Sleeping in the Library or at the Library's entrance
- Making unreasonable use of the rest rooms, including laundering clothes and bathing
- Soliciting, petitioning, or canvassing
- Selling any goods or services
- Using a bicycle, skates, skateboard, scooter, or any like item
- Theft including deliberately removing library materials without checking them out
- Bringing in an animal, unless it is assisting a person with a disability or part of a library program

Approved: 1/2020

Revised and approved: 11/2022

Revised and approved: 4/2024

Patron Rules of Conduct

- Damaging, defacing, or misusing any Library materials or property. This includes disabling Library equipment, changing hardware or software or settings on a Library computer, or using a Library computer for a purpose other than that designated by the Library
- Creating, viewing, sharing or distributing pornography
- Engaging in conduct that may reasonably be expected to endanger the health and safety of patrons or employees or cause or threaten damage
- Coming up to the 3rd floor (staff floor) without an appointment
- Engaging in online activities that violate the law or community standards
- Engaging in any activity in violation of federal, state, local, or other applicable law or Library policies

Additionally, the following rules must be observed:

- You must wear clothing and shoes in the Library
- You must not emit offensive body odors
- Patrons are not permitted to bring any type of shopping cart into the Library
- Personal belongings cannot be left unattended and must be removed from the Library when leaving the building
- You must present your library card or other ID if asked by library employees or security officers
- Large groups that want to visit the Library must get permission before they visit
- Private and commercial filming and photography must be in compliance with the Library's "Filming and Photography" policy.
- Children age 9 and under must be accompanied by a caregiver or other responsible person at least 14 years of age or older. Please see the library's "Safety of Minors" policy for further information

POTENTIAL CONSEQUENCES

The Library reserves the right to inspect the contents of personal belongings. The Library also reserves the right to impose time limits upon use of Library resources to ensure all patrons have access.

Patrons violating any rule of behavior risk being asked to leave or be banned from the Library and its properties. Library administration, security officers and designated library staff are authorized to ask disruptive patrons to leave the library, call police as appropriate and/or impose a 24-hour ban. Library staff will document violations of the Rules of Conduct via the Incident Report form and/or documentation log. All behavior violations will be investigated by library administration and longer bans may be instituted based on the nature of the violation. Depending on the severity of the violation, longer bans range from 30 days to over a year. Depending on the nature of the violation, patrons can also be arrested or be subject to other legal action.

Approved: 1/2020

Revised and approved: 11/2022

Revised and approved: 4/2024

Patron Rules of Conduct

Individuals whose Library privileges are suspended/revoked for longer than thirty (30) days may appeal that suspension/revocation to the Library Board of Trustees. Individuals requesting an appeal must do in writing within thirty (30) days of suspension, indicating their desire for an appeal, and the basis therefor. If the next Board meeting is more than 15 days from receipt of the appeal request, such hearing will be held at the next regular meeting of the Board of Trustees. If less than 15 days, the hearing will be held at the following regular meeting of the Board of Trustees. The Board shall render a written decision within fourteen (14) days of the appeal hearing.

Adopted: 4/1992
Revised & approved: 3/2024

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Long Beach Public Library will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: Long Beach Public Library does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: Long Beach Public Library will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Long Beach Public Library's programs, services, and activities, including, when possible, qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Long Beach Public Library will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Long Beach Public Library locations, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Long Beach Public Library, should contact the Library Director as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Long Beach Public Library to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Long Beach Public Library is not accessible to persons with disabilities should be directed to the Library Director, 516-432-7258.

Long Beach Public Library will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Adopted: 4/1992
Revised & approved: 3/2024

Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Long Beach Public Library. The Long Beach Public Library's personnel policies governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. The Library maintains a recommended form for such complaints. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Library Director (ADA Coordinator)
111 West Park Ave
Long Beach, NY 11561

Within 15 calendar days after receipt of the complaint, Library Director or their designee will attempt to meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Library Director or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Long Beach Public Library and offer options for substantive resolution of the complaint.

If the response by Library Director or their designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Long Beach Public Library Board of Trustees.

Within 15 calendar days of the first Board of Trustees's meeting after receipt of the appeal, the Long Beach Public Library Board of Trustees or its designee will attempt to meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Long Beach Public Library Board of Trustees or its designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Library Director or their designee, appeals to the Long Beach Public Library Board of Trustees or its designee, and responses from these two offices will be retained by the Long Beach Public Library for at least three years.



111 WEST PARK AVENUE
LONG BEACH, NY 11561
PHONE: 516-432-7201
EMAIL: INFO@LONGBEACHLIBRARY.ORG
WWW.LONGBEACHLIBRARY.ORG

Adopted: 4/1992
Revised & approved: 3/2024

Adopted: 10/2023
Revised & Approved: 7/2024

Art Exhibit Policy

The Library provides art exhibit space so the community can view the work of local artists. The works on display often express a diversity of social, cultural, religious and/or individual values. However, like the books on the shelves, the display of these works is not an endorsement of any such values by the Library, its Board or its administration. Consistent with the First Amendment, the Library is committed to avoiding censorship, and (unless violative of Library policy) items are not excluded from display because of their content or potential to cause controversy.

Long Beach Public Library has several spaces where artists may exhibit their work for community viewing.

- Main Library
 - 1st Floor Local Artist Gallery
 - 1st Floor Local Artist Showcase
 - 2nd Floor Primary Gallery
 - 2nd Floor Youth Gallery
- West End Branch
 - West End Gallery
 - West End Local Artist Showcase

Exhibits are organized by the Library and by local art organizations. The primary purpose of all Library facilities is to implement regular Library programming and services. Permission to use the Library's exhibit space shall be subject to cancellation by Library Administration at any time at their discretion.

For Library Organized Art Exhibits

The Long Beach Public Library (LBPL) accepts proposals from the public for art exhibits in the 1st Floor Local Artists Gallery. Individual artists residing within Long Beach Public Library's service area are prioritized for exhibits in that space. There will be up to six exhibits per year in that space. Occasionally, the Library may put out calls for community-wide art exhibits in that space.

LBPL also accepts proposals for the 2nd Floor Youth Gallery which is reserved for art from kids, teens, and organizations serving kids and teens. Youth arts and crafts created in Library programs is also featured. There will be up to six exhibits per year in that space.

In partnership with the West End Arts Visual Artists Guild, the Library accepts proposals for exhibits of 3D art or collections in the Main Library and West End Branch showcases. Both the Library and West End Arts review and select proposals.

GUIDELINES

Adopted: 10/2023
Revised & Approved: 7/2024

Art Exhibit Policy

All exhibits and displays must be approved by the LBPL Art Exhibit Committee. Requests must be submitted online via the Art Exhibit Proposal Form. Individual artists may submit proposals to be considered for one-person exhibit every two years.

Factors considered in the approval process include:

- consistency with Library's mission;
- relevance to community needs and interests;
- subject matter;
- quality of presentation;
- space requirements; and
- timeliness.

Exhibit proposals are reviewed once per quarter. Due to the high number of proposals received, only those whose proposals are accepted will be contacted. The decision of the Art Exhibit Committee cannot be appealed.

Upon acceptance, artists will receive a contract which provides exhibit procedures covering the time before, during, and after the exhibit. All exhibits must be delivered to the Library by the artist at the time and date specified in the contract. All art works (i.e. paintings, prints, etc.) must be properly framed, matted, or mounted. Exhibit mounting and dismounting shall be the responsibility of the artist. The artist(s) is required to utilize the hanging hardware provided by the Library.

Artwork may not be removed from the gallery or exhibit space during the duration of the display without the knowledge and permission of the Art Exhibit Committee. Exhibits or displays that are not removed on the date established by the Library, and noted in the contract with the artist, will be removed by the Library. Any expense for such removal will become the responsibility of the artist.

Exhibits cannot in any way disrupt the normal routine of the Library.

LIABILITIES

The Library assumes no responsibility for the possible damage, destruction, or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. Artists must sign a release form before any items can be displayed or exhibited. Carrying specific insurance against the theft of, or damage to, works displayed in the gallery, is the responsibility of the artist.

PUBLICITY

All publicity materials must be created by the Library or submitted to the Library for review and approval. Publicity materials must include the Library's logo, address, and phone number.

Adopted: 10/2023
Revised & Approved: 7/2024

Art Exhibit Policy

An artist who wishes to host a reception in the Library must reserve a date and time using the Library's online reservation system and coordinate the reception with the Head of Programs & Marketing.

PROCEDURES FOR GALLERY EXHIBITS

Artists are expected to:

- load in all pieces for the show;
- hang the show, with gallery committee approval and supervision;
- number the pieces;
- provide info to the Programs & Marketing Department to produce display cards;
- dismantle and remove all pieces at the conclusion of your exhibition.

If desired, artists may:

- write a news release, to be approved and sent by the gallery committee, at least two weeks before the opening of the exhibit;
- produce and send invitations;
- provide a guest/visitor sign-in book;
- Make all arrangements (including catering, room setup, and custodial cleanup) for a reception.

If pieces are sold, the Library strongly suggests a donation in the amount of 10% of the sale price be made to Long Beach Public Library in recognition of the Library's role in displaying their work.

For Exhibits Organized by Partner Organizations

For exhibits in other Library spaces, the Library partners with the Long Beach Art League and the West End Visual Artists Guild to make local art more visible in the community at the Main Library and the West End Branch.

These organizations are independent entities and are not a department or subsidiary of the Library. Each has their own criteria and procedure for exhibits. Interested artists must contact those organizations for more information on monthly exhibits.

At least four exhibits per year by the above-named organizations must be open to non-member artists.

Annual schedules for exhibits (including hanging and dismantling) and receptions must be submitted at the beginning of each fiscal year for approval by Library Administration. The Long Beach Art League and the West End Visual Artists Guild must adhere to all guidelines outlined above under "Library Organized Art Exhibits" as well as all applicable Library policies. Deviations from the Art Exhibit guidelines and procedures must be approved in advance by Library Administration.

Rewritten and adopted: 11/2019

Revised and approved: 9/2023

Public Computer & Internet Use Policy

As a place for both learning and entertainment, Long Beach Public Library provides access to information and media by offering public internet access including WiFi, public access computers, online research databases, productivity applications, and printing.

The Library believes that all residents of Long Beach should have access to a computer and/or the Internet when they desire or need to communicate with relatives, friends, businesses and other organizations; engage in activities related to work, job searches, education (formal and informal), and pursue hobbies and leisure time activities.

To ensure equal access, time limits are implemented on public access computers. Additional time will be permitted as computers are available. Availability is on a first-come first-serve basis.

Long Beach Public Library cardholders and cardholders from other Nassau libraries are allowed a maximum of two hours per day.

- Visitors (non-LBPL/Nassau libraries cardholders) are provided a one-hour session per day via a guest pass obtained from the Adult or Youth Services reference desks.

Based on numerous factors, time may be extended beyond the maximum hours per day for cardholders and visitors at the sole discretion of Library staff. Time extensions are not guaranteed.

Printing is available for \$.10 per page for black and white and \$.25 per page for color. No refunds are provided for printing or unused funds. Library cardholders and guest pass users can add funds to their Library cards at the Circulation Desk or online.

Terms of Use

Patrons are urged to remember that the Long Beach Public Library is a shared environment that serves the needs of a diverse group of users, and we strive to balance the rights of users to access resources with the rights of users to work in a public environment free from harassing sounds and visuals. In order to ensure an environment that promotes responsible and equitable use of Library resources, the Library insists on the practice of cooperative computing. Patrons will:

- Respect the privacy of other users
- Abide by the Code of Conduct, Safety of Minors Policy, and all policies of Long Beach Public Library
- Refrain from using Youth Computers unless directly accompanying a child 15 who is using the computers or immediately nearby
- Respect the space of others by keeping personal items to the limit of one's own workstation
- Refrain from the use of sounds and visuals which might disrupt the ability of other Library patrons to use the Library and its resources
- Use headphones for video/audio services online at a considerate volume so as not to disrupt other patrons and their use of Library resources
- Library users are encouraged to keep their voices down when speaking on the phone or in person to avoid disturbing others. Quiet and designated conversation areas are available
- Use only their own public Library card or get a guest pass

Rewritten and adopted: 11/2019

Revised and approved: 9/2023

Public Computer & Internet Use Policy

- Comply with US copyright law. This means that use of the Library's computers for the transmission, dissemination, and/or duplication of information is regulated under various state and federal laws
- Use electronic information networks according to the strictures of Federal or State law
- Refrain from damaging, destroying or altering computer equipment, software or network
- NOT install software and hardware, or removing/detaching hardware or network cables, from any Library computer
- Refrain from creating, viewing, sharing or distributing pornography, sexually explicit graphics or otherwise offensive material which is inappropriate for an open public environment
- Use external storage devices such as flash drives or cloud services to store documents
- Accept financial responsibility for any damage they cause to Library property
- Refrain from using the network to make unauthorized entry into other computational, informational, or communication services or resources
- Refrain from distributing unsolicited advertising

Violations may result in loss of access. Unlawful activities will be dealt with in an appropriate manner.

Safety, Security and Privacy

In keeping with our general philosophy and other policies, Long Beach Public Library protects a patron's right to privacy and confidentiality. The Library keeps confidential any information that resides on its computer network. The Library cannot guarantee users' privacy when using computers and the internet in the Library. Inadvertent viewing by others is possible. For security and privacy, all computer storage is regularly erased and cannot be recovered.

The Library retains the right to monitor all activity conducted on Library premises for the purpose of ensuring compliance with Library rules and regulations as well as local, state and federal laws. As part of normal system maintenance, network administrators will occasionally monitor system activity, but the Library does not reveal information about use of computer resources without a court order.

Patrons using the Internet to handle transactions of a personal nature, including banking, do so at their own risk. Long Beach Public Library takes no responsibility or liability for any patron's loss of data, including financial information, identity information, personal or social, from using the Library's electronic resources. Patrons visit websites at their own risk and are responsible for the choice of what websites they visit, legitimate or otherwise.

Access for Children and Teens

The Library recognizes the rights and responsibilities of caregivers to monitor and determine their children's access to Library materials and resources including computers and internet. Caregivers are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and teens and to monitor use of the Internet.

Rewritten and adopted: 11/2019

Revised and approved: 9/2023

Public Computer & Internet Use Policy

Youth are expected to adhere to all terms of use. If terms of use are not adhered to, computer use will be suspended until a caregiver has discussed the matter with the Head of Youth Services.

Library computer and internet access is available to youth (age 15 and under) unless a caregiver “opts-out” by indicating in writing that they do not wish for their child to have access to Library computers.

Opt-out forms are available online or from any Library staff member. Caregivers must complete the form and return it to the Youth Services Reference Desk to restrict access on child’s Library card account.

Revised and approved: 09/2024

Revised and approved: 3/2025

Freedom of Information Law (FOIL) Policy

Purpose and Scope

The Long Beach Public Library, in compliance with [New York State Public Officers Law](#), adopts this Freedom of Information Law policy to explain how members of the public can access records of the Long Beach Public Library.

FOIL Officer

The Library Director is designated as FOIL Officer of the Long Beach Public Library. In the absence of the Library Director, the Assistant Director will be temporarily designated.

The FOIL Officer shall:

- Respond to all inquiries relating to the availability to the public of the library's records pursuant to the Freedom of Information Law within five (5) business days following receipt of the request.
- Consult with the Library's Legal Counsel as necessary
- Receive and process requests for access to records in the manner prescribed by law.
- Comply with these and all other duties as itemized by law.

FOIL Requests

FOIL requests shall:

- Be submitted, by mail or email, to the FOIL Officer in writing, either in letter format or using the Long Beach Public Library's FOIL Application Form.
- All requests for access to records must include contact information of the requestor, including a telephone number and mailing address.
- Include a detailed description of the records that are being sought including, but not limited to, dates, titles, file designations, and any other information that will assist the Long Beach Public Library in locating the requested records.
- Specify whether the petitioner wishes to see and read the requested item or receive a copy.
- Require payment for copies in excess of five (5) pages.
- Require payment for staff time in excess of two (2) hours.

FOIL Response

Within five (5) business days of the receipt of a compliant written request, Long Beach Public Library will:

- Make the record available to the requestor;
- Furnish a written acknowledgement of the receipt of the request and a statement of the approximate date and reasonable date when the request will be granted or denied and shall be no more than 20 business days after acknowledgement.
 - If it is known that circumstances prevent disclosure within twenty (20) business days

Revised and approved: 09/2024

Revised and approved: 3/2025

Freedom of Information Law (FOIL) Policy

from the acknowledgment, a written statement will be given indicating the reason for the delay. An alternate date for the disclosure will be provided.

- Deny access in writing, state the basis for denying access, and provide information on how to appeal such denial.
- Include an estimated cost for fees associated with copies and/or staff time.

If Long Beach Public Library does not respond to a request in accordance with the above standard, the request should be considered denied.

Notification to Employees of a Request for Access to Disciplinary Records

NY Public Officers Law § 87(6) mandates that the Library develop a policy providing notification to public employees if we are responding to a request for access to his or her disciplinary records.

The obligation to provide notice of the request shall not serve to delay the response to the request for access. The notification to the employee may follow release of the records to the requester.

For purposes of this rule, employees shall include current and former employees.

Disciplinary records shall include any record created in furtherance of a disciplinary proceeding, including, but not limited to:

- a. the complaints, allegations, and charges against an employee;
- b. the name of the employee complained of or charged;
- c. the transcript of any disciplinary trial or hearing, including any exhibits introduced at such trial or hearing;
- d. the disposition of any disciplinary proceeding; and
- e. the final written opinion or memorandum supporting the disposition and discipline imposed including the agency's complete factual findings and its analysis of the conduct and appropriate discipline of the covered employee.

This rule only relates to disciplinary records.

The notification rule/ requirement does not pertain to a request for access to any other type of record of an employee.

The requirement does not pertain to a request for a disciplinary record submitted by way of a subpoena.

This rule relates to notice to the employee of the receipt of the request for access to his or her disciplinary

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Revised and approved: 3/2025

Freedom of Information Law (FOIL) Policy

records and shall not pertain to the right to access to the records by the requester.

The right to access the disciplinary record by the requester shall be based on Article 6 of the NY Public Officers Law.

The Records Access Officer shall process a request for access to an employee disciplinary record and thereafter shall send notification to the employee that his or her disciplinary records were the subject of a request for access to records informing the employee of the date of the request and the person or entity that made the request.

For current employees, the notification shall be sent to their Library email account. For former employees, notification shall be sent to their last known address. It shall be the obligation of employees and former employees to provide administration with an accurate current address. No further notification shall be initiated if the notification is returned by the United State Postal Service because the address on file is not accurate.

Revised and approved: 09/2024

Revised and approved: 3/2025

Freedom of Information Law (FOIL) Policy

Appealing a Denial of Access

All appeals of a denial of a request for Long Beach Public Library records must be submitted in writing within thirty (30) days of the denied request, either in letter format or using Long Beach Public Library's FOIL Appeal Form.

The Long Beach Public Library's FOIL Appeals Officer shall be the President of the Library's Board of Trustees

An appeal must include the date of the original FOIL request, a detailed description of the records that are being sought including but not limited to dates, titles, file designations, or any other information that will help the Long Beach Public Library to find the requested records, and the reason provided for the denial.

The Long Beach Public Library FOIL Appeals Officer will independently review the withheld records and the basis for withholding them. The Long Beach Public Library FOIL Appeals Officer will respond in writing to the appealing party within ten (10) business days after the appeal is perfected with his or her determination as to whether the requested records were properly withheld or must be released.

Copies of all appeals and the determinations will be sent by the Long Beach Public Library to the Committee on Open Government pursuant to Section 89(4)(a) of the Public Officers Law.

Fees

- The Library reserves the right to charge the requestor for costs in accordance with Sections 87(1)(b)(iii) and 87(1)(b) and (c) of the Public Officers law.
- There shall be no fee charged for merely inspecting records.

Severability Clause

In the event any provision or part of this Policy is found to be invalid or unenforceable, only that particular provision or part so found, and not the entire Policy, will be inoperative.



111 WEST PARK AVENUE
LONG BEACH, NY 11561
PHONE: 516-432-7201
EMAIL: INFO@LONGBEACHLIBRARY.ORG
WWW.LONGBEACHLIBRARY.ORG

Revised and approved: 09/2024

Revised and approved: 3/2025

Freedom of Information Law (FOIL) Policy
Application for Public Access to Long Beach Public Library Records

MAIL TO: Library Director
Long Beach Public Library
111 West Park Ave
Long Beach, NY 11561

-or- EMAIL TO:
director@longbeachlibrary.org

I hereby apply to (1) inspect () OR (2) obtain a copy of () the following record:

Signature

Date

Print Name

Telephone

Representing

Email

Mailing Address

FOR LIBRARY USE ONLY

Approved ()

Denied (for the reasons checked below) ()

Confidential Disclosure

() Part of investigatory files

() Unwarranted invasion of personal privacy

() Record of which the Long Beach Public Library is legal custodian cannot be found () Record is not maintained by the Long Beach Public Library

() Exempted by statute other than the Freedom of Information Act () Other
(Specify)

Signature

Date

Title

Received by

Date



111 WEST PARK AVENUE
LONG BEACH, NY 11561
PHONE: 516-432-7201
EMAIL: INFO@LONGBEACHLIBRARY.ORG
WWW.LONGBEACHLIBRARY.ORG

Revised and approved: 09/2024

Revised and approved: 3/2025

Freedom of Information Law (FOIL) Policy
Denial Appeal Form for Public Access to Long Beach Public Library Records

MAIL TO: President, Board of Trustees
Long Beach Public Library
111 West Park Ave
Long Beach, NY 11561

-or- EMAIL TO:
director@longbeachlibrary.org

I hereby appeal:

Signature

Date

Print Name

Telephone

Representing

Email

Mailing Address

Date of Original Request: _____

Records Requested: _____

Reason Provided for Denial: _____

FOR LIBRARY USE ONLY

Denial Upheld ()

Denial Reversed ()

Signature

Title

Date

Immigration Enforcement Response Policy

The Library is committed to upholding patron privacy, and ensuring compliance with legal requirements. This policy establishes procedures for Library staff to follow if federal immigration enforcement agents (e.g., U.S. Immigration and Customs Enforcement (“ICE”)) enter the Library or request information.

1. Confidentiality of Patron Records

- a. The Library will not disclose any patron records or personal information unless presented with a valid judicial order, subpoena, or warrant (CPLR § 4509).
- b. All requests for patron information must be referred to the Library Director. If the Library Director is unavailable, the request should be directed to the Assistant Director or, if neither is available, the Librarian in Charge.

2. Procedures for Responding to Immigration Agents

If an immigration enforcement agent enters the Library and/or requests information, Library staff shall:

- a. **Notify Library Leadership**
 - Immediately inform the Library Director. If the Library Director is unavailable, the request should be directed to the Assistant Director or, if neither is available, the Librarian in Charge.
- b. **Request Identification and Documentation**
 - Politely ask the agent for their name, agency affiliation, and the purpose of their visit. Make notes of their responses.
 - Request and make a copy of any legal documentation, such as a warrant, subpoena, or court order that they possess.
- c. **Follow Legal Counsel’s Guidance**
 - Inform the agent that Library policy requires consultation with legal counsel before any action is taken.
 - Ask the agent to wait while legal counsel is consulted.
- d. **Non-Interference with Law Enforcement**
 - Library staff shall not physically interfere with any enforcement action, search, or seizure by federal immigration enforcement agents.
 - If an agent proceeds without a valid judicial order, staff should document all details of the encounter and notify legal counsel immediately.
- e. **Report Encounters**
 - Any encounter with immigration agents must be reported to Library leadership promptly.

3. Public vs. Nonpublic Areas of the Library

- a. **Public Areas:** Immigration enforcement agents may enter publicly accessible areas of the Library without a warrant, e.g., program rooms, stacks, and common areas.
- b. **Nonpublic Areas:** Areas designated for staff use only, such as offices, break rooms, storage areas, and behind-the-desk workspaces, are not open to the public. Immigration agents may not enter these areas without a valid judicial warrant, subpoena or court order.
- c. While staff may verbally inform federal immigration enforcement agents that they are not entitled to enter the nonpublic areas of the Library without a warrant, subpoena or court order, they should never physically interfere.

Adopted: 10/2023

Individual Study Room Policy

At the Long Beach Public Library, we take pride in creating a versatile environment tailored to diverse needs. Our Individual Study Room is for patrons seeking a quiet space, where there are minimal interruptions. We are dedicated to ensuring your experience here is both enriching and undisturbed. To ensure fair usage and maintain a respectful atmosphere, please adhere to the following policies when utilizing our study rooms:

Reservation and Usage

The individual Study room is available on a first-come, first-served basis. Reservations can be made in person at the library's reference desk or online through our website. The room can be reserved for a maximum of two hours per day. Patrons may extend their session if no other reservations are pending.

Eligibility

The study room is intended for individual use or for small groups of no more than 2.

Conduct

Maintain a quiet and respectful atmosphere within the study room. Covered drinks are allowed but food is not allowed to prevent spills and maintain cleanliness. Patrons are responsible for any damage to the study room or its contents during their reservation.

Check-In and Check-Out

Patrons have to check in at the reference before using the study room. Patrons must leave their library card or ID when checking in. When patrons are done with the study room their ID or library card will be returned. The room must be locked when not in use.

Personal Belongings

Patrons should not leave personal belongings unattended in the study room. The library is not responsible for lost or stolen items.

Compliance

Patrons must comply with all library policies, including our Code of Conduct and Internet Use Policy, while using the study rooms.

Updated and approved: 11/2021

Updated and approved: 4/2024

Revised and approved: 7/2024

Meeting Room Reservation Policy

When space is not being used for Long Beach Public Library sponsored programming and services, the Library's meeting rooms are available for use by individuals, groups, organizations, and other entities. Programs are to be educational, cultural or recreational, and in strict compliance with New York State Education Law, § 414. Meetings of political organizations as defined by Election Law Section 1-104, Subdivision 3 and Education Law, Section 414 (1) (e) and electioneering within the Library are prohibited. The primary purpose of Library facilities is to implement regular Library programming and services.

Library-sponsored and administered activities shall have priority in determining use of Library facilities.

Individuals and groups approved to use Library meeting rooms may not:

- charge the public admission, registration or any other fee for participating unless approved, in advance, by the Board of Trustees
- use the Library rooms for fundraising purposes
- use the Library rooms for religious services
- engage in commercial activity (including selling items, products, or services) inconsistent with the mission and purpose of the Library.

Permission for use of Library meeting rooms in no way implies Library endorsement of the goals or activities of any individual or organization receiving such permission. Individuals and groups approved to use Library meeting rooms shall not discriminate against any individual on the basis of age, race, sex, ethnicity, color, national origin, ancestry, sexual orientation, height, weight, marital status, veteran status, physical or mental disability, gender identity or expression, or religion with respect to access to Library space. Further, the Library reserves the right to reject any application, in its sole discretion, by an organization whose proposed meeting poses an imminent danger to the public.

Individuals and organizations may not use the Library's address or phone number as their formal place of business. Promotions of meetings in the Library must neither state nor imply that the Library is sponsoring the meeting. Use of a meeting room does not mean endorsement by the Library of the group using it, or of the program presented.

Use of Library meeting rooms may not interfere with normal Library functions and operations. The Library reserves the authority to maintain order and discipline on its premises and to take such action as may be necessary or appropriate to protect the well-being of staff and patrons.

The following general conditions must be met for an individual or group to request a room reservation.

1. Rooms will only be available for use during the hours the Library is open to the public.

Updated and approved: 11/2021

Updated and approved: 4/2024

Revised and approved: 7/2024

Meeting Room Reservation Policy

2. Rooms are prioritized for groups with headquarters in, or that provide substantial services to the citizens of, the Long Beach School District. If not a community group, priority is given to others in the order below.
 - a. Local, county, state, and federal government agencies
 - b. Local, county, state, and federal educational, cultural, civic, and recreational organizations
 - c. Individual residents of the Long Beach School District
 - d. All others
3. An individual representative must reserve and assume responsibility for the room. They must be at least 18 years of age and be present at the meeting/event for which the room has been reserved.
 - a. The sponsor must report attendance within 24 hours after each scheduled meeting by emailing attendance@longbeachlibrary.org or reporting it to the librarian at the Adult or Youth Services Reference Desks.
4. Room reservation requests, including the Library's indemnity agreement, must be submitted online at least thirty (30) days before the requested date. If you need assistance with the online room reservation request system, please visit the Adult Services Reference Desk at the Main Library.
5. To encourage the use of its meeting rooms for diverse events and to give all qualified groups access to this service, no group may book a meeting room more than once per quarter or 4 times in a 12-month period.
 - a. If an individual or organization would like to request the use of a Library space more than once per quarter, they must submit a written request to the Library Administration by June 1st for the following fiscal year detailing the dates requested and what the space will be used for.
 - i. Requests occurring outside of that time frame will be considered, only if space is available.
6. Food and drinks, within reason as determined by Library Administration, are allowed. Alcohol is prohibited by the Library's Rules of Conduct.
7. In consideration of the use of the meeting room facilities, each entity or individual agrees that it will pay for all damage to any property of the Long Beach Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization, group, or any person in attendance, and individuals and entities assume all responsibility and liability for property damage or personal injury or loss sustained by any attendee and indemnifies and hold harmless the Long Beach Public Library, its employees, and the Board of Trustees from any and all liability arising from the use of any meeting room, including the

Updated and approved: 11/2021

Updated and approved: 4/2024

Revised and approved: 7/2024

Meeting Room Reservation Policy

reasonable cost of attorney fees and expenses incurred in the defense of any litigation against the library arising out of any use of a meeting room.

Additional Guidelines

- All events must be free and open to the public.
 - For the safety of our youngest patrons, only parents or caregivers of the children attending a meeting or event shall be allowed to accompany them.
- All meetings must be completed 15 minutes before the Library closes, unless arrangements are made at the time of reservation, with Library Administration, at least sixty (60) days in advance.
 - For meetings that extend past the Library's regular closing time, there shall be a charge of \$60 per hour, prorated by the quarter hour.
- The capacity of each room is established by Fire Codes and as such shall be strictly enforced. In further compliance with Fire Codes, seating arrangements must permit clear aisles and unobstructed access to exits.
- It is the responsibility of the individual or group requesting a room to alert the Library of cancellation as soon as possible.
- Since the facilities are principally for library programming, any external event may be preempted because of such programs. Library staff will make a reasonable effort to reschedule the date and/or space but rescheduling is not guaranteed.
- Permission to use the Library's meeting rooms shall be subject to cancellation by Library Administration at any time at their discretion. Should the individual or group requesting a room fail to adhere to all applicable Library policies, including failing to provide notification of cancellation two times ("no-show") within one year, or otherwise use the space in any prohibited manner, no further scheduling or rebooking will be allowed unless reviewed by the Library Board of Trustees.
 - The individual or group representative must submit a written review request within thirty (30) days of cancellation, indicating their desire for a review, and the basis therefore. If the next Board meeting is more than 15 days from receipt of the appeal request, such hearing will be held at the next regular meeting of the Board of Trustees. If less than 15 days, the hearing will be held at the following regular meeting of the Board of Trustees. The Board shall render a written decision within fourteen (14) days of the appeal hearing.

Cost & Capacity of Available Rooms

Capacity varies significantly depending on equipment and room setup but must never exceed the ranges below. **The costs listed below are for up to three (3) hours of time including setup and teardown time.**

Updated and approved: 11/2021

Updated and approved: 4/2024

Revised and approved: 7/2024

Meeting Room Reservation Policy

- Main Library Auditorium (full/undivided) - **\$30 standard set-up w/no additional staff assistance**
 - Capacity with chairs set up theater style: up to 200 people
- Auditorium (front half) - **\$30 standard set-up w/no additional staff assistance**
 - Capacity depending on set-up: 40 to 60 people
- Auditorium (back half) - **\$30 standard set-up w/no additional staff assistance**
 - Comfortable capacity depending on set-up: 40 to 60 people
- 2nd Floor Program Room - **\$20 standard set-up w/no additional staff assistance**
 - Capacity set up classroom or horseshoe style: up to 20 people
 - Capacity set up theater style: up to 30 people
- 1st Floor Program Room - **\$10 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 15 to 20 people
- 2nd Floor YS Space - **\$10 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 14 to 18 people
- West End Branch - **\$20 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 25 to 35 people
- Point Lookout Branch - **\$20 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 20 to 30 people

Room Setup and Cleanup

As part of the room reservation request, the anticipated setup and disassembling time for a meeting must be given. Typical room setup configurations can be selected at the time of booking.

Special room setups and additional staff assistance must be requested and approved, in advance, by Library Administration. The fee per event for special room setups **\$60 per hour, prorated by the quarter hour**. Based on the complexity of the request, Library Administration will inform the requestor of the additional costs in advance of the room reservation being finalized.

Individuals and organizations shall be responsible for cleanup after the event and return the room to its original level of cleanliness. Failure to do so may result in cleaning fees assessed by the Library and/or suspension of a group's meeting room privileges. Cleaning fees are **\$60 per hour, prorated by the quarter hour**.

Audiovisual Equipment Use

Requests for audio-visual equipment must be made at the time the room is reserved. The suite of equipment available for each room or location varies. Trained library staff, when in the building, will provide basic assistance with library-owned equipment. If staff are not available, the library will provide

Updated and approved: 11/2021

Updated and approved: 4/2024

Revised and approved: 7/2024

Meeting Room Reservation Policy

simple written instructions for equipment use. The Library makes no guarantees that personal equipment will be compatible with the Library's system.

Auditorium

The Auditorium has the capability of being divided into two or three smaller meeting spaces. When applicable, given the intended use of the space and expected audience size, the Library requests that those interested in reserving the Auditorium use only part of the space to allow for the possibility of other programs and keep program noise to a minimum to ensure other programs and meetings happening simultaneously are not disturbed.

NOTARY SERVICES POLICY

Long Beach Public Library (Library”) employees who hold a valid New York State Notary license are available on-site to provide notary services to patrons who visit the library.

Library notary publics are required to follow any and all New York State and applicable local laws, regulations and regulations governing notary services.

The Library will pay the cost of training for library staff to become a notary public and to maintain his or her license.

Notary services are available to patrons who visit the Long Beach Public Library, subject to the parameters set forth herein:

- Notary services are offered weekdays from 9 AM to 5 PM but may be available outside of those hours by appointment. The Library makes no guarantees or warranties concerning the availability of notaries at any given time.
- It is recommended to call to ensure that a Notary Public will be available, but walk-ins are welcome, subject to the availability of a Notary.
- Pursuant to NYS Notary Public License Law sec. 136, the Library will charge \$2 per notarization. A notarization consists of one signature, one stamp and one seal.
 - A patron may be limited to 5 notarizations per day. A notarization consists of one signature, one stamp and one seal.
- Any patron utilizing the Library’s notary services must personally appear, present a valid New York State driver’s license or other government-issued photo identification and sign before the notary public.
- The Library’s notary service is not available for deeds, and other real estate documents (*i.e.* mortgages and satisfactions of mortgages), wills, living wills, trusts, codicils, powers of attorney or depositions.
- The Library will not provide witnesses, and witnesses may not be solicited from other staff members or patrons 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 New York State driver’s license or other government-issued photo identification.
- Documents in any language other than English will not be notarized at the library.
- The person seeking to utilize this service must be able to communicate with the notary. Translators are not permitted.
- Library notary publics are not attorneys licensed to practice law and shall not give legal advice.

NOTARY SERVICES POLICY

- In its discretion, the Library reserves its right to decline to provide notary services to a patron.

Approved by the Board of Trustees – May 2020

Reviewed and Updated– July 2021

Reviewed and Updated – August 2021

Reviewed and Updated – 3/2022

PERSONAL PROTECTIVE EQUIPMENT POLICY

Purpose

The Long Beach Public Library (LBPL) Board of Trustees is empowered to take the steps necessary to serve the community under its mission with the health and safety of the Library staff and patrons as the top priority. Therefore, the Board of Trustees has adopted this Personal Protective Equipment (PPE) Policy to be implemented in the event of a declared public health emergency involving a communicable disease.

The primary goals of LBPL's Personal Protective Equipment Policy are to:

- Outline when usage of PPE shall be implemented
- If implemented, this policy shall
 - Introduce requirements for PPE use for patrons wishing to use the Library's services
 - Provide reasonable access to Library services to all community members while still protecting the Library's staff and other patrons
 - Reduce the risk of infection in, around, and on Library facilities, materials, and equipment for Library staff and patrons
 - Outline requirements for staff to wear PPE

The Library's staff, including contracted security guards, have the authority to enforce the measures set forth in this policy.

In the event of a public health emergency involving a communicable disease, the usage of PPE shall be implemented based on any of the following conditions:

- Public health guidance and information including the designation of the city, county or state as an area of high transmission
- Executive Orders
- Mandates from all federal, state, and local government agencies.

In rapidly evolving public health situations, the Director is empowered by the Board of Trustees to address emergency conditions and to implement or rescind PPE usage requirements in consultation with the Board President and/or Vice President. These requirements shall be ratified at the Board's next regularly scheduled meeting.

Approved by the Board of Trustees – May 2020

Reviewed and Updated– July 2021

Reviewed and Updated – August 2021

Reviewed and Updated – 3/2022

PERSONAL PROTECTIVE EQUIPMENT POLICY

Authority & Evaluation

This policy and related procedures will be enforced under all current and future New York State Executive Orders or laws, including those pertaining to PPE, workforce and occupancy reductions, and social distancing guidelines. The practices in this policy may be modified as needed to conform with such Executive Orders, as well as mandates from all federal, state, and local government agencies.

Questions or concerns regarding this policy should be brought to the Library Director.

This policy will remain in effect until the Board of Trustees votes to remove or revise it.

Approved: February 2020
Revised and approved: 1/2024

Film and Photography Policy

Photography and Filming at Library Activities

At the Long Beach Public Library, we believe in celebrating the vibrant experiences of our community. To enhance and share these moments, the Library or its representatives frequently engage in photography and filming activities within our premises.

By entering LBPL, patrons are considered to have provided consent to be photographed or filmed for promotional and archival purposes, unless they choose to opt out.

These images may be included in brochures, flyers, web pages, news releases or other promotional materials, and available to media outlets and event participants.

Any individual that does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

Other types of photography or filming

Private Use Photography

Casual personal and amateur photography, filming, and videotaping is permitted in the lobby, study and program areas of Library facilities for customers and visitors wanting a remembrance of their visit. Individuals who take pictures must honor requests from Library users and staff who do not want to be included in photos. Persons taking photographs and videos shall not harass, intimidate, or threaten a patron or staff member; or block library aisles, walkways, stairwells, doors, or exits. Any such photographers are responsible for arranging all necessary releases and permissions from persons who are filmed or photographed.

Commercial Photography

No commercial or media photography or filming (including streaming for monetization) may occur in Library facilities without the prior written permission and approval of Library Administration. Such approval shall contain the conditions under which the commercial/media photography or filming will take place, and address the rights to ownership of the photos/films.

Any consent granted pursuant to this policy to permit photography or filming may be revoked at any time upon failure to comply with terms of the policy or any other Library rules and regulations.

Adopted – 1/1982

Revised – 9/1982

Revised – 10/2021

Posting and Distributing Materials on Library Property

The Long Beach Public Library provides bulletin boards, literature racks, tables, and other display units for the purpose of disseminating Library, government, community, and public service information of educational or cultural interest. These services are in keeping with the Library's philosophy of providing access to a wide range of information sources.

In providing these services, the Library subscribes to the Library Bill of Rights. Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval."

The posting or distribution of such materials does not indicate that the Library advocates or endorses the ideas, viewpoints, or events promoted by those materials.

Priorities and Guidelines

Because space is limited, materials meeting the requirements contained in this policy will be posted and/or distributed in the following order of priority:

- Long Beach Public Library announcements and publications
- Nassau Library System and member libraries
- Local, county, state, and federal government agencies
- Local, county, state, and federal educational, cultural, civic, and recreational organizations
- Individual residents of the Long Beach School District
- All others

The following types of items will not be accepted:

- Materials devoted to the sale, advertising, solicitation, or promotion of commercial products or services for profit-making businesses
- Materials aimed primarily at soliciting members, requesting donations, raising funds or selling merchandise. Exceptions may be made for cultural organizations and special events held by local organizations
- Materials that have the primary effect to proselytise for a single point of view
- Campaign or ballot related literature.
- Rental or bankruptcy notices.
- Materials inconsistent with Library policies.

Adopted – 1/1982

Revised – 9/1982

Revised – 10/2021

Posting and Distributing Materials on Library Property

Circulation of Petitions

- An individual or group desiring to circulate a petition inside the library building shall notify the Library Director or their designee prior to soliciting signatures
- The circulation of petitions is restricted to the entrance lobby and exterior property of the Library
- Petition circulators must not cause unreasonable commotion or noise, obstruct pedestrian or vehicular traffic, engage in conduct which alarms, seriously annoys, or harasses library patrons or staff, or otherwise interferes with the operation of the library
- No petition may be left for signature within the library or on the library property

Procedures

Before display, all materials for posting or display must be approved by the Library Director or his/her designee. Any materials found on the bulletin boards or in the literature racks or other display units that have not been approved shall be removed and discarded. Only Library staff members shall post materials on the bulletin boards and place literature in the display racks or shelves.

In order to keep the display units neat and current, the Library reserves the right to:

- Determine where and how the item(s) will be posted or displayed
- Limit the size and quantity of the item(s) to be posted or displayed
- Limit the length of time the item(s) will be posted or displayed
- Dispose of materials that have been posted or displayed by individuals other than the Library Director or designated staff member(s)

The Library is not responsible for lost, damaged or stolen materials that have been posted or displayed. The Library is not responsible for returning materials that have been posted or displayed.

Approved: 5/2020
Revised & approved: 6/2024

Library Programs & Events Policy

Long Beach Public Library schedules, develops, and presents a wide variety of programs and events that provide opportunities for information, learning, and entertainment. Programming is an integral component of Library services that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the Library

Ultimate responsibility for programming at the Library rests with the Library Director, who administers programming under the authority of the Board of Trustees. The Library Director, in turn, delegates the authority for program development and management to appropriate departmental staff. The Library is interested in the opinions and suggestions for Library programs. These suggestions or opinions should be communicated to Library staff managing programs for the service areas, Library Administration and/or the Board of Library Trustees.

Library staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Availability of Library staff
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

Community members interested in offering a program should submit a [Program Proposal online](#). Library staff who present programs do so as part of their regular job and shall not be hired as outside contractors for programming.

Performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. No program shall be permitted which poses the imminent threat of public unrest or violence. No program shall be permitted that endangers Library patrons, staff,

Approved: 5/2020
Revised & approved: 6/2024

Library Programs & Events Policy

Library facilities, or otherwise materially interferes with Library operations. The Library does not present programs that support or oppose any candidate. Election information such as candidate forums that include invitations to all recognized candidates may be offered. Petitions or campaign literature are not permitted at such events.

The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Program topics, speakers and resources are not excluded from programs because of possible controversy. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants or speakers.

Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Payment to an external presenter will be set in accordance with the Library's Procurement Policy and may require Library Director or Board of Trustees approval. All external program presenters are required to indemnify the Library (including the Board, employees, and agents of the Library) against any damages, claims or liability arising in connection with the presentation of a program. Payment to external program presenters will only be made when the following conditions are met: Library Business Office receipt of a signed program contract, completion of program, submission of any items required by the Library, and approval of the payment at the Library's monthly Board of Trustees meeting.

All marketing and promotional efforts must be coordinated with the Library's staff and adhere to the Library's style guide. Staff approval must be secured before a program presenter distributes any promotional materials. The Library reserves the right to revise and edit any copy provided by a program presenter as appropriate for the Library's various promotional outlets.

All Library programs are open to the public. Registration may be required for planning purposes or when space or supplies are limited. Programs may be held on-site, off-site or online. A reasonable fee may be charged for certain types of Library programs including fees to cover the cost of materials that participants keep. Refunds for such fees shall be provided if the patron notifies the appropriate department no less than four (4) hours before the start of a craft program and no less than 24 hours for a cooking/food program.

Any sales of products or services at Library programs must be approved in advance by Library Administration and presenters are encouraged to donate 10% of the proceeds to the Library.

Approved: 5/2020
Revised & approved: 6/2024

Library Programs & Events Policy

Programs are not to be used for commercial, religious, fundraising, or partisan purposes nor for the solicitation of business.

Partnership Programs

For the good of the community and to meet community desires for a diverse range of programs, the Library draws upon other community resources in developing programs.

A partnership program is when the Library actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs.

The Library's programming funds may pay for a portion, but not all, of a partnership program. The Library reserves the right to request detailed information on a partner organization's funding source(s). Depending on the nature of the partnership program, reasonable fees may be charged to the public for participation or materials.

These partnership programs are separate and distinct from meeting room reservations which are simply an organization or individual using Library space without the Library actively participating in the event.

Virtual Programs

In an effort to reach the greatest volume of patrons, the Library will also offer hybrid and virtual programs. These programs will utilize Library approved virtual meeting platform(s) that patrons may use to access virtual programs from their own devices and may include programs that are simultaneously run at Library facilities along with programs that are solely offered virtually.

All Library virtual programs will be hosted via the Library's virtual meeting account(s). A designated Library staff member will act as "host". An external presenter will be made the "co-host". A second Library staff member will also be a "co-host" to manage the event, including recording attendance, and to deal with any technological, logistical, or behavioral issues that may arise. A third Library staff member may be required as an additional "co-host" for larger programs. While hosting the virtual program, the Library may mute attendees, lock the event after the program has begun, dismiss participants and the like.

Patrons attending virtual programs are expected to adhere to the Long Beach Public Library's Rules of Conduct while in attendance, and failure to do so during a virtual program may result in their immediate removal from said program. Depending on the severity of the violation individuals may also be banned from attending some or all future Library virtual programs.

Approved: 5/2020
Revised & approved: 6/2024

Library Programs & Events Policy

Patrons are required to use their own equipment to attend Library virtual programs. Long Beach Public Library will make its best good faith effort to utilize a virtual program platform that will be compatible with the widest array of hardware and operating systems, but the Library makes no representation that every patron will be capable of accessing Library programming virtually using their personal devices or internet connections.

Furthermore, the Library makes no representation as to the quality of the audio or visual aspects of its virtual programs, nor of the stability of the internet connection on the side of the patron, the presenter, or the Library host. Finally, while the Long Beach Public Library will make all reasonable efforts to ensure the digital security of its virtual events, patrons attending said events understand and accept that all online activity comes with some degree of risk and agree that the Library is not liable for any physical, emotional, or financial damages that may result from attending a Library virtual event.

Approved: 9/2024
Up for review: 9/2027

Restricted Access Policy

Purpose:

To ensure a safe and secure environment for staff and administration to perform their job responsibilities.

Scope:

This policy applies to all who enter Long Beach Public Library's Main Library.

Policy:

The third floor of the Long Beach Public Library's Main Library is restricted to current Library staff, administration, Trustees, delivery personnel, custodial workers, and contractual service workers—including, but not limited to: HVAC, solar power, roof repair, telecommunications and data transmission workers.

All others - including Library patrons, residents, former employees, former Trustees, friends and relatives of employees, and job applicants - may have access only by prearranged appointment. Refusal to comply may necessitate eviction from the building.

Adopted 11/2019

Safety of Minors Policy

Long Beach Public Library welcomes children to access library services, materials, and programs. Library staff is committed to help children with activities related to the Library. However, Library staff cannot, nor is it their responsibility to serve as baby-sitters, teachers, or disciplinarians. The Long Beach Public Library assumes neither responsibility nor liability for the actions, care, supervision, or safety of minors. The responsibility for the safety and behavior of children while they are in the library rests with the parent or caregiver, including if the caregiver is a minor.

Children aged 8 or younger must be accompanied and directly supervised by a parent or other responsible caregiver aged 14 or older at all times while on Library property.

Children aged 9 and older are permitted to be in the library without the direct supervision of a parent or responsible caregiver subject to other Library rules and policies concerning behavior, conduct, and demeanor.

From time to time, Long Beach Public Library schedules or provides programs that are designed and suitable for attendance by children without parental supervision. In that case, the parent or caregiver is expected to remain in proximity to the program to be available should they be needed.

Unattended children aged 8 or younger may be asked to remain at the nearest Service Desk while staff attempt to locate the caregiver. When the safety of an unattended child is in doubt or the parent or responsible caregiver cannot be located, or if the Library is closing, Library staff are authorized to call the police and stay with the child until the police arrive.

If an unattended child or children under the age of 9 are present after closing at least two staff members shall remain with the children. In the event a child under the age of 9 is still at the library 15 minutes after the library closes to the public, the police will be called to pick up the young person. Attempts will be made during that 15 minutes to reach the parents. Whenever the Librarian in Charge / Person in Charge feels that it is appropriate to follow this process with a child or children nine years old or older, they are authorized to do so. However, in no instance will a staff member, volunteer, or a security guard transport a child or children or wait alone with the child or children. There must be at least two staff members present while waiting with the child or children. An incident report must be completed by the Librarian in Charge/Person in Charge.

Violations of this policy are grounds for suspension of library privileges.

Megan's Law Policy

To protect the children of the Long Beach community, the Library shall accept information regarding level two and three sex offenders residing within the school district. It shall be the Library's policy to make such information available to the public, upon a Freedom of Information request, and to advise the staff of the presence of such offender within the community. Freedom of Information requests shall be addressed to library administration and shall be fulfilled according to current policy.

Procedure

Upon the adoption of this procedure, administration shall establish a file labeled Megan's Law Offenders which shall be located in the office of the Administrative Assistant. When such information is received, the Director or a designee shall notify the following staff as quickly as possible:

Assistant Director
Head of Youth Services
Guards
Custodians
Branch Heads

The Assistant Director shall immediately meet with all adult librarians and the Head of Youth Services shall immediately meet with the staff of that department to convey the totality of information that has been provided. Further, the Director shall meet with clerical staff; circulation and technical services, to inform them of the totality of information available. With respect to pages, their supervisor shall advise each page to be alert to inappropriate patron behavior. Upon observation of such behavior, pages shall be instructed to inform the librarian at the reference desk who will advise administration.

Pursuant to staff meetings and if an offender is identified, library administration or the ranking senior librarian shall be notified of the presence of such offender. The Director, a designee or the ranking senior librarian shall advise the guard and custodian who shall monitor the movements of such person. Should a period of time elapse during which no offensive behavior has been manifested, librarians shall be advised of the presence of such person. They shall be watchful of such person.

Should there be no offensive behavior, the person shall not be confronted but rather shall be treated as all other patrons in good standing. If there is an observation of inappropriate behavior, the person shall be directed to cease and desist and the Long Beach Police Department shall be immediately notified. Following resolution of the situation by the police, an incident report; form attached, shall be filed with the Administrative Assistant who shall affix such report to the offender's information.

Adopted: March 2001

Megan's Law Incident Report

Report Date: _____

Incident Date: _____

Incident Time: _____

Incident Location in Library: _____

Description of Incident:

Action Taken and Results:

Name and/or Shield Number of Officer: _____

Police Report Number: _____

Submitted by: _____

Approved: 9/2024
Up for review: 9/2027

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Adopted 11/2019

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Violations of this policy are grounds for suspension of library privileges.

Security Camera Policy

The Long Beach Public Library is committed to maintaining a safe and secure environment for staff, patrons, and visitors as well as maintaining the security of Library property and the facilities. To support this commitment, security cameras and monitoring equipment are employed where needed to discourage violations of the Library's Patron Code of Conduct and, when necessary, to provide assistance to law enforcement in investigating criminal activity.

Privacy and Confidentiality

Cameras will not be placed in areas where there is a reasonable expectation of privacy or where prohibited by law.

A sign or signs will be posted informing the public that security cameras are in use.

Images will typically be retained for a period of time determined by the storage capacity of the equipment - usually about 14 calendar days. As new images are recorded, the oldest images are automatically deleted. The Library reserves the right to retain images for a longer period.

The Library will make all reasonable effort to ensure the security of surveillance records. Conversations or audible communication will not be monitored or recorded.

Access to Surveillance

Only designated staff: the Director, Assistant Director, Administrative Assistant, Board President, and the Systems Integrator will have access to the recorded images.

Surveillance recordings are not accessible to the general public, but will be released as necessary and in accordance with applicable NYS laws — such as in response to a search warrant, court orders, or requests by a police authority as part of an active investigation.

If the Library receives a request from the general public to inspect security footage the requestor should be advised to file a police report.

Adopted: September 14, 2016

Smoke Free Library and Library Grounds Policy

To promote the health, safety, and welfare of the public and staff, smoking and vaping is prohibited inside all Long Beach Public Library locations.

Further, smoking is not permitted within 100 feet of the entrances, exits, or outdoor areas of any public library, in compliance with [NY State Public Health Law 1399-o subdivision 6](#). All library staff and patrons are expected to comply with this law. For library staff, lunch and break allocations remain in effect as contractually stipulated.

Long Beach Public Library is in compliance with NY State Public Health Law by prominently posting and properly maintaining clear signage on the library that smoking is prohibited within 100 feet. The Library designates the Nassau County Department of Health for local enforcement. Complaints can be made to Nassau County Department of Health – Smoking Regulation Program at (516) 227-9617.

Approved: March 31, 1993

Amended: October 26, 2016

Updated in compliance with NY State Public Health Law 1399-o subdivision 6: June 17, 2019

Amended: September XX, 2019

Adopted: 9/2023

Social Media Policy

The mission of the Long Beach Public Library (LBPL) is to foster a love of reading and lifelong learning, cultivate community connections and growth, and provide access to creative and cultural opportunities. The use of social media can further that mission.

The primary goals of Long Beach Public Library's use of social media are to:

- Promote the Library's programs, materials, and services
- Share relevant community resources
- Call for Library advocacy

When necessary, social media will also be used by the Long Beach Public Library to share emergency communications, public service announcements, and other service-related information only as authorized by the Director or Assistant Director.

The primary audience is the Long Beach Public Library community.

For the purposes of this policy, "social media" refers to any social media site, blog, network, and communication tools that exist now and in the future that allow public feedback and sharing on the internet including Facebook, Instagram, YouTube, and TikTok.

Guidelines

New social media accounts may only be established with the Director's approval.

All official Library-represented social media platforms will be selected, created, and moderated by the Programming & Marketing Department, or those specifically designated by the Director or that Department.

All login information including user names and passwords must be shared with the Director and included on the Library's master list. This will ensure that the Library maintains institutional access to accounts if staffing changes but also in the event that emergency communications must be quickly broadcast to the public.

Social media accounts must have more than one staff member named as an Administrator.

Best Practices

- All accounts should incorporate Library branding
- Posts are representing the Library and the content created and shared is a reflection of the organization
- The tone should be consistent with LBPL's communication and marketing strategy
- Content should be written from the point of view of the "We," which represents the Library as a whole

Adopted: 9/2023

Social Media Policy

- Maintain copyright and fair use when posting content
- Content should be current, accurate, and relevant to the intended audience
- Content should be easy to read and understand
- Posting to social media should be done regularly
- Graphics and images should be hi resolution
- Include links and tags when appropriate
- Respond to comments and messages as necessary
- Posts and comments should be friendly yet professional and should not include the expression of personal, political, or religious views
- The Library does not provide medical, legal, financial, investment, or other similar matters advice to Library patrons or community members
- Social media is not to be used to collect information about Library patrons or community members
- All other Library policies apply equally to use of social media

Moderation

- While the Long Beach Public Library encourages an open forum, posts and comments on the Library's social media are moderated by Library staff. The Library reserves the right, within its sole discretion, to not post or to remove submissions/comments that are unlawful or violate Library policies. This policy is not intended to restrict communications or actions protected or required by state or federal law.
- Social media accounts will be monitored for content that violates the Library's Rules of Conduct and other policies, including but not limited to:
 - Offensive, obscene, threatening, or abusive language
 - Pornography
 - Selling, solicitation, commercial interests, and spam
 - Copyright violations
 - Defamatory and libelous comments
 - Threats against the Library, its staff, its Board of Trustees, or community members
 - Other speech or content not protected by the First Amendment
- Hate speech will not be tolerated. Posts containing racism, homophobia, sexism, or any other form of hate speech will be removed from the Library's social media.
- Repeat violations of the Rules of Conduct may result in temporary or permanent removal from the Library's social media page(s)
- The Library is not responsible for any patron-generated comments/content that appear on the LBPL's social media accounts. A posted comment is the opinion of the poster only, and publication of a comment does not imply endorsement of or agreement by the Library.

Adopted: 9/2023

Social Media Policy

- Users may report questions or concerns.
 - Moderators will review those questions or concerns as soon as possible. In some instances, we will not have the resources to review user comments and posts, but we do reserve the right to edit or delete user comments and posts in a manner consistent with our mission and policies.
 - The Library will not remove all posts that have been reported and the Library cannot respond individually to every report.

Personal Social Media Use

Long Beach Public Library does not intend to limit or restrict an employee or Trustee's right to utilize social media for personal reasons. However, if they identify themselves as a Long Beach Public Library employee or Trustee, the following statement must be included in their account profile: "Opinions are my own and do not reflect that of the Long Beach Public Library."

Additionally, employees should not represent themselves as speaking on behalf of the Long Beach Public Library unless granted express and specific permission to do so by the Director.

All rules regarding confidential and proprietary Library information apply in full to use of social media. Any information that cannot be disclosed through a conversation, a note, or an email also cannot be disclosed through social media.

Approved: 10/2021

Tutoring Policy

The Library does not provide public space for individuals to conduct private business, specifically the use of the facility to deliver paid services to clients. While paid tutoring is considered a private business, the Long Beach Public Library welcomes tutors and students, on a limited basis, as part of our mission to encourage lifelong learning.

The following policy is intended to provide balance between the use of the Library by tutors and their students and use of the Library by all other members of the community.

- The Library is not obligated to accommodate any tutor.
- Tutors are permitted to work with only one student at a time.
- The Library is not a classroom or office space, but rather a community gathering space. The exchange of money for tutoring services on Library property is strictly prohibited. Paid tutors who violate this policy could have library privileges suspended for tutoring.
- Tutors may not publish or distribute advertisements for their services on Library property identifying the Library as their place of doing business, nor may they in any way imply Library sponsorship of their activities.
- Tutors may not solicit Library patrons on Library property.
- Tutors may use the Library tables during any of our open hours on first come first serve basis and we cannot guarantee a table will be available. If all tables are taken, tutors are not to ask other patrons to leave a table for their use and such behavior could result in suspended library privileges for tutoring.
- Library Staff may ask tutors and their student to move to another area of the library if the tutoring session is disturbing other patrons.
- Library staff may ask tutoring to cease if space being used is needed for other Library purposes.
- Tutors and their students must comply with existing policies governing behavior in the Library.
- Tutors are responsible for the behavior of the students being tutored during the tutoring session.
- It is preferred that the parents remain in the Library while minor children are being tutored. The Library assumes no responsibility for children left unattended.
- Tutors working with a student at the end of the day are asked to conclude their session fifteen minutes before closing time.
- Tutors and students must bring their own supplies.
- The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of the tutors and students who use available Library space.
- Library staff is available to assist tutors and their students in the same manner as they assist any patron of the Library. However, Library staff must be available to all people who come into the Library for help.
- Tutors are not sponsored by the Library. All arrangements must be made between the tutor, student, and parents.