



# **LIBRARY OPERATIONS HANDBOOK**

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## **Introduction**

The Library is governed by a seven member Board of Trustees which establishes the policies under which the Library operates. The administration of these policies is within the purview of the Library Director who manages the day-to-day operation of the Library.

This handbook reflects the policies and procedures in effect at the present time. The Board of Trustees reserves the right to change them as circumstances require. The Board welcomes policy suggestions in all areas of Library operation. Suggestions should be put in writing and given to the Director at least a week in advance of the next regularly scheduled Board meeting. Meetings are typically held on the third Monday of each month at 6:00pm, please see the online calendar for the most up to date schedule.

# Cutchogue New Suffolk Free Library

## Plan of Service

### Library Overview

Located on the Village Green, the Library stands alongside the historic Old House, the 1704 Wickham Farmhouse, the 1840 Schoolhouse, a post-Civil War Carriage House and the Old Burying Ground.

The building that is now the Library was originally a church built by the Independent Congregational Church and Society in 1862. The society was formed by a group of people who split off from the Cutchogue Presbyterian Church. The structure was built on land donated by one of their members and financed through member contributions that included a wooded lot, 4 shares of stock and one woman's gold beads.

By 1913, the building was not in use and the members had returned to the Presbyterian Church while still keeping their religious society active. The Trustees of the Church voted to refurbish the building and grounds for use as a library. In 1914, the Trustees approved the rental of the building for a dollar a year. The Library opened with a staff of volunteers and was granted a provisional charter on September 16, 1915 by the New York State Board of Regents. A furnace and electricity were installed in 1921.

In 1927, the Cutchogue Methodist Church burned down. The Congregational Society closed the Library to allow the Methodists to use the building for worship while they built a new church. The Library was reopened when construction of the new Methodist Church was complete and continued to operate in the Church building for a nominal rent. The structure maintained free standing shelving and no permanent furnishings so that it could easily be returned to a place of worship if needed.

Over the years the Library continued to grow but with only minor changes added to the building – a bathroom in the minister's robing room, a door to the rear of the building for fire safety and a ban on smoking in the building was instituted. On September 20, 1957, the Library was granted a permanent charter by the New York State Board of Regents.

By the 1980s, the Library had become an integral part of the community and was staffed with a full-time librarian and several part time employees. In response the Library's growing need for the space, the Congregational Society made it possible for the Library to buy the building and embark on an extensive renovation and expansion project. In 1986, the Library moved in and a year later renovated the "church" into the current children's room and meeting room.

In 1994, the Historical Council provided the Library with funds to renovate the expanded choir loft into the Local History Center. The west front corner of the ceiling of the Local History Room shows the original curved ceiling where the spiral staircase led to the choir loft.

In response to the community's growing need for more space, the Library doubled its square footage in 2008. A second story mezzanine was built throughout the entire building and a Community Room was added to the lower level by excavating the ground beneath the church portion of the building.

The Library's service area incorporates the communities of Cutchogue and New Suffolk. According to the 2010 United States Census, the population of Cutchogue was 3,349 and the population of New Suffolk was 349.

The hamlet of Cutchogue is located in the western half of the Town of Southold, and stretches from the Long Island Sound across the entire width to the Peconic Bays. It is bordered on the west by Mattituck, on the east by Peconic, and New Suffolk hamlet on the south.

Cutchogue is comprised of 6,322 acres, with nearly half of those acres designated for agricultural use. The farmlands are a large part of the community's character along with the Library, Village Green and surrounding historic buildings that form the center of the hamlet. The historic nature of Cutchogue also provides its sense of place and contributes to its small town charm.

The compact hamlet of New Suffolk is located in the western half of the Town of Southold's mainland, on the south shore. It is bordered on the west and north by Cutchogue, on the south by Great Peconic Bay and on the east by Cutchogue Harbor. New Suffolk is the Town's smallest hamlet at 335 acres.

New Suffolk's hamlet center with its gridded streets, small lots, and traditional tiny schoolhouse gives the community its quiet charm. The waterfront area along First Street was at one time an industrial area, with submarine manufacturing and other industrial uses. This area was transformed over time and now includes a popular sandy beach with spectacular views of Cutchogue Harbor and the bay.

The Library is governed by an elected seven to nine member Board of Trustees whose monthly meetings are open to the public. The Library employs a qualified director who is responsible for the day-to-day operation of the Library. The Library employs professional librarians and support staff to assist with providing the services outlined in this document.

The Library is funded primarily through local tax assessments and receives some supplemental income through grants, contributions, private donations, bequests, fees and interest payments.

The Library has a set of bylaws that govern the Library's structure and an extensive set of policies that govern the Library's operations. *These policies are posted on the Library's website.* The Library provides an *Employee Handbook* to all staff members and updates as issued by the Board of Trustees.

## **Library Mission Statement**

The mission of the Cutchogue New Suffolk Free Library is to promote lifelong learning through the acquisition, organization and preservation of information, and through offering services in an environment that will support the community's educational, cultural, recreational, and professional interests.

## **Library Service Standard**

The Library uses the following standards to define its public service priorities:

- 1) Safety First – Library patrons must be and feel safe and secure (both as individuals and for their families) when they visit and use the Library's services.
- 2) Privacy and Respect – Library patrons must feel confident that their privacy will be maintained and that their concerns and beliefs will be respected.
- 3) Courtesy – Library patrons will be treated with dignity, proper decorum and a willingness to be of assistance.
- 4) Accuracy – Library staff will always strive to provide patrons with the most accurate.

## **Reference Services**

The Library is committed to providing patrons with a means to access informational, educational and recreational materials. A staff of professional librarians will be available and equipped with the resources necessary to assist patrons in accessing informational, educational and recreational materials and facilitating their research.

## **Collections**

The Library will maintain a collection of popular general interest materials. The collection will be intended for the enrichment of all patrons. The collection will include books (regular and large print), magazines, DVDs, compact discs, audio books, eBooks and other downloadable materials. The Library will evaluate emerging technology and when appropriate, add materials in new formats to its collection.

## **Computers and Technology**

The Library will provide a broad array of computer and technology services. These services will include public access to:

- computers with Internet and various software programs
- Wi-Fi throughout the building
- scanning station
- color and black/white printers
- tablets
- fax machine
- color and black/white photocopier
- document magnifier
- *Live-brary.com* (online eBook collections, databases, study help and research tools)
- patrons with Library cards will have remote access to *Live-brary*.

## **Circulation**

The Library will lend materials to patrons who live within the Library's service area or those qualified for direct access and/or interlibrary loan. The Library will follow the direct access and/or interlibrary loan rules set forth in the *SCLS Resource Sharing Code* and it will comply with all sections of New York State Department of Education NYCRR 90.3. The Library will issue a Library card to any resident within its service area who fills out an application and provides the necessary proof of residency. Patrons with Library cards will be able to request, reserve and renew materials, access a list of Library holdings (either from the Library or online), borrow materials from other Suffolk County public libraries and access their Library card account (either from the Library or online).

The Library will maintain a comfortable, clean and safe facility that is fully accessible to all community members. The Library will offer gender neutral, accessible bathrooms. The facility will include workspace for individuals, small groups and large groups as well as a community art gallery. The Library facility will be large and modern enough to support the items listed within this plan of service. Library signage will be clear, up-to-date and easy to understand.

## **Staff**

The Library will employ a friendly and helpful customer service oriented staff that will include professional librarians and support staff. Staff members will be well informed about the Library's services, programs and policies. Staff development will be encouraged and facilitated through opportunities for professional growth and training.

## **Volunteers**

The Library will utilize the assistance of a diverse group of volunteers, whenever appropriate. This will be done in order to provide a local opportunity for community residents needing volunteer credit.

## **Programming**

The Library will offer a wide variety of programming for patrons of all ages. In accordance with the Library's policies, meeting spaces will be available for community-based, not-for-profit groups.

## **Special Services**

The Library will offer a number of special services to the community. These will include, but are not limited to: reader's advisory, inter-Library loans, community outreach, homebound delivery, basic English classes, materials (braille and talking books) for people with disabilities through the *National Library Service* and *Literacy Volunteers of America* training.



### **Promotion of Library Services**

The Library will inform the community about its services and programs through regularly published newsletters, a website, social media, tours of the Library and additional methods.

### **Fiscal Responsibility**

The Library recognizes and acknowledges the important responsibility to taxpayers to be prudent and accountable with the community's investment in the Library. The Library will develop and utilize an array of financial procedures and internal controls to ensure that all Library funds are well managed and well spent. Those procedures will be periodically reviewed and, when appropriate, modified to reinforce their purpose.

### **Responsiveness**

The Library will always strive to be responsive to all community needs and requests. Budgetary, facility and staffing constraints may prevent the Library from being able to fulfill all community wishes but they will not prevent the Library from studying and responding to all requests.

### **Cooperative Partnering**

The Library will attempt to maximize the community's investment by cooperatively sharing services where appropriate and cost effective with neighboring libraries and other public service institutions. The Library will maintain a membership in the *Suffolk Cooperative Library System (SCLS)* and take full advantage of the many services that *SCLS* provides to member libraries.

### **Library Plan of Service Review**

The Library Board of Trustees will review and reaffirm the Plan of Service on a regular basis, at least once every five years. The review process will include a community needs assessment, an evaluation of current services, a financial review, a policy review and input from the Library staff.

## **Library Bill of Rights**

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

- I. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

## **Library Bulletin Board Policy**

The primary use of the Library bulletin board will be for Library purposes. As a center for information the Library will cooperate with government and local non-profit civic, cultural, recreational and educational organizations by displaying their materials, if the following criteria are met:

- Materials to be displayed must be submitted for approval to the Library and are subject to review by the Library Staff.
- No endorsements of a political nature may be posted.
- No legal notices may be posted.
- The Library reserves the right to restrict the size, number and location of display materials.
- Notices will be removed when they are no longer timely or when space is required for more current items.
- The Library assumes no responsibility for the content of the notices or materials, nor for the possible damage or theft of materials.
- Items are posted for informational purposes only. Posting does not imply an endorsement by the Library.
- Posters announcing fundraising programs sponsored by any local non-profit organization may be displayed provided there is space available.
- Postings must have a date, name and telephone number contact for further information or clarification.
- Exceptions to these criteria may be made solely by permission of the Library Director.
- No organization or individual shall be permitted to place in the Library any box, receptacle or canister which solicits donations, without permission of the Library Director.

## **Community Bulletin Board Policy**

The Library provides a community bulletin board separate from the Library bulletin board for patron use on a self-serve basis. Posting of notices does not indicate library endorsement of the ideas, issues or events promoted by those notices.

- Notices must be approved by a Library Staff Member prior to self-serve posting.
- All notices on the community bulletin board must be dated and contain the name and contact information of the individual or sponsoring agency responsible for the posting.
- One notice per event is permitted.
- Notices will be removed when they are no longer timely or when space is required for more current items.
- The Library may control the frequency with which notices may be posted.
- Advertising such as tutoring, house cleaning, or other service is permitted.
- Advertising for sale of items is not permitted.
- The Library will not approve the posting of legal notices or information that is of a political, illegal or criminal nature.

- The Library retains the right to remove any notice due to general inappropriateness or violation of Library Policy.

*Revisions:*

*Adopted by the Board of Trustees 9/18/2018*

*Amended 5/15/2023*

## **Circulation Services**

The Library's Circulation Policy is to:

- Put as few restrictions as possible on the flow of information and materials.
- Monitor and retrieve materials in a timely way to facilitate access to them by others.

### **Circulation Records**

The Library collects the names and contact information of individuals for the purpose of:

- Issuing Library cards
- Identifying materials the cardholder currently has out on loan
- Recording and identifying overdue materials
- Placing and tracking holds
- Monitoring suggestions for purchase
- Monitoring interlibrary loan transactions
- Administering Library activities

Each patron has control over his or her Library card and presentation of the card permits access to information about the borrower's current circulation record.

Except during the actual period of transaction (circulation, maintenance of record on unpaid fines, reservation of materials), the Library will not maintain a permanent record of transactions. All records relating to customer registration are confidential. See the next section for complete text of the Confidentiality of Library Records Policy.

At the end of each calendar year, the department head will delete inactive and expired patrons of 3 or more years. All records are stored electronically on a cloud hosted server through Suffolk Cooperative Library System.

### **Confidentiality of Library Records Policy**

Library registration and circulation records are confidential and are not to be disclosed to anyone other than the registered party, a party presenting a waiver from the borrower or a person with a court order granting accessibility. The New York State Civil Practice Law and Rules Section 4509 reads as follows:

"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, including but 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, 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."

*Revisions:*

*Adopted by the Board of Trustees 07/13/2015*

*Amended 5/15/2023*

## Tarjetas de la biblioteca

Las tarjetas de la biblioteca serán emitidas sin cargo a los residentes permanentes, los residentes de tiempo temporal y propietarios de negocios dentro del distrito de la biblioteca de Cutchogue New Suffolk. Además de verificación de identidad, prueba de residencia o propiedad de vivienda, es necesario mostrar una dirección. Las formas aceptables de identificación se enumeran a continuación. Estas son las clases de tarjetas de la biblioteca:

- 1) **Ilimitada:** *proporciona acceso a todos los materiales que circulan. Nota: Los padres o tutores legales pueden optar por una tarjeta ilimitada para los menores de 16 años de edad o menos señalando en la casilla correspondiente del formulario de inscripción.*
  - A. **Los residentes y dueños de propiedades** - tarjetas ilimitadas están disponibles para los solicitantes de 17 años de edad o más que, son propietarios o residentes que viven en el distrito de la biblioteca por más de 6 meses al año.
  - B. La prueba de residencia o dueño de la propiedad debe ser establecido proporcionando copias de:
    - a. Corriente licencia de conducir actual/no conductor ID/pasaporte
    - b. Copia del título de propiedad, contrato de arrendamiento, hipoteca o factura de impuestos
    - c. factura de servicios públicos
    - d. Tarjeta de registro de vehículo/tarjeta de seguro
    - e. declaración de la tarjeta de crédito/banco
    - f. ID de estudiante con foto.
  - C. **Sólo Uso Local** - tarjetas de uso local están disponibles para los solicitantes de 17 años de edad o más que proporcionen direcciones temporales dentro del distrito de la biblioteca durante 6 meses o menos (mínimo de 4 semanas). Se requiere una prueba tanto para las direcciones permanentes y temporales. Aceptable formas de prueba para las direcciones permanentes aparecen arriba en #1A y por debajo de direcciones temporales.
    - a. Recibo del parque de casas rodantes o puerto deportivo
    - b. Concesión actual o contrato de alquiler del propietario de un apartamento o casa
  - D. **Escuela de la Facultad de negocios** - tarjetas ilimitadas están disponibles para los profesores de la escuela y propietarios de negocios que enseñan o son dueños de un negocio dentro del distrito de la biblioteca. Colegio facultad tendrá que proporcionar una copia de sus tarjetas de identificación de la escuela. Los propietarios de negocios pueden establecer la prueba de propiedad, proporcionando copias de:
    - a. contrato de arrendamiento actual
    - b. Tarjeta de negocios
    - c. Licencia comercial
    - d. impuesto a la propiedad
- 2) **Limitada:** *proporciona acceso a todos los materiales que circulan, a excepción de los DVD de la colección de adultos, y la colección "biblioteca de las cosas".*
  - A. **Residentes** - tarjetas limitadas están disponibles para los solicitantes de 16 años de edad o menos que vivan en el distrito de la biblioteca durante más de 6 meses al

año. Los residentes están obligados a proporcionar la verificación de la identidad y dirección. Las formas aceptables de prueba para la dirección permanente aparecen arriba en #1A.

- B. **Uso local Solamente-** Las tarjetas de uso local están disponibles para los solicitantes de 17 años de edad o menos que proporcionan direcciones temporales dentro del distrito de la biblioteca durante 6 meses o menos. Padres y representantes legales están obligados a proporcionar la verificación de la identidad y la prueba tanto para las direcciones permanentes y temporales. Las formas aceptables de prueba para las direcciones permanentes se enumeran más arriba en #1A y por debajo de las direcciones temporales.
- a. Recibo del parque de casas rodantes o puerto deportivo
  - b. Concesión actual o contrato de alquiler del propietario de un apartamento o casa.

3) **Tarjeta temporal en línea:** Los clientes pueden obtener una tarjeta temporal en línea en el Live-brary.com. Esto permitirá que el aplicante coloque, ejerza o descargue los libros electrónicos a través de Live-brary.com. Tarjetas temporales han limitado privilegios y el aplicante debe completar la inscripción en la biblioteca de Cutchogue New Suffolk de libre circulación en el plazo de 30 días.

#### Reglas generales para los titulares de tarjetas

En los casos en los que el aplicante no pueda proporcionar cualquiera de los documentos aceptables, podría presentar una carta en la que confirmaría

1. la residencia del propietario o del dueño de una propiedad. Todas esas cartas deben ser aprobadas por el Supervisor de Circulación.
2. Ilimitadas y Tarjetas limitadas puede ser utilizadas en la biblioteca de Cutchogue New Suffolk y por otras bibliotecas del condado de Suffolk. Se caducan en tres años desde la fecha de emisión.
3. Es de uso local, las tarjetas sólo pueden utilizarse en la biblioteca de Cutchogue New Suffolk. Se caducan en 6 meses desde la fecha de emisión.
4. No hay ningún cargo para la renovación de una tarjeta o para el cambio de un nombre o dirección. Hay un cargo de \$3.00 por el cambio de tarjetas perdidas o dañadas. Las tarjetas sólo se emiten en los dos conjuntos de piezas que consiste en una tarjeta estándar y una etiqueta de llavero.
5. La persona a quien se emite una tarjeta de la biblioteca es la responsable, con la excepción de los titulares de tarjetas y los 16 años debajo, es responsable de todos los artículos sacados de la tarjeta. Los productos extraídos por los titulares de tarjetas 16 años y menores son responsabilidad del padre o tutor legal.
6. tarjeta de la Biblioteca de acuerdo a reportar cualquier cambio de dirección, número de teléfono y/o correo electrónico frente a la biblioteca para que puedan ser contactados acerca de los elementos en espera y/o material de retraso.
7. Si se pierde o es robado una tarjeta de la biblioteca, es responsabilidad del titular de la tarjeta para notificar a la Biblioteca. Todas los artículos sacados antes de la fecha en que la tarjeta se ha reportado la pérdida es responsabilidad del titular de la tarjeta.
8. Un padre o tutor legal que desea suspender privilegios de préstamo para su hijo debe notificar a la Biblioteca. La destrucción de una tarjeta de biblioteca no elimina el registro de un patrón.



## Library Cards

Library cards will be issued without charge to full-time residents, part-time residents and business proprietors within the Cutchogue and New Suffolk Library District. Applicants must show a verification of identity, along with a proof of residency or property ownership that has a street address listed. Acceptable forms of ID are listed below. Classes of Library cards:

1) **Unlimited:** *provides access to all circulating materials. Note: Parents or legal guardians may elect to have the library issue an unlimited card to patrons 16 years of age or under by checking the appropriate box on the registration form.*

**A. Residents and Property Owners** - Unlimited cards are available to applicants 17 years of age or over who are property owners or residents who live in the library district for more than 6 months per year. Proof of residency or property ownership may be established by providing copies of:

- a) Current driver's license/non-driver photo ID/passport
- b) Copy of deed, lease agreement, mortgage or tax bill
- c) Current utility bill
- d) Vehicle Registration card/ insurance card
- e) Credit card/bank statement
- f) Student Photo ID

**B. Local Use Only** - Local use cards are available to applicants 17 years of age or over who provide temporary addresses within the library district for 6 months or less (minimum of 4 weeks). Proof for both the permanent and temporary addresses is required. Acceptable forms of proof for permanent addresses are listed above under #1A and below for temporary addresses.

- a) Receipt from RV park or marina
- b) Current lease or rental agreement from the landlord for an apartment or house

**C. School Faculty & Business** - Unlimited cards are available to school faculty and business proprietors who teach or own a business within the library district. School faculty will need to provide a copy of their school identification cards. Business owners may establish proof of proprietorship by providing copies of:

- a) Current rental lease
- b) Business license
- c) Business card
- d) Property tax bill

2) **Limited:** *provides access to all circulating materials, except DVDs from the adult collection and the Library of Things.*

**A. Residents** - Limited cards are available to applicants 16 years of age or under who live in the library district for more than 6 months per year. Residents are required to provide verification of identity and address. Acceptable forms of proof for permanent addresses are listed above under #1A.

**B. Local Use Only** - Local use cards are available to applicants 16 years of age or under who provide temporary addresses within the library district for 6 months or less. Parents and legal guardians are required to provide verification of identity and proof for both the permanent and temporary addresses. Acceptable forms of proof for permanent addresses are listed above under #1A and below for temporary addresses.

- a) Receipt from RV park or marina
  - b) Current lease or rental agreement from the landlord for an apartment or house.
- 3) **Temporary Online Cards:** Patrons may get a temporary card online at [Live-brary.com](http://Live-brary.com). This allows the patron to place holds or download e-books through [Live-brary.com](http://Live-brary.com). Temporary cards have limited privileges and the patron must complete registration at The Cutchogue New Suffolk Free Library Circulation Desk within 30 days for full privileges.

### General Rules for Cardholders

- 1) When a patron cannot provide any of the acceptable documents, a letter confirming residency from a landlord, property owner or employer may be submitted. All such letters must be approved by the Head of Circulation.
- 2) Unlimited and Limited Cards may be used at The Cutchogue New Suffolk Free Library and at other Suffolk County Libraries. Library cards expire three years from date of issue.
- 3) Local Use Only cards may only be used at The Cutchogue New Suffolk Free Library and expire 6 months from the date of issue.
- 4) There is no charge for renewing a card, for changing a name or address, or for replacing lost or damaged cards. Cards are issued in the two part sets consisting of a standard card and a key chain tag.
- 5) Patrons may utilize a digital barcode, either through the Library app, or through a phone “wallet”.
- 6) The person to whom a Library card is issued, with the exception of cardholders age 16 and under, is responsible for all items checked out on the card. Items checked out by cardholders age 16 and under are the responsibility of the parent or legal guardian.
- 7) Library cardholders agree to report any change of address, telephone number and/or email address to the Library so they may be contacted about items on hold and/or overdue material.
- 8) If a Library card is lost or stolen, it is the cardholder’s responsibility to notify the Library. All items checked out prior to the date the card is reported lost are the responsibility of the patron.
- 9) Library cardholders are automatically enrolled to receive library email notifications; cardholders may opt out on an individual basis.

### *Revisions:*

*Adopted by the Board of Trustees 08/14/2017*

*Amended 5/15/2023*



*All applicants will be asked to provide verification of identity and proof of street address.*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Primary Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Date of Birth (applicants 16 and under only) \_\_\_\_\_

Please select how you would like to be notified if an item on hold for you is ready for pickup:

- Phone Only/do not have email     Email Only     Both Phone & Email

**Local Address:**

Street \_\_\_\_\_ P.O. BOX \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**Other Address:**

Street \_\_\_\_\_ P.O. BOX \_\_\_\_\_

City/State/Zip \_\_\_\_\_

<p><b>Proofs of identification:</b></p> <ol style="list-style-type: none"> <li>1. Current driver's license/non-driver photo ID/Passport</li> <li>2. Student/Faculty Photo ID (for schools in Library district)</li> </ol> <p><b>Proofs of permanent residency or property ownership:</b></p> <ol style="list-style-type: none"> <li>3. Current driver's license/non-driver photo ID</li> <li>4. Copy of deed, lease agreement, mortgage or tax bill</li> <li>5. Current utility bill/Credit card or bank statement</li> <li>6. Vehicle Registration/Insurance card</li> <li>7. Student Photo ID</li> </ol>	<p><b>Proofs of temporary residency:</b></p> <ol style="list-style-type: none"> <li>8. Receipt from RV park or marina</li> <li>9. Current lease or rental agreement from landlord for an apartment or house</li> </ol> <p><b>Proofs of business proprietorship:</b></p> <ol style="list-style-type: none"> <li>10. Current rental lease</li> <li>11. Business license</li> <li>12. Business card</li> <li>13. Property tax bill</li> </ol>
--	--

**Please select one:**

- I am a property owner/permanent resident in the Library's district.
- I am a renter in the Library's district for **more than 6 months per year.**
- I am a temporary resident (ex.: renter) in the Library's district for **6 months or less per year.**
- I am a school faculty member who teaches within the Library's district.
- I am a business proprietor who owns a business within the Library's district.

**Parent/Guardian Information for applicants 16 years of age or under**

Parent/Guardian Name \_\_\_\_\_ Library Card # \_\_\_\_\_

**Please select one:**

- Limited Card – provides access to all circulating materials except DVDs and Library of Things items from the Adult Collection.
- Unlimited Card – provides access to all circulating materials.

**Parent/Guardian Signature:** \_\_\_\_\_

**LIBRARY USE ONLY**

Proof of ID _____	Proof of Residency _____	PALS Database (check one)	<input type="checkbox"/> Link to family members: _____
<input type="checkbox"/> Permanent resident – 3 year expiration date	<input type="checkbox"/> Local use resident – 6 month expiration date	<input type="checkbox"/> Not in database	_____
<input type="checkbox"/> School faculty – 3 year expiration date	<input type="checkbox"/> Business proprietor – 3 year expiration date	<input type="checkbox"/> Duplicate – relocated, record clear	_____
		<input type="checkbox"/> Duplicate – different person	_____
		<input type="checkbox"/> Duplicate – dual residency	_____
Date _____	Barcode _____	Initials _____	



Todos los aplicantes deberán proporcionar una identificación personal y una prueba de dirección

### Aplicación para la tarjeta de la Biblioteca

Apellido \_\_\_\_\_ Nombre \_\_\_\_\_

Teléfono Principal \_\_\_\_\_ Otro Teléfono \_\_\_\_\_

Correo Electrónico \_\_\_\_\_ Fecha de Nacimiento \_\_\_\_\_

Por favor, seleccione la forma en la que le gustaría ser notificado para recoger algún material que está en espera para usted  
 Solo Teléfono/Sin Correo Electrónico     Solo Correo Electrónico     Teléfono y Correo Electrónico

**Dirección:**

Calle \_\_\_\_\_ P.O. BOX \_\_\_\_\_

Ciudad/Estado/Código Postal \_\_\_\_\_

**Otra Dirección:**

Calle \_\_\_\_\_ P.O. BOX \_\_\_\_\_

Ciudad/Estado/Código Postal \_\_\_\_\_

**Las pruebas de identificación:**

- 1. Licencia de conducir actual/una foto ID/pasaporte
- 2. Estudiante/Facultad foto ID (para escuelas en el distrito de la Biblioteca)

**Pruebas de residencia permanente:**

- 3. Licencia de conducir actual/una foto ID
- 4. Copia del título de propiedad, contrato de arrendamiento, hipoteca o recibo de impuestos
- 5. Factura de servicios públicos/tarjeta de crédito o estado de cuenta bancaria
- 6. Tarjeta de registro de vehículo/Seguros      7. Foto ID de estudiante

**Pruebas de residencia temporal:**

- 8. Recibo del parque de casas rodantes o botes
- 9. Contrato de arrendamiento o acuerdo de alquiler del dueño del apartamento o casa

**Pruebas de propietario de negocio:**

- 10. Contrato de arrendamiento actual
- 11. Licencia de negocios
- 12. Tarjeta de negocios
- 13. Recibo de impuestos de propiedad

**Por favor, seleccione uno:**

- Soy propietario de una propiedad/residente en el distrito de la Biblioteca.
- Soy arrendatario en el distrito de la Biblioteca durante más de 6 meses al año.
- Soy residente temporal (ex.: arrendatario) en el distrito de la Biblioteca durante 6 meses o menos al año.
- Soy un miembro de la facultad de la escuela que enseña en el distrito de la Biblioteca.
- Soy propietario de una empresa que tiene un negocio en el distrito de la Biblioteca.

**Padre/Guardián Información de los solicitantes de 16 años de edad o menos**

Padre/Guardián Nombre \_\_\_\_\_ Número de la Tarjeta de la Biblioteca \_\_\_\_\_

**Por favor seleccione uno:**

- Tarjeta *Limitada* – proporciona acceso a todos los materiales que circulan excepto los DVDs de la colección de Adultos y la biblioteca de cosas.
- Tarjeta *Sin Límite*- proporciona acceso a todos los materiales que circulan.

**Padre/Guardián Firma:** \_\_\_\_\_

**USO DE LA BIBLIOTECA**

- |   |                          |  |  |
|---|--------------------------|--|--|
| Proof of ID _____   | Proof of Residency _____ | PALS Database (check one)                                    | <input type="checkbox"/> Link to family members: _____ |
| <input type="checkbox"/> Permanent resident – 3 year expiration date  |                          | <input type="checkbox"/> Not in database                     | _____  |
| <input type="checkbox"/> Local use resident – 6 month expiration date |                          | <input type="checkbox"/> Duplicate – relocated, record clear | _____  |
| <input type="checkbox"/> School faculty – 3 year expiration date      |                          | <input type="checkbox"/> Duplicate – different person        | _____  |
| <input type="checkbox"/> Business proprietor – 3 year expiration date |                          |  |  |

Date \_\_\_\_\_ Barcode \_\_\_\_\_ Initials \_\_\_\_\_

### Lending Periods, Fines & Fees

Item Type	Lending Period	Days to Pick Up Holds	Renewals Allowed	Overdue Fines/Day	Maximum Fine
Adult Fiction	14 days	7	6	0	0
Adult Non-Fiction	14 days	7	6	0	0
Adult Large Print Books	14 days	7	6	0	0
Magazines (Adult)	14 days	7	6	0	0
Audiobooks (Adult)	14 days	7	6	0	0
New DVDs (Adult)	3 days	7	6	0	0
New Series DVDs (Adult)	7 days	7	6	0	0
DVDs (Adult)	7 days	7	6	0	0
Music CDs (Adult)	14 days	7	6	0	0
Holiday Music (Adult)	14 days	7	6	0	0
Puzzles (Adult)	14 days	7	6	0	0
Lawn Games	3 days	3	0	\$1.00	\$10.00
Museum Passes	3 days	3	0	\$10.00	\$100.00
Tech Devices & Craft Equipment (over \$50)	14 days	14	0	\$5.00	\$50.00
Tech Devices & Craft Equipment (under \$50)	14 days	14	0	\$1.00	\$10.00
Children's Books	14 days	7	6	0	0
Children's Magazines	14 days	7	6	0	0
Children's Puzzles & Games	14 days	7	6	0	0
Children's New DVDs	3 days	7	6	0	0
Children's DVDs	7 days	7	6	0	0
Children's Launchpad	14 days	7	0	\$10.00	\$100.00
Children's VOX Books & Collection Kits	14 days	7	6	0	0
Young Adult Books	14 days	7	6	0	0
Young Adult Magazines	14 days	7	6	0	0
Young Adult New DVDs	3 days	7	6	0	0
Young Adult DVDs	7 days	7	6	0	0
Downloadable Media	Lending periods for Overdrive downloadable materials may vary from title to title and are subject to the Live-brary.com Lending Policy. Downloadable lending rules for Kanopy and Hoopla are subject to usage and demand.				

- As of July 1, 2020 Library items are fine-free except for special items (Library of Things, Museum Passes, etc.)
- If a special item is not returned on or before its due date, an overdue fine will be accrued for each Library business day. Lost and damaged items will be billed at replacement cost.
- If the item is returned with the receipt, in good condition and within 30 days after payment, the Library will accept the item and refund the monies paid by the patron.

- Patrons borrowing privileges will be suspended when their fines reach \$30.00. Additionally, borrowing privileges will be suspended if payment for lost or damaged items has not been received.
- Overdue notices for 3-day items will be sent out 3 days after due date and billed 7 days later.
- Overdue notices for 7-day items will be sent out 7 days after due date and billed 21 days later.
- Overdue notices for 14-day items will be sent out 7 days after due date and billed 21 days later.

*Revisions:*

*Adopted by the Board of Trustees 08/14/2017*

*Amended 9/16/2019*

*Amended 6/15/2020*

*Amended 5/15/2023*

## Borrowing Privileges

With a few exceptions, patrons with valid Library cards are able to borrow a reasonable number of items from the collection at any one time.

Exceptions:

1. Limited cardholders may only borrow DVDs from the teen and children's collections.
2. All patrons are limited to borrowing two new DVDs per card per visit in July and August; there are no limitations throughout the remainder of the year.
3. New magazines, newspapers and certain items from the Local History Room do not circulate.
4. Due to demand created by a school project or holiday season, staff may limit the number of items on a single subject that patrons may borrow.

As an aid to the orderly return of books, book drops are available at the Library entrance.

Direct Access: The Cutchogue New Suffolk Free Library (CNSFL) is a member of the Suffolk Cooperative Library System (SCLS) and as such follows the SCLS Resource Sharing Code as established by SCLS and its member libraries. Through Direct Access, any borrower possessing a valid full service library card, in good standing, issued by any member library of SCLS may utilize the resources of the CNSFL, adhering to the same rules as CNSFL cardholders and may borrow a reasonable number of items from the collection within the library.

The following restrictions apply to direct access loans:

1. The same new DVD limit as #2 above.
2. Materials that do not circulate to local residents.
3. Although CNSFL only limits new DVDs, staff must follow other library limits when checking out Direct Access patrons.

*Revisions:*

*Adopted by the Board of Trustees 07/13/2015*

*Amended 5/15/2023*

## **Reserve & Interlibrary Loan Services**

If an item from the Library's collection is unavailable, a patron may request to have that title placed on reserve. Patrons may choose to be notified by telephone, email or text message when their item(s) are ready for pick up.

Materials not found in the Library's collection may be requested from other institutions via interlibrary loan (ILL) agreements provided through the Suffolk Cooperative Library System.

Requests for ILL materials through the county-wide automated circulation system may be made from the Library's Online Public Access Computers (OPAC) or through the Library's website, or app using a valid Library card. All materials may be returned at any Library in the county.

The Library staff will make reasonable efforts to locate items in other libraries when it is not in our collection. The borrowing patron must abide by the usage policies and procedures of the lending library. Any fees incurred by the Cutchogue New Suffolk Free Library (including but not limited to shipping, patron damage and late fees) for the use of items borrowed from another library are the responsibility of the borrowing patron.

*Revisions:*

*Adopted by the Board of Trustees 04/11/2016*

*Amended 5/15/2023*



# Collection Development Policies

## Acquisitions

The Cutchogue New Suffolk Free Library provides a collection in support of the Library's mission to inspire lifelong learning, advance knowledge, and strengthen the communities of Cutchogue and New Suffolk. The growth and development of the collection is guided by the following principles.

The collection will:

- meet the information needs of the community
- be well-balanced and wide-ranging
- reflect a variety of opinions (minority and majority) on a subject
- support business, cultural, recreational and civic activities of the community
- offer new and differing areas of interest and concern
- enhance job-related knowledge and skills
- increase knowledge of and participation in the affairs of the community, the state, the country and the world.

The authority and responsibility for the selection of Library materials is delegated to the Director and, under her/his direction, to the heads of collections, qualified for this activity by reason of education, experience, and knowledge.

Selections often rely on tools such as: the *Public Library Catalogue*, *Library Journal*, *Kirkus*, *Booklist*, *New York Times Book Review*, and other current online and print sources. Suggestions from readers are welcome and are given serious consideration. Holdings and availability of other area library resources are pertinent to purchasing decisions.

Materials are evaluated on the basis of the work as a whole, and not on a particular passage or passages. The Library upholds the right of every individual to access information, even though the content may be controversial or unacceptable to others. Accuracy and authoritativeness of content is considered and relevant.

Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the existing collection's strengths and weaknesses and the ability of the work to serve the interests of the community. Library materials will not be marked to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft.

Responsibility for materials chosen by children and adolescents rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

## Discarding of Materials

The authority and responsibility for the discarding of Library materials is delegated to the Director and, under her/his direction, to the heads of collections. In order to keep the Library's collection viable, it has been established that the following criteria are to be considered during the weeding and discarding process: physical condition of the material, unnecessary duplication, outdated material, and lack of demand by the public. Donated materials and those purchased for *Books for Babies* are subject to these criteria.

*Revisions:*

*Adopted by the Board of Trustees 06/13/2016*

*Amended 5/15/2023*

## **Reconsideration of Library Materials**

Selection of the materials available in the library is designed to cover a broad spectrum of subjects. The following procedures are to be followed if a patron would like to make a request for reconsideration of an item in the Library's collection:

- A form to request reconsideration of Library materials can be obtained at the Circulation Desk or downloaded from the Library's website. The completed form is to be submitted to the Library Director.
- The request will be referred to a committee, consisting of the Director, a member of the Library staff and a Trustee. The committee will reconsider the item in question using the Library's Acquisition Policy.
- The Director will then contact the patron regarding the committee's decision. If the patron desires further action an appeal may be taken to the Library Board.

*Revisions:*

*Adopted by the Board of Trustees on 04/11/2016*

*Amended 5/15/2023*



### Request for Reconsideration of Library Materials

DATE \_\_\_\_\_  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_  
Do you represent? \_\_\_ Self OR \_\_\_ Organization/Group  
Name of Organization or Group \_\_\_\_\_

#### Material for Reconsideration

TITLE \_\_\_\_\_  
AUTHOR \_\_\_\_\_  
FORMAT \_\_\_\_\_  
PUBLISHER/PRODUCER \_\_\_\_\_

**Please answer the following questions** *(Attach additional pages if necessary):*

1. State your objection to the material (Please be specific):
2. Did you read the entire book or view/listen to the material in its entirety? If not, what sections did you review?
3. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?
4. What action are you requesting the committee consider?
5. Other comments.

*Revisions:  
Adopted by the Board of Trustees on 04/11/2016  
Amended 5/15/2023*

## The Freedom to Read Statement

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

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that

individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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

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

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

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

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

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

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*



American Library Association  
Association of American Publishers  
*Subsequently endorsed by:*  
American Booksellers for Free Expression  
The Association of American University Presses  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

*Adopted by the Board of Trustees on 6/26/2023*

## Computer Use & Internet Access Policy

Computer access is available to all library patrons for educational, informational and recreational purposes. The Library makes no warranty, expressed or implied, for the timeliness, accuracy or usefulness for a particular purpose of information accessed via the Internet. Patrons must accept this Computer and Internet Policy in order to access the computers and Internet.

### *Access – Computers, Laptops, iPads & Other Devices*

1. Use of the computers and the Internet is free to the public.
2. Library computers must be used in a responsible manner, respecting the rights of other users.
3. Computers in the adult area are designated for adults 18 years and older.
4. Computers in the teen area are designated for teens 12-17 years of age.
5. Devices in the children's room are designated for children up to 12 years old.
  - 5.1. An iPad kiosk is available in the Children's room for in-library use only. These iPads are preloaded with educational games for children. There is no internet access on the iPads.
  - 5.2. A Touch Wall preloaded with educational games and content for children is available for use.
6. Laptops are only available for in-library use. In order to use a laptop, patrons and guests must provide a valid photo ID or Library card, which will be held in a secure location until the end of the patron's session.
7. The Cutchogue New Suffolk Free Library complies with the requirements of CIPA – *The Children's Internet Protection Act (CIPA) is the federal law that requires all computers in a public library to be filtered [Supreme Court decision: No. 02-361 (June 23, 2003)]*.
8. Parents or legal guardians are responsible for monitoring their child's Internet and computer/device use. Restriction of a child's access to the Internet is the responsibility of the parent or legal guardian.
9. Patrons may listen to audio content providing they use headphones. Users should bring headphones, borrow from the library, or purchase headphones from the library.
10. Patrons may use personal USB flash drives for storage of data retrieved while using a Library computer. All user data is automatically removed from the computer after patron use. The Library has USB flash drives for sale.
11. The Library is not responsible for damage to personal storage devices or loss of data that may occur while using Library computers.
12. Users may not:
  - a. Damage or make any attempt to damage computer equipment or software

- b. Alter or make any attempt to alter computer or Internet configurations
- c. Use library computers for illegal or criminal purposes, including hacking into unauthorized networks, communication services or resources
- d. Engage in any activity which is harassing, libelous or defamatory
- e. Invade the privacy of others or make any attempt to modify or gain access to files, passwords, or data belonging to others
- f. Install or download any software
- g. Misrepresent themselves

13. The Library staff may give patrons limited and reasonable assistance with computer usage. Patrons are expected to have basic computer knowledge.

### ***Sessions***

1. All computers and devices are available on a first come first serve basis. If all are in use, patrons will be added to a waiting list.
2. Patrons are responsible for logging off at the end of their session. Logging off deletes any saved work and personal data. The library is not responsible for patrons' work and information when the patron fails to log off.

### ***Wireless Internet Access Service***

1. Public Wi-Fi service is available throughout the Library building during operational hours and in the parking lot at all hours.
2. The Library is not responsible for viruses or any other intrusive software patrons' devices may be exposed to while using the Library's wireless internet access.
3. The Library is not responsible for service interruptions during patron wireless internet access.

*In no event will the Library have any liability for lost profits, for any direct or indirect special, punitive or consequential damages, or a liability to a third party even if the Library is advised of the possibility of such damages arising from the use of its computers or Internet. Users assume all associated risks and agree to hold harmless the Library for any personal information that is compromised, or any damage caused to users' hardware or software due to electrical surges, security issues, and viruses, hacking or otherwise.*

### ***Printing Services***

1. Patrons may print their documents from Library desktop computers, or wirelessly from a library or personal device and release them from the Print Release Station upon barcode entry and payment.
2. Library staff will provide assistance with using the Print Release Station.

3. Black and white printing: \$.15 per page.
4. Color printing: \$.25 per page.
5. There is no printing charge for elementary and high school aged students printing materials for school.
6. Patrons are permitted to utilize their own special paper for printing (i.e. photo paper), however must ask the assistance of a Librarian in order to change printer settings to accommodate the print job.

***Public Scanner***

1. Public Scanner users must comply with the Library's *Copyright Protection Policy*.
2. Scanning is available on a first come first served basis.
3. All scanning is done at the users' own risk. Cutchogue New Suffolk Free Library will not assume responsibility for materials that are damaged by the scanning process.
4. Session limits may be imposed at the discretion of the Librarians.
5. User will be prompted to log out, or scan session will time out after 1 minute. All work will be deleted at session log out for the safety of the user.

## **Copyright Protection**

The Cutchogue New Suffolk Free Library is in compliance with Title 17 of the United States Code, titled "Copyrights," and other federal legislation related to the duplication, retention, and use of copyrighted materials. Users of library equipment are expected to abide by the copyright laws.

The following notice of copyright will be prominently displayed on all Library equipment capable of duplicating or reproducing copyrighted materials.

**Notice:**

"The Copyright Law of the United States (Title 17 US Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement."

## Exhibits and Displays

The Cutchogue New Suffolk Free Library provides space to the community for educational, informational and cultural exhibits. Wall space is available for displaying artwork by local artists.

### General Guidelines:

- The *Friends of the Library* are responsible for all scheduling of displays and exhibits in the Upstairs Gallery. The Library Director is responsible for scheduling of displays and exhibits elsewhere in the Library.
- Requests to display materials are made in advance. Artists who wish to be considered are asked to complete an *Art Show & Exhibit Application* form.
- Priority is given to Library sponsored exhibits.
- The Library reserves the right to refuse, cancel, limit or impose restrictions upon any exhibit.
- Proposed exhibits should be suitable for viewing by all ages.
- Exhibitor's contact information will be made available to any patron upon request.
- Set up and takedown will be done by the exhibitor in a manner so as not to interfere with the Library's operation.
- Exhibitors are encouraged to provide information pertinent to their displays.
- The Library does not advocate or endorse viewpoints of exhibits/exhibitors.
- Exhibitors must sign an indemnification agreement holding the Library harmless from liability in case of damage or theft of the exhibited items. A sample appears on the next page.

### Guidelines for Sale of Artwork:

- Purchases of artwork on display in the Upstairs Gallery are to be paid with checks payable to the FRIENDS OF THE CUTCHOGUE NEW SUFFOLK FREE LIBRARY. *Alternate payment options may be made available at the discretion of the Friends of the Library.*
- Purchases of artwork on display that are not a part of the Friends of the Library Upstairs Gallery shows are to be paid with checks made payable to the CUTCHOGUE NEW SUFFOLK FREE LIBRARY. *Alternate payment options may be made available at the discretion of the Director.*
- SOLD stickers will be placed on artwork purchased from the exhibit.
- The Friends of the Library will receive 20% of the purchase price of any artwork that is sold in the Upstairs Gallery.
- The Library will receive 20% of the purchase price of any artwork that is sold in areas other than the Upstairs Gallery.
- Artwork is available for pickup at the conclusion of the exhibit.
  - Exceptions may be made for earlier pickup dates by the art show curator or the Library Director.

## **Cutchogue New Suffolk Free Library Art Show & Exhibit Information**

### **Upstairs Gallery Friends of the Library Shows**

The Friends of the Cutchogue New Suffolk Free Library sponsor an ongoing series of art shows in various media that will run two months each unless otherwise stipulated. These shows take place in the *Upstairs Gallery*. For the most part these shows will be group shows, some with a specific theme. The purpose is to showcase as many local artists as possible while providing the community with a chance to share in and appreciate local art. Occasionally, at the discretion of the Art Gallery Committee, one-person shows may be mounted. Artists unknown to the Committee may be asked to present a work for jurying. The decision on inclusion in a show is completely at the discretion of the Committee. Artists interested in displaying artwork in the *Upstairs Gallery* should complete the *Art Show & Exhibit Application*. If available, artists should attach their resume to the application. Upon acceptance, the artist must complete an *Exhibitor's Agreement & Release* form. The Friends of the Library will receive 20% of the purchase price of any artwork that is sold in the Upstairs Gallery.

### **Library Exhibit Spaces**

In addition to the Upstairs Gallery, the Library has other spaces suitable for exhibits (Ex: Community Room). Artists interested in displaying artwork in other areas of the Library should complete the *Art Show & Exhibit Application*. If available, artists should attach their resume to the application. Artists will be contacted by the Director to discuss the feasibility of the exhibit. Upon acceptance, the artist must complete an *Exhibitor's Agreement & Release* form. The Library will receive 20% of the purchase price of any artwork that is sold in areas other than the Upstairs Gallery.

All two dimensional work must be framed, adequately wired and ready to hang. Wiring must be done with picture wire, not metal hangers, monofilament or brackets. Sculpture stands must be provided by the artist. Medium size works are requested due to space limitations. The artist will supply a list of items including: title, medium, height, width, and depth. Display of any oversized work will be considered, but not at the expense of the Library.

**Cutchogue New Suffolk Free Library  
Art Show & Exhibit Application**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Please select which space you are applying for:

Upstairs Gallery       Other Library Display Space

Media \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Educational background (art courses, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Member of Arts Group?  Yes  No If yes, please specify: \_\_\_\_\_

\_\_\_\_\_

Other shows? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date application submitted \_\_\_\_\_

Resume attached  Yes  No



## **Cutchogue New Suffolk Free Library Exhibitor's Agreement and Release**

In order to induce the Friends of the Cutchogue New Suffolk Free Library or the Cutchogue New Suffolk Free Library to exhibit my property, I hereby agree to release and hold harmless the Friends of the Library, the Library, its Board of Trustees, agents, employees, and volunteers from and against any and all liability, loss, damages, claims, charges, causes or actions or other legal proceedings, including costs and attorneys' fees, arising out of or in connection with:

- (1) any theft or damage, by whoever or however caused, or failure to exhibit, store, move or remove said property.
- (2) any injury which I or others may sustain to any degree attributable to, or in any way relative to, the exhibition.

I represent that the exhibition of my property is not prohibited or restricted in any way. I further represent that my property is original artwork created by me and does not infringe on any copyright. I shall not transfer title to said property before it is removed from the Library. I agree to indemnify, release, and hold harmless the Friends of the Library, the Library, its Board of Trustees, agents, employees, and volunteers concerning any claim or action against any of them because of my property and/or its exhibition. I agree to leave all materials, sold or unsold, on display until termination of the exhibit.

The Friends of the Library will receive 20% of the purchase price of any artwork that is sold in the Upstairs Gallery.

The Library will receive 20% of the purchase price of any artwork that is sold in areas other than the Upstairs Gallery.

By signing this Exhibitor's Agreement and Release, I acknowledge having read the Cutchogue New Suffolk Free Library Exhibit/Display Policies and Procedures and hereby agree to comply with all its terms and conditions.

TITLE: \_\_\_\_\_ Medium \_\_\_\_\_ H \_\_\_\_\_ W \_\_\_\_\_ D \_\_\_\_\_

(additional items to be listed separately)

DELIVERY DATE: \_\_\_\_\_ REMOVAL DATE: \_\_\_\_\_

DATES OF EXHIBIT: \_\_\_\_\_ to \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I hereby acknowledge that I have removed my property from the premises of the Cutchogue New Suffolk Free Library.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

# Gifts and Donations

## General Guidelines

- Once donated, items become the property of the Cutchogue New Suffolk Free Library and may be donated, sold, traded or discarded as the Library deems appropriate.
- Donors may be asked to submit a completed *Gifts & Donations Agreement Form*.
- Gifts and donations must be in accordance with standard practices and policies of the Library.
- The Library will acknowledge receipt of donated items but is unable to set fair market or appraisal values.
- Gifts and donations may be accepted or declined at the discretion of the Director and the Board of Trustees.

## Material Gifts

- The Cutchogue New Suffolk Library will consider accepting gifts of new and used books, equipment, audio recordings, videos and similar materials.
- The Library only accepts material gifts that have no restrictions concerning their use.
- The Library reserves the right to decide when a gift added to the collection must be withdrawn.

## Donations & Bequests

- Donated funds may be for designated or undesignated purposes.
- Funds for designated purposes should be discussed with the Library Director. Final acceptance will be determined by the Board of Trustees.

## Memorial Gifts and Tribute Donations

- Donors who would like to purchase an item for the Library in memory or honor of a loved one (Ex: a memorial bench) are asked to speak to the Library Director. The Library Director will provide suggestions based on the needs of the Library.
- Books may be purchased in honor or memory of a person. Donors must complete a *Tribute Donation* form. Suggestions for subject areas or areas of interest are welcome and will be followed to the extent possible. After purchase, a special bookplate with the name of the person being recognized will be placed inside the book(s). If requested, notification of a Tribute Book Donation will be sent to the family of the person being recognized.
- Donors must complete a *Tribute Donation* form when making a monetary donation in honor or memory of someone. If requested, notification of a *Tribute Donation* will be sent to the family of the person being recognized.

## Other Donations

- Donations of real estate, artifacts, works of art, collections, etc. should be discussed with the Library Director to determine their suitability to the purposes and needs of the Library, laws and regulations that govern the ownership of the gift and the Library's ability to cover insurance and maintenance costs associated with the donation. Final acceptance will be determined by the Board of Trustees.
- Donors of real estate, artifacts, works of art, collections, etc. must submit a completed *Gifts & Donations Agreement Form*.

**Cutchogue New Suffolk Free Library  
Gifts & Donations Agreement**

I (we) hereby donate to the Cutchogue New Suffolk Free Library the following:

I (we) acknowledge that I (we) have read the Cutchogue New Suffolk Free Library's *Gifts and Donations Policy*. I (we) certify that I am (we are) the lawful owner(s), have the authority to make this gift, and there are no legal impediments to making the donation of property herein listed to the Cutchogue New Suffolk Free Library.

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Donor

Mailing Address \_\_\_\_\_

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

Accepted for the Cutchogue New Suffolk Free Library by \_\_\_\_\_

\_\_\_\_\_  
Title

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_



PO Box 935 • 27550 Main Road  
Cutchogue, New York 11935  
PHONE 631-734-6360 FAX 631-734-7010  
www.cutchoguelibrary.org

***A Tribute to Someone Special***

After completing this form return it to the Library  
with a check made payable to Cutchogue New Suffolk Free Library.

In honor of       In memory of

\_\_\_\_\_ *Name*

Send acknowledgement of my gift to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please provide complete name, address and zip code*

**Gift Amount \$** \_\_\_\_\_

*(Minimum \$25.00 gift required to add a book to the collection)*

Donor's name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I would like a book(s) in a specific subject area added to the collection  
(The request will be honored if available and consistent with Library policy):

\_\_\_\_\_  
\_\_\_\_\_

I would like a specific title added to the collection  
(The request will be honored if available and consistent with Library policy):

Title \_\_\_\_\_

Author \_\_\_\_\_

## Homebound Services Information

In an effort to serve patrons unable to travel to the Library, the Cutchogue New Suffolk Free Library, upon request, will make arrangements to deliver materials to a patron's home. This service is available to patrons of all ages.

- Interested patrons must:
  - have a Cutchogue New Suffolk Free Library card in good standing
  - complete the following *Homebound Services Application* and return it to the Library.
- Upon receipt of the completed application, the patron will be contacted by a librarian for further details.
- Materials will be sent to the patron via the US Postal Service.
- Materials are sent to the patron and are to be returned to the Library in a canvas mailing envelope requiring no postage.

---

## Homebound Services Application

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Email \_\_\_\_\_

I certify that I am unable to visit the Library due to temporary or permanent illness, disability or mobility issues. I give permission for a Librarian to use my Library card number to check out Library materials on my behalf.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Passport Services Policy**

The Cutchogue New Suffolk Free Library is an official Passport Acceptance Agency for the U.S. Department of State. Library staff have been trained and are certified passport acceptance agents.

We offer the first step in passport processing and photo services. The U.S. Department of State has the sole responsibility for examining applications and issuing passports. If the passport is not issued or there are any delays in processing by the U.S. Department of State, the Library and its agents are not responsible. The library is an acceptance agency, not an adjudicating agency.

The library follows rules and regulations set by the Department of State. The library is not a Regional Passport Agency and does not provide physical passports on-site.

Applicants are required to comply with standard passport procedures and should consult the U.S. Department of State for guidelines.

The library does not provide translation services. Applicants must bring their own translator if one is needed.

Passport services are by appointment only. Open appointment times depend on staff availability, the library's schedule and holiday closings. The appointment schedule is available in the newsletter and on the website.

During an appointment, passport acceptance agents reserve the right to stop a passport application process if the passport acceptance agent believes the process will continue past library closing, or is in conflict with another appointment or library event. The applicant may be asked to return at another time. Patrons who arrive more than 15 minutes past their scheduled appointment may be asked to reschedule.

The passport acceptance agent will process the application, collect the passport fees, administer an oath and witness the applicants' signature on the form. It takes between 20-60 minutes per appointment. More time may be needed for complex cases (family, etc.). Until these steps are completed, passport acceptance agents cannot hold any application or related documents for any reason, for any amount of time.

Passport acceptance agents are able to take passport photos for \$15, however applicants do not have to have the passport photo taken at the library and can bring in their own photos.

### **The library offers processing for:**

- First-time applicants
- Applicants that were under 16 years of age when their most recent passport was issued
- Renewals for minors
- Applicants whose most recent passport has been expired for more than 5 years

Those eligible to use the DS-82 Passport Renewal form do not need to go to an acceptance facility to process their application.

All applicants and relevant parties must be present during the application process; parents and children must be present for all minor applications (under age 16). If one parent cannot be present, applicants must submit a Parent Consent Form (DS-3053), completed with a notarized signature from the non-applying parent/guardian, and a copy of front and back of the non-applying parent's ID (it should be the same ID that they showed the notary).

Library staff and their families cannot have their passports processed at the library; this is a conflict of interest. Library staff can take passport photos for library staff and their families.

Passport acceptance agents cannot notarize any passport-related documents.

Two payments are required to apply for a passport; an application fee by check or money order payable to the U.S. Department of State and a separate fee payable by cash or check to the Library. All fees are set by the U.S. Department of State.

## NOTARY SERVICE POLICY

Cutchogue New Suffolk Free Library employees who hold a valid New York State Notary license are available to provide notary services to the public.

Library notary publics are required to follow all New York State laws governing the provision of notary services.

The Library will pay the cost of training for Library staff members to become notary publics and to maintain their licenses.

Notary services are available to people who visit the Library subject to the following conditions:

- Notary services are offered during regular Library hours. Appointments are encouraged in advance to ensure there is a notary available, however walk-ins are welcome, subject to the availability of on-site notaries.
- Library notary publics are not attorneys licensed to practice law, and they may not offer legal advice.
- The Library does not charge a fee for notarizations, but can accept donations.
- When utilizing the Library's notary services, recipients must present a valid driver's license or other government-issued photo identification and sign before the notary public. For individuals without a government-issued photo identification, identity verification may also occur through:
  - At least two current documents issued by an institution, business entity, or federal or state government with at least the individual's signature;
  - Attestation by the notary that the individual is personally known to them;
  - The oath or affirmation of a witness who is personally known to both the individual and notary; or
  - The oath or affirmation of two witnesses who know the individual personally and provide identification that is valid and current; contains the photographic image of the bearer; has an accurate physical description of the bearer; and includes the signature of the bearer.
- The Library will not provide witnesses, and witnesses may not be solicited from other staff 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 a valid New York State driver's license or other government-issued photo identification. Wills and Powers of Attorney will not be notarized unless the individual executing the document and at least two disinterested witnesses thereof are present.

- The Library cannot serve as a guarantor that any particular will, power of attorney or other legal document has been validly executed, and therefore, the Library strongly encourages documents such as Wills, Powers of Attorney, and other significant legal documents be executed with the assistance of legal counsel.
- Documents in any language other than English will not be notarized at the Library unless a Library provided translator is present.
- In its discretion, the Library reserves the right to decline to provide notary services where (i) the notary is not satisfied that the signor has the capacity to execute a record, (ii) the signor's signature is not knowingly and voluntarily made, or (iii) the notary is not satisfied that the official record or presented record evidences the individual's capacity to act as a representative on a record presented for notarization.



## **Dolly Parton's Imagination Library**

*"Dolly Parton's Imagination Library is dedicated to inspiring a love of reading by gifting books free of charge to children from birth to age five, through funding shared by Dolly Parton and local community partners..."*

The Dolly Parton Imagination Library is a book-gifting program that mails one free book per month to children from birth to age five (12 books per year). The Friends of the Cutchogue New Suffolk Free Library and Dolly Parton's Imagination Library support this program.

### **Participation Criteria**

- In-district cardholders ages 0-5 are eligible for participation.
- Parents or legal guardians must first elect to have a library card issued to their child from birth to age five – *see the Library Cards Policy*.
- All participants must have a library card in good standing.
- One *local* address must be provided (physical or post office) regardless of whether the child is a part time or full time resident; all items will be mailed throughout the year to the local address only.

### **Book Distribution and Selection**

- Each registrant receives 1 book per month.
- Books are mailed to the *local* address on file.
- Book selection is determined by the selection committee from Dolly Parton's Imagination Library; the Cutchogue New Suffolk Free Library does not determine book selection.
- Further information regarding the selection process is available at [imaginationlibrary.com](http://imaginationlibrary.com).

# Library Programs

The Cutchogue New Suffolk Free Library supports its mission to inspire lifelong learning, advance knowledge and strengthen the communities of Cutchogue and New Suffolk by developing and presenting programs that:

- Expands the Library's role as a community resource
- Introduces patrons to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library
- Encourages partnership with the Friends of the Library, other libraries, community agencies, organizations, educational and cultural institutions, and individuals to present co-sponsored public programs

The Library's program coordinators use the following criteria to make decisions about program topics, speakers, and accompanying resources:

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

All Library programs are open to the public. Registration may be required for planning purposes or when space is limited. If space restrictions or program requirements limit attendance, preference is given to patrons of the Library. A fee may be charged for certain programs; fees are non-refundable.

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. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. Program topics, speakers and resources are not excluded from programs because of possible controversy.

Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors.

Programs may be held on site at the Library, or off site. Independent Contractors may apply to utilize the Library's facilities for programming. All independent contractors must complete the Library's *Independent Contractor Program Contract* and return it to the Program Coordinator before approval may be given. The Library's facilities are not to be used as places of religious worship, to proselytize, for political agendas, or for an organization's fundraising event. No admission fees may be charged, no donations may be solicited or accepted, and no items may be sold. The use of the Library's facilities by independent contractors does not imply endorsement of the beliefs or program of an independent contractor by the Library or anyone connected with the Library.

Programs may be cancelled due to severe weather, absence of the presenter or low registration.



# INDEPENDENT CONTRACTOR PROGRAM CONTRACT

P.O. Box 395  
Cutchogue, NY 11935  
631.734.6360

Title of Program:	
Date(s) of Program:	Time:
Name of Contractor:	
Mailing Address:	
Telephone:	Email:
Programmer Fee:	Check made payable to:
Material Fee (per patron):	Social Security # or Tax ID #:
Audience Limit:	Age Restrictions:
Program Description:	
Room Setup & Equipment Needed:	

- Include background information and photographs of yourself (or your group) and your program which can be used for publicity purposes.
- Include a sample for display.
- The Cutchogue New Suffolk Free Library requires that presentations be generic in nature and do not promote any specific product or service. Library policy does not permit contractors to solicit business from Library patrons. Contractors may respond to an individual patron's request for business information after the conclusion of the program.
- Independent contractors are not employees or co-agents of the Library. The contractor is solely responsible for the payment of any and all insurance and withholding taxes which may be required by law. The contractor indemnifies and holds harmless the Cutchogue New Suffolk Free Library, its Board of Trustees or its employees from any and all costs and assessments including but not limited to workers compensation, FICA, unemployment insurance and other such taxes and assessments.
- By executing this Agreement, the Independent Contractor understands and agrees that it shall be required to submit a liability Certificate of Insurance, naming the Cutchogue New Suffolk Free Library as additional insured (min. \$1,000,000.00) two weeks prior to the program. The signature of the independent contractor on this document is acknowledgement that the independent contractor recognizes its responsibility for any legal action brought against the Library, Board of Trustees, or its employees for any injury incurred by persons attending the organization's program. The hereby contractor indemnifies and holds harmless the Cutchogue New Suffolk Free Library, its Board of Trustees or its employees from any liability or claim action or loss arising from the applicant's use of the facility to include the cost of legal fees, costs, or expenses incurred by the Library in connection with defending any claim arising from the applicant's use.

- The Library or its agents shall not be liable for any damage to the property of the contractor, nor from injury or damage to persons or property resulting from any cause. The Library is not responsible for any penalties, claims, costs and attorney fees incurred by the contractor with regard to the aforementioned liability.
- In the event of low registration, either the Library or the contractor may cancel without charge. Contractors will be paid subsequent to the approval of payment by the Library Board of Trustees at the first Trustee meeting following the conclusion of a program or series of programs.

If you have any questions regarding this booking, please call the Program Coordinator at 631.734.6360. Sign this document acknowledging your agreement to the terms set forth herein and return to the Program Coordinator prior to the program.

Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_



**RELEASE AND WAIVER OF LEGAL LIABILITY**

This is your Release and Waiver of Liability (the "Release"). You release the Cutchogue New Suffolk Library, its officers, board members, employees, volunteers, agents, independent contractors, other participants and/or others acting on its behalf (collectively, the "Library"). You agree that this Release is effective immediately.

**1. Assumption of Risk:**

I expressly and specifically assume any and all risk of injury, illness, death, or property damage resulting from my participation in the following exercise/wellness class at the library: [Insert name and date of program]\_\_\_\_\_.

**You Assume the Risks:**

I understand that this activity is strenuous and dangerous and that it is impossible to predict everything that may occur. I understand that the activity should be engaged in only by people in good health. I understand that I should consult a physician before engaging in any physical activity.

Once you sign, you confirm that you understand the risks involved and accept all the risks.

**2. General Release, Indemnification and Hold Harmless:**

I hereby agree for myself and/or my minor child(ren) and our respective heirs, assigns and legal representatives, to indemnify, defend and hold the Library and its officers, board members, employees, volunteers, agents, independent contractors and other participants ("Releasees") harmless from any and all claims and causes of action of any nature, including negligence for any and all personal and/or bodily injury or illness, including death, which may occur to myself or my minor child or which may be aggravated during or by any activity in which I have decided to allow myself or my minor child to participate. I further expressly understand and agree the foregoing indemnity, release and waiver is intended to be as broad and inclusive as permitted by the law of the State of New York and that any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full force and effect.

I have read the above warning, waiver, and release and understand that I give up substantial rights for myself and/or my minor child by signing it, and knowing this, sign it voluntarily. I agree to participate and/or allow my minor child to participate knowing the risks and conditions involved and do so entirely of my own free will. I affirm that I am at least 18 years of age, or, if I am under 18 years of age, I have obtained the required consent of my parents/guardian as evidenced by their signatures below.

**I Accept:**

\_\_\_\_\_  
Participant Name \_\_\_\_\_  
Date

\_\_\_\_\_  
Participant/Guardian Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
If signing on behalf of minor participant, Print Guardian's Name

## **Lost and Found**

Items left in the Library, including materials left in the copy machine, are labeled with the date when discovered in the Library and are stored for one month. Items not claimed are either discarded or donated to a charity.

# Local History Center

## **About**

The Local History Center was established by the Cutchogue New Suffolk Free Library in collaboration with the Cutchogue-New Suffolk Historical Council. The Local History Center is located in the renovated original choir loft in the 1862 building. The Local History Center provides an important historical benefit to the entire community by organizing and preserving local historical documents, books and other materials in a controlled environment.

## **Mission Statement**

The Local History Center makes available a non-circulating collection of books, records, documents, and pictures documenting the history of Cutchogue, New Suffolk and Long Island.

## **Collection Policy**

The Local History Center will house items made and/or used on Long Island, or associated with a person, place, or event on Long Island which are historically, culturally or aesthetically important to the history of primarily Cutchogue and New Suffolk. Materials will be properly stored, protected and preserved.

## **Gift Policy:**

Gifts to the Local History Center follow the Library's *Gifts & Donations Policy*.

## **Protection of Intellectual Assets:**

The intellectual assets of the Local History Center consist of the images of objects and documents in the collection, the images and content of programs, and the physical copies of objects in the collection. When permission is given to photograph, copy or otherwise use this intellectual property, permission is limited to a one-time use for specific purposes. The use and/or publication of any information obtained from this collection must be acknowledged as "Obtained with the permission of Cutchogue New Suffolk Free Library."

## **Access and Use of Materials:**

The Local History Center is open when appropriate staff is on-site and available to assist patrons or by appointment. The collection is available for reference use only. Use of the following materials may be restricted: materials in the process of being arranged, fragile materials, or materials of exceptional value.

Access to and use of the collection is governed by these requirements:

1. Briefcases and other personal items are to be deposited at the entrance of the Local History Center.
2. Pencils (no pens) may be used in the research area.
3. Local History Center staff reserve the right to inspect all research materials and personal articles before a patron leaves the Local History Center.
4. Laptop computers, tape recorders, film/video equipment may be used in the research area upon prior approval.
5. Materials may not be removed from the room in which the Local History collection is stored. Patrons will receive one box, book, or folder at a time. Patrons are responsible for the careful handling of all materials made available. Records are to be maintained in the order in which they are received by the patron. Papers may not be re-arranged. Archival materials may not be leaned on, written on, traced over, or handled in any way that may damage them.

## **Cutchogue New Suffolk Free Library Meeting Space Policy for Non-Library Sponsored Events**

*The primary purpose of the Library's meeting rooms is to serve Library sponsored services, programs and activities. To the extent time and space allow, however, permission to use the Library's meeting spaces may be granted to non-profit organizations, community groups or individuals whose aims are Library-connected, educational, cultural and/or civic. The Library's facilities are not available for use as a public forum.*

### **1. Facilities:** Room capacity may be adjusted or restricted with due cause.

- a) **Community Room:** Located on the lower level, this room is the largest meeting space (57 people maximum) and contains equipment to provide an audiovisual presentation. A sink and small refrigerator are also available.
- b) **Meeting Room:** This medium-sized space (25 people maximum) is located adjacent to the Children's Room on the main level. It contains a great deal of natural light and a sink is available.
- c) **Study Room:** This is a small-sized space, located on the lower level, and seats 8 people around a table comfortably. A white board and markers are provided upon request.
- d) **Classroom:** This is a small-sized space, located on the main level, and seats 8 people comfortably. The furnishing allows for a conference room or classroom setup, and contains equipment to accommodate an audiovisual presentation, or group work.

### **2. Applicant's Eligibility:**

- a) Permission to use Library meeting space will only be granted to non-profit organizations, community groups and individuals that complete an application online at [www.cutchoguelibrary.org/programs](http://www.cutchoguelibrary.org/programs), which will be submitted for approval.
- b) The Library's facilities are not to be used to proselytize, for fundraising events or for the advancement of profit-making enterprises.
- c) Applicants who are reserving meeting room space to conduct tutoring or educational prep classes must comply with the Library's Tutoring Policy in addition to this policy.
- d) Priority will be given to applicants who are Library District residents, then to residents of other North Fork communities. Organizations may be required to provide a copy of their bylaws, and/or an official statement of their purpose.

### **3. Scheduling:**

- a) Applications for meeting space use must be submitted a minimum of one day prior to the event. Walk-in requests for meeting space will be granted depending on room availability.
- b) Availability will be determined solely by the Library.
- c) A meeting space may only be reserved for up to 3 months from the date of application. Applicants are solely responsible for their reservations. Request for a date(s) beyond 3 months may be granted at the discretion of the Library Director.



- d) Renewal applications to continue using the Library's facilities will be determined based on the Library's need for space to offer its programs and activities, as well as a desire to assure that use of the Library's facilities is equitably apportioned among those requesting space.

#### **4. Applicant's Responsibilities:**

- a) Organizations and community groups must designate a representative who will read this policy and apply online for the desired Meeting Space.
- b) No meeting space request is considered final until the application is submitted online and the applicant has been notified via email of approval. No application is approved until this occurs.
- c) Use of the Library facilities shall be restricted to the specific activity stated on the application.
- d) By executing the application, the applicant agrees to the release of the applicant's name and telephone number to any person requesting information concerning their activities or program.
- e) Except to designate the meeting's location, the name and address of the Cutchogue New Suffolk Free Library may not be used for any purpose. In publicity or media coverage for the applicant's program, it must be clear that the Library is not the organizer or sponsor of the event or program. A phone number for the applicant or its representative must be printed on all literature distributed about the event.
- f) Submission of the application is acceptance by the non-profit organization, community group or individual of a hold-harmless/indemnification agreement releasing the Library, its Board of Trustees, and its employees from any liability or claim action or loss arising from the applicant's use of the facility and should include legal fees, costs or expenses incurred by the Library in connection with defending any claim arising from the applicant's use.
- g) Applicants may be asked to submit a liability Certificate of Insurance, naming the Cutchogue New Suffolk Free Library as additional insured (min. \$1,000,000.00) two weeks prior to the program.
- h) Submission of the application is an acknowledgement that the non-profit organization, community group or individual is responsible for any legal action brought against the Library, Board of Trustees or its employees for any injury incurred by persons attending the applicant's program.
- i) The applicant assumes all responsibilities for the maintenance of public order and safety. Activity and noise levels in the meeting spaces during meetings must not disrupt or disturb regular Library activities.
- j) For events that include minors (under age 18), responsible adult supervision in a ratio that will be determined by the Library Director is required. Participants who bring children to meetings must abide by the Library's Unattended Child Policy as well as the Library's Conduct Policy.

#### **5. Room Requirements:**

- a) Applicants should be prepared to provide equipment necessary for the scheduled program. At the Library Director's discretion, applicants may be permitted to use the Library's equipment. Applicants or a designated representative of the organization or group are expected to make an appointment in advance if they anticipate needing assistance with computer and projection equipment. It is understood that the equipment will be treated with care; any cost to repair damage

to the equipment will be the responsibility of the applicant.

- b) Refreshments may be provided by the group but must be approved by the Library Director prior to the event or program. No alcoholic beverages may be served.
- c) Applicants are responsible for returning all library furniture to its original position and the removal of all trash accumulated during the event or program. If the Library's kitchen facilities are used, they must be cleaned by the applicant. A custodial service fee of \$25.00 will be incurred by the applicant if the meeting space is not satisfactorily cleaned.
- d) Due to space constraints, storage of the applicant's materials is not available.

## **6. Terms, Conditions & Fees:**

- a) Use of the Library's facilities is subject to all applicable federal, state and local laws and regulations as well as policies set forth by the Library's Board of Trustees.
- b) The Library reserves the right to reschedule a community meeting.
- c) Library personnel must have free access to meeting spaces at all times. The Library reserves the right to monitor all meetings conducted on the premises.
- d) The Library reserves the right to revoke permission to use the facilities if the applicant and/or program attendees are not compliant with Library policies.
- e) The applicant must agree to limit attendance to the occupancy for which each meeting space is rated. (Room capacity may be adjusted or restricted by the Director with due cause.)
- f) There is no charge for the use of the Library's meeting spaces during regular operating hours. Set up and cleanup time are included in the applicant's reserved hours.
- g) No general admission fee may be charged for any meeting held in the library's meeting spaces.
- h) No buying or selling of products or services is permitted on Library property.
- i) Use of the Library's meeting spaces outside regular operating hours may be requested. Should permission be granted the applicant will incur a usage fee of \$50.00 for each hour or fraction thereof, plus the Library's compensation costs of any staff deemed necessary to oversee the event. If such event is to occur on a day the Library is not open, a minimum usage fee of four hours will be charged. The Library will also be compensated for any staffing costs deemed necessary to oversee the event. The event is not to exceed the agreed upon amount of hours. No refunds will be made except in the event of cancellation of the activity by the Library or cancellation of the activity by the user at least 48 hours before the scheduled activity.
- j) Applicants are responsible to provide reasonable accommodations for persons with disabilities.

Cutchogue New Suffolk Free Library  
27550 Main Road, PO Box 935, Cutchogue, NY 11935  
(631)734-6360

STAFF USE ONLY

Date Application Received \_\_\_\_\_

Organization or Group

Individual

Staff Initials \_\_\_\_\_

## Application and Agreement for Use of Meeting Space

(Paper application to be used only as a backup. Register online at [www.cutchoguelibrary.org](http://www.cutchoguelibrary.org))

First time application

Renewal

Date application submitted \_\_\_\_\_

Name of Applicant (Organization, Group or Individual) \_\_\_\_\_

Organization or Group Representative's Name/Title \_\_\_\_\_

Telephone number(s) of Applicant/Representative \_\_\_\_\_

Mailing address \_\_\_\_\_

E-mail address \_\_\_\_\_

Purpose of event \_\_\_\_\_

Type of event (select one):

Meeting     Lecture     Tutoring

Workshop     Reception     Other \_\_\_\_\_

**Please note: If you are using the meeting space for tutoring, you must be in compliance with the Library's Tutoring Policy in addition to the Library's Meeting Space Policy.**

Space Requested:  Community Room     Meeting Room     Study Room

Day(s) and date(s) of event \_\_\_\_\_

Time of event (starting and ending times) \_\_\_\_\_

Time of arrival for setup \_\_\_\_\_ Time of departure following cleanup \_\_\_\_\_

**Library hours: Monday - Friday 9:30am - 8:00pm; Saturday 9:30am - 5:00pm; Sunday 1 - 5pm (Nov. - March)**

Number of people expected \_\_\_\_\_

If you expect minors to attend, please indicate their age range \_\_\_\_\_ and how many adult supervisors will be present \_\_\_\_\_.

Furniture requirements and arrangement (chairs, tables, etc.):

Library equipment requested:

**Applicant(s) must have basic knowledge of equipment operation.**

Approved by the Board of Trustees 9/16/24

Microphone DVD Player/Projector Lectern Projector for Laptop Computer w/Wi-FiOther \_\_\_\_\_

Do you require an appointment with a Library staff member for assistance with computer & projection equipment?  Yes  No (*Library staff will contact you to set up an appointment prior to the event*)

Are you planning to serve refreshments?  Yes  No  
(*All refreshments must be approved by the Library Director prior to the event*)

If yes, please indicate what refreshments you have planned \_\_\_\_\_

Have you read the Cutchogue New Suffolk Free Library Meeting Space Policy (and Tutoring Policy, if applicable) and do you understand that the applicant's signature on this application is acceptance by the non-profit organization, community group or individual of a hold-harmless/indemnification agreement releasing the Library, its Board of Trustees, and its employees from any liability or claim action or loss arising from the applicant's use of the facility and should include legal fees, costs or expenses incurred by the Library in connection with defending any claim arising from the applicant's use?  Yes  No

As the applicant, do you understand that you may be asked to submit a liability Certificate of Insurance, naming the Cutchogue New Suffolk Free Library as additional insured (min. \$1,000,000.00) two weeks prior to the program and that the signature of the applicant on this document is an acknowledgement that the non-profit organization, community group or individual recognizes its responsibility for any legal action brought against the Library, Board of Trustees or its employees for any injury incurred by persons attending the applicant's program?  Yes  No

As the applicant, are you fully authorized to agree to the faithful execution of the terms set forth in the Cutchogue New Suffolk Free Library Meeting Space Policy (and Tutoring Policy, if applicable) and do you assume complete responsibility in connection therewith?  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* Director's Use Only \*\*\*\*\*

- |   |   |
|---|---|
| Appointment for equipment tutorial required                             | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Application meets the conditions of the tutoring policy                 | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Refreshments are approved by Director                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Ratio of adult/minor supervision is approved at _____                   | <input type="checkbox"/> N/A  |
| Applicant has agreed to the hold-harmless/indemnification agreement     | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Applicant has agreed to submit Certificate of Insurance if asked        | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Applicant has agreed to the terms set forth in related Library policies | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| All applicable fees paid  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

APPLICATION APPROVED DISAPPROVED

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Office Equipment Services

## Fax Machine

- The Library offers a fee-based faxing service for the public.
- Use of the fax machine is available on a first come first served basis.
- Patrons may send or receive faxes from the fax machine located in the Library.
- The Library's fax number is 631-734-7010.
- Incoming faxes will be held at the circulation desk for patrons to pick-up.
- Patrons should include their contact number on the document.
- The Library will attempt to notify patrons when a fax is received.
- If fax is of great importance, patrons are advised to call the Library to check on its status.

## Fees for Transmitting

(no charge for cover/transmittal sheet)

Domestic, all pages.....\$1.00 per page

International, First Page.....\$2.00 per page      Additional Pages.....\$1.00 per page

## Fees for Receiving

Each page, including cover sheet.....\$1.00 each

## Photocopier

### Public Photocopier

- Use of the photocopier is available on a first come first served basis.
- Photocopier accepts dollar bills and coins. Bills up to \$20.00 are accepted but all change will be given in coins.
- Black & White letter size and legal size copies are 15 cents each.
- Photocopier users must comply with the Library's *Copyright Protection Policy*.

### Staff Copier

- The photocopy machine downstairs is primarily for staff use.
- The following community groups have permission to use the machine:
  - Cutchogue - New Suffolk Historical Council
    - no charge, no limit on # of copies
  - Friends of the Cutchogue New Suffolk Free Library
    - no charge, no limit on # of copies
  - Literacy Suffolk & ESL Tutor Volunteers
    - no charge for **20** copies per week.
- Photocopier users must comply with the Library's *Copyright Protection Policy*.

## The Patron Conduct Policy

The following are guidelines which are designed for the comfort and protection of all people who use the facilities of the library. The conduct set forth below shall not be permitted on Library grounds at any time unless specifically authorized by the Library Director or designee in conjunction with a specific occasion or program whereby the Library Director or designee has determined that such conduct is permissible under the circumstances and/or in the best interests of the library.

Examples of unacceptable behavior may include but are not limited to the following:

- Engaging in disruptive behavior or disorderly conduct which interferes with other people's use of the library.
- Harassment of people on library property; arguing, propagandizing or preaching.
- Using loud, abusive, or threatening language.
- Defacing or destroying library material, property or equipment.
- Loitering, sleeping, or soliciting on library property.
- Putting feet on furniture, sitting on tables, or inappropriate use of furniture.
- Rearranging furniture.
- Improper attire, including the lack of a shirt or shoes.
- Having offensive bodily hygiene constituting public nuisance.
- Using audio equipment without headphones or at a volume level that is audible to others.
- Smoking, including e-cigarettes, consumption of alcohol, use of controlled substances, or weapons on library property.
- Carrying a dangerous instrument or weapons.
- Pets in the library
- Misrepresentation of an individual's identity.
- Inappropriate use of computers or other devices.
- Improper removal of library materials from the library.
- Distribution of leaflets or circulation of petitions.
- Taking or making cellular phone calls while in the library, not setting ringer to vibrate or silent. Patrons are welcome to make cell phone calls outside of the library.
- Consuming outside food in the library, or in library programs. Coffee/tea/water/etc. beverages are permitted
- Changing diapers or utilizing potty-training toilets in programs or in public areas of the library, or on library grounds; these activities are only permitted in the public restrooms.
- Placement of any receptacle which solicits donations without prior permission from the Library Director.

Individuals who fail to follow these guidelines and the directions of the library staff may be asked to leave the library. Library personnel are authorized to contact the appropriate law enforcement agency to ensure compliance.

These guidelines are extracted from the library's formal Maintenance of Public Order Policy, a copy of which is available upon request.

Adopted by Board of Trustees 2/12/16,  
Amended by Board of Trustees 6/17/19, 7/20/20, 9/16/24

## **Maintenance of Public Order Policy**

The Library's purpose is to meet the educational, informational, cultural and recreational needs of the community it serves. In accordance with Section 262 of the New York Education Law, these rules, regulations and procedures have been adopted by the Board of Trustees for the purpose of maintaining public order in the Library facilities and on its grounds. Entry upon the Library's property or premises and use of its facilities is limited to employees of the Library, patrons of and visitors to the Library. Everyone who enters upon or remains in the Library's facilities is subject to these rules, regulations and procedures, and shall conduct themselves in accordance with this policy. The Library Director or his/her designee is empowered to enforce these rules, regulations and policies.

### **RULES & REGULATIONS**

Any person shall be deemed a trespasser and in violation of these rules and regulations if he or she, while lawfully enters upon the Library's facilities:

- causes or attempts to cause physical injury to the person or property of another, or who
- enters into unauthorized areas, or who
- refuses to comply with the lawful directives of the Library Director or other authorized personnel, or who
- disrupts Library functions or programs, or who
- causes or attempts to cause damage to, alter, mar or deface library books, materials, equipment, furniture or property, or who
- brings into the library illegal drugs, alcoholic beverages or fireworks, or who
- carries firearms, weapons or dangerous instruments onto the Library premises

### **CONSEQUENCES**

Any violation of these rules and regulations may result in one or more of the following consequences, depending on the nature of the action(s) committed:

- a directive to cease and desist from engaging in the proscribed conduct, or
- immediate ejection from the Library as a trespasser, or
- suspension of Library borrowing privileges, or
- revocation of the privilege to enter upon Library premises for up to one year, or
- any other action as deemed appropriate by the Board of Trustees.

In addition to the foregoing summary remedies against the trespasser, the Library Director may thereafter, in his/her sole discretion, take the following action(s):

- Library patrons entitled to borrow Library books and materials may have their privileges to use the Library's facilities and/or services suspended for a period commensurate with the violation.
- Library personnel may be disciplined, censured, suspended or discharged in accordance with Library policies in the Employee Handbook.
- Visitors may be subject to revocation of the privilege to enter upon Library property for a period commensurate with the violation.

The Library Director may, at his/her discretion, notify other agencies of actions taken.

## PROCEDURES

Any perceived violation of these rules or regulations shall be reported immediately to the Director or his/her designee who shall immediately make inquiry into the facts and circumstances surrounding the alleged violation. In the event the alleged violation is substantiated, the Director or his/her designee shall either direct the trespasser to cease and desist the violation and/or vacate the premises. Upon the refusal of the trespasser to obey the directive, the Library Director or his/her designee is hereby authorized to make a complaint to the appropriate law enforcement agency and to sign any information as necessary charging the trespasser with the appropriate violation of the Penal Law. The Library Director shall make a report to the Board of Trustees as soon as practical. If the violation was investigated by the Director's designee, s/he shall, at the first opportunity, inform the Director and subsequently provide the Director with a written records of the facts and circumstances surrounding the enforcement of these rules and regulations and the action(s) taken to restore order.

## APPEAL PROCESS

Appeals by Library patrons and visitors relating to suspension or revocation of their privilege to enter upon Library premises, to access Library materials, to utilize Library services or to attend Library programs shall be made to the Board of Trustees.

A written notice of appeal should be submitted to the Board of Trustees within thirty (30) days of any action taken by the Library Director in response to a violation of these rules and regulations. The Board of Trustees shall convene a hearing within thirty (30) days at which time and place the person shall be permitted to present evidence, testify and cross-examine witnesses. Within fourteen (14) days of such hearing, the Board of Trustees shall render a decision in writing.



## **Security Camera Policy**

The Cutchogue New Suffolk Free Library utilizes security cameras to complement other safety measures to promote a safe and secure environment for staff, patrons and visitors. The equipment assists in protecting the library and its property against theft or vandalism and in identifying persons violating the law and library policies.

Recorded video will be retained for a minimum of 30 days. Recorded video of incidents of theft, vandalism, trespassing or destruction of library property may be maintained indefinitely. In the event of an observed or reported incident, the recorded information may be utilized to assist in the investigation of the incident. The library will maintain control of and responsibility for the video security surveillance equipment and its recordings at all times.

Notification signage shall be placed throughout the building and grounds, to inform patrons and staff about the presence of the security cameras.

### **Use/Disclosure of Video Recordings**

Staff members authorized by the Director may access video recordings, solely for the purpose of identifying those responsible for library policy violations and/or criminal activity on library property. The Director is to be informed of all such incidents immediately.

The Library does not make security camera footage or still photographs available to any agency, of federal, state, or local government or anyone else: (1) unless a subpoena, warrant, or court order is issued pursuant to the law; or (2) where disclosure is necessary for the proper operation of the Library. All requests for security camera footage by law enforcement will be referred to the Director. The Director may enable the law enforcement individuals to view the security camera footage pertaining to the suspected criminal activity or library policy violations in accordance with this policy. If presented with a subpoena, search warrant or other Court order, the library will comply subject to consultation with the Library's legal counsel.

To protect the privacy of our patrons, unauthorized staff members and members of the general public are prohibited from viewing library security camera footage except to the extent authorized by the Director pursuant to the previous paragraph.

## Unattended Child Policy

Children under age 10 must be accompanied by a responsible parent or caregiver when in the library. A responsible caregiver must be 14 years of age or older.

The Library does not assume responsibility for children's safety or behavior when they are in the library. All patrons are expected to follow the rules of conduct as outlined in the Library's Patron Conduct Policy and Maintenance of Public Order Policy.

Parents or responsible caregivers are accountable for the behavior and supervision of their children while using the library.

A parent or responsible caregiver is expected to provide their contact information to an unattended child.

The Library will adhere to the following guidelines concerning unattended children:

- Staff cannot prevent an unattended child from leaving the building/grounds.
- Staff will attempt to contact a responsible adult when an unattended child's:
  - health or safety is at risk
  - behavior disturbs other Library users
  - interferes with Library staff's ability to perform their professional duties
  - actions violate the Library's Patron Conduct Policy or Maintenance of Public Order Policy
- If an unattended child is not picked up by Library closing time, the following guidelines will be followed:
  - Two staff members will remain with an unattended child until the child is picked up, when possible one of the staff members should be the person in charge or a supervisor.
  - Every reasonable effort will be made by the staff to contact a responsible adult.
  - If a responsible adult cannot be reached, or the child is not picked up within 15 minutes of Library closing, staff will notify the police.
  - Staff are not permitted to provide transportation for any child.
  - Staff remaining with an unattended child after the Library is closed will receive compensation for the time.

## Code Adam - Report of a Missing Child Policy

The 'Code Adam' program has been adopted to help parents and responsible caregivers keep children safe in the library. This program is a search tool for lost and potentially abducted children. Employees are trained to follow the step-by-step procedure below when 'Code Adam' has been initiated.

Step 1. If a patron approaches you and says that their child is missing, quickly get a detailed description and photo if available:

Name \_\_\_\_\_  
Child's Age \_\_\_\_\_ Boy \_\_\_\_\_ Girl \_\_\_\_\_  
Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_  
Height \_\_\_\_\_ Weight \_\_\_\_\_  
Color Shirt/Pants/Dress/Shoes \_\_\_\_\_

Step 2. Page 'Code Adam' using the paging system through the phone.

*Directions: Using the phone, go off hook, hear the dial tone, press the 'inPg' button followed by Group #1, and relay the 'Code Adam' message.*

Step 3. After hearing 'Code Adam', all employees should immediately begin looking for the missing child.

- All Pages and the Custodian should immediately come to the main lobby entrance/exit.
- Circulation Staff should monitor the front and back doors.
- Children's Librarians should monitor all Children's Room exits.
- Reference Librarians should monitor all Adult Room exits.
- The Person in Charge will assign responsibility for other important designated areas such as bathrooms and staff areas.
- Escort the parent or guardian of the missing child to the main lobby to assist in identifying the lost child.

Step 4. Call the police immediately. Don't hesitate to call 911. The police would rather get a second call saying the child has been found than to discover too late that the child has been abducted.

Step 5. If the child is found unharmed, reunite the child with the parent or guardian.

Step 6. If the child is found accompanied by someone other than the legal parent or guardian:

- Use reasonable efforts to delay the departure of the adult accompanying the child, but do not put yourself, other staff, or patrons at risk.
- Call the police and provide a description of the person accompanying the child.
- If the person has left in a vehicle, try to obtain the color and make of the car, license plate, and direction of travel.

Step 7. Conclude the incident

- Announce 'Code Adam Cancelled' over the paging system (see Step 2 for directions).
- Report the incident to the Director with an incident report even if the child temporarily wandered, triggering the 'Code Adam' alert.

## **Vulnerable Patron Policy**

A vulnerable patron is an individual who is mentally or physically challenged to a degree that significantly impairs the individual's ability to provide adequately for his/her own care or manage his/her own behavior without assistance.

Vulnerable patrons, who can understand and follow the rules of conduct and who can care for themselves, are welcome to use the Library providing they can follow the rules of conduct as outlined in the Library's Patron Conduct Policy and Maintenance of Public Order Policy. They should have contact information for a caregiver who can assist them in an emergency.

Vulnerable patrons who are unable to care for themselves must have adequate supervision at all times. A caregiver 18 years of age or older must be responsible for monitoring the activities and managing the behavior of vulnerable patrons during their Library visits.

The Library will adhere to the following guidelines concerning vulnerable patrons:

- Staff cannot prevent a vulnerable patron from leaving the building/grounds or assume responsibility for monitoring their behavior.
- Staff will attempt to contact a caregiver when a vulnerable patron's:
  - health or safety is at risk
  - behavior disturbs other Library users
  - interferes with Library staff's ability to perform their professional duties
  - actions violate the Library's Patron Conduct Policy or Maintenance of Public Order Policy
- If a vulnerable patron is not picked up by Library closing time, the following guidelines will be followed:
  - Two staff members will remain with the vulnerable patron until he/she is picked up, when possible one of the staff members should be the person in charge or a supervisor.
  - Every reasonable effort will be made by the staff to contact a caregiver.
  - If a caregiver cannot be reached, or the vulnerable patron is not picked up within 15 minutes of Library closing, staff will notify the police.
  - Staff are not permitted to provide transportation for vulnerable patrons.
  - Staff remaining with an unattended vulnerable patron after the Library is closed will receive compensation for the time.

## Tutoring Policy

*As part of the Cutchogue New Suffolk Free Library's educational mission, the Library permits tutoring on the premises in accordance with the Library's written policy. The Library's facilities are available as part of its service to the community, and tutoring will be supported unless it interferes with the use of the Library by other community members.*

1. Tutors are individuals who provide instruction to others either on a paid or volunteer basis. The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of tutors who use library space. All arrangements must be made between the tutor, student and parents or guardians.
2. Tutoring is permitted in the Children's Room or the Gallery for one to three students on a first-come, first-served basis and does not require advance reservation. Additional space may be reserved in the meeting rooms for tutoring of larger groups or students requiring more individualized attention. Areas appropriate for larger groups may not be available without advance reservation if being used by others or needed for Library programs or activities.
3. Tutors may reserve the Library meeting spaces by filling out the ***Application and Agreement for Use of Meeting Space***.
4. Students must be under the tutor's supervision at all times. Tutors and their students are required to follow the ***Library's Patron Conduct Policy*** and its ***Computer and Internet Acceptable Use Policy*** if the Library's computers are being used. The Library reserves the right to ask tutoring or study groups that become too loud or disruptive to move to another area of the Library or to leave the Library. At the end of a tutoring session, tutors are required to remain in the Library with a student under the age of ten until a parent, guardian, or responsible person picks up the student. The Library assumes no responsibility for students under the age of ten left unattended.
5. Tutors are expected to provide telephone numbers and/or email addresses to their students so that they can communicate with each other directly. The Library staff cannot take or deliver messages to students or their tutors and the Library staff will not engage in conversations with the students, their parents or guardians regarding the instruction they are receiving from the tutor.
6. The Library does not provide supplies, such as paper, pens, pencils, etc. Tutors and students are expected to bring their own materials. Tutors and students may use Library materials (i.e. library books) in accordance with library policies.

## **Restrooms**

Gender neutral restrooms are located on the first floor and on the lower level near the community room. These restrooms are for use by no more than one occupant at a time or for family or assisted use. These restrooms are for the use of Library patrons and Library staff.

The gender neutral restroom on the lower floor in the staff area is reserved for staff use only, and also is for use by no more than one occupant at a time or for family or assisted use.

Clear signage is posted near the entry of each facility.

## Schedule of Operations

### Hours of Operation

Regularly scheduled Hours of Operation are established to best meet the needs of the Library users and will be reviewed periodically by the Director and the Board of Trustees.

The Library's current hours of operation are:

Monday-Friday: 9:30am – 8:00pm  
Saturdays: 9:30am – 5:00pm  
Sundays (Nov-Mar) 1:00pm – 5:00pm

The use of the building, grounds and parking lots is not permitted during closed hours, unless arranged in advance with the Director or Board of Trustees.

### Holidays

The Library will be closed on Holidays established by the Board of Trustees and the Director. Notice of closings will be posted in the Library one week in advance.

Holidays the Library is typically closed:

New Year's Day	Columbus Day
Martin Luther King Jr. Day	Veteran's Day
President's Day	Thanksgiving Eve – close at 1:00 pm
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve – close at 1:00 pm

## Emergency Closings

### Weather Related Closings

It is the Director's responsibility to decide when to close the Library due to inclement weather. Whenever possible, the decision should parallel the actions of the M-C school district. The Director should notify the Board President as soon as the decision is made.

### Other Unscheduled Closings

Should a non-weather related, unscheduled closing be proposed, the Director will first confer with neighboring libraries to assess their plans, and whenever possible parallel the actions of the M-C school district. The final decision should come after the Director communicates with the Board President about the closing. If the Director cannot contact the Board President or any trustees in a timely fashion, the Director may make the decision unilaterally. The Director should notify the Board President soon thereafter.

## **Cutchogue New Suffolk Free Library Airborne Infectious Disease Exposure Prevention Policy and Plan – HERO Act**

This policy is intended to provide guidance for prevention of the spread of airborne infectious diseases in the Library. For the purpose of this policy, infectious diseases are considered serious diseases capable of being transmitted to other individuals through the air or by direct physical contact between individuals and/or contaminants. Communicable diseases include, but are not limited to, measles, mumps, chickenpox, influenza, tuberculosis, viral hepatitis-A, B and C, COVID-19, Respiratory Syncytial Virus (RSV) and Severe Acute Respiratory Syndrome (SARS).

Mandated protocols as determined by the Suffolk County Department of Health, State of New York, Town of Southold, United States Centers for Disease Control (CDC), or any other authorized public health official will be followed in addition to all the applicable library policy and procedural guidelines.

The Library will not discriminate against any patron or employee based on the individual having an infectious disease. Patrons and employees shall not be denied access to the Library solely on the grounds that they have an infectious disease. However, the Library reserves the right to exclude a person with a communicable disease from the Library facilities or programs if such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the Library. In the event of a severe communicable disease, the Library will provide contactless services within reason.

The Library will comply with all applicable statutes and regulations that protect the privacy of persons who have communicable diseases.

### **Patron and Employee Responsibility While in the Library**

Each individual has a responsibility to prevent the spread of communicable diseases when they are aware of or suspect that they are/may be a carrier. Being aware includes staying home in the event of showing or feeling signs of illness, or having had exposure to someone with a known or suspected communicable disease. Good judgment is critical in safeguarding the health of Library patrons and employees.

It is also expected that all Library patrons and employees practice proper hygiene by exercising coughing and sneezing etiquette (i.e.: sneezing or coughing into a tissue, or arm), immediately washing or sanitizing hands, and avoiding touching their eyes, nose, or mouth.

### **Library Procedures**

The Library will practice various controls to reduce the risk of exposure to airborne diseases including but not limited to:

- providing facilities for handwashing,
- providing hand sanitizers and wipes (at least 60% alcohol),
- disinfecting and sanitizing high touch areas and materials after use,

Approved by the Board of Trustees 9/20/2021, Amended 11/18/2024



- ensuring working air filtration systems are in place,
- and by following recommendations from public health officials.
- During declared emergencies, the library will follow additional directives (i.e. hanging signage to inform staff and patrons of safety protocols, social distancing, provision of Personal Protective Equipment for Library users and staff, etc.)

Specific in-house procedures are outlined in the Airborne Infectious Disease Exposure Prevention Plan – NY Hero Act section of the Safety Action Plan (for staff only).

The Library Director will enforce compliance with the policy.

## **Conflict of Interest Policy**

### *Article I: Obligations of Trustees and Certain Employees of the Library*

The Trustees, Library Director and Library Supervisors are obligated to act in the best interest of the Cutchogue New Suffolk Free Library. This obligation requires that the Trustees, Library Director and Library Supervisors, in the performance of their duties, seek only to further the Library's mission. At all times, the Trustees, Library Director and Library Supervisors are prohibited from using their position, job title or the Library's name or property for private profit or benefit.

All Trustees, the Library Director and all Library Supervisors shall have a further obligation to conduct business and carry out their duties and responsibilities within these guidelines prohibiting actual or potential conflicts of interest.

These guidelines provide general direction about the way the Library wishes its business to operate and what is considered acceptable standards of conduct so that the Trustees, Library Director and Library Supervisors will know what is expected of them and how to proceed when an actual or potential conflict arises.

A. The Trustees, Library Director and Library Supervisors shall neither solicit nor accept gratuities, favors or anything of monetary value from suppliers of property, goods or services to the Cutchogue New Suffolk Free Library.

B. The Trustees, Library Director and Library Supervisors shall not participate in the selection, award or administration of a purchase or contract with suppliers of property, goods or services where, to his or her knowledge, the Trustee, Library Director or Library Supervisor, a spouse, domestic partner or any member of the Trustee's, Library Director's or the Library Supervisor's family, or a business partner of the Trustee, Library Director or Library Supervisor has a material financial interest in that purchase or contract. In addition, any Trustee, Library Director or Library Supervisor who presently is, or who is seeking a position as, an officer, director or employee of a person, business or organization that has a material financial interest in a purchase or contract under consideration by the Library, shall not participate in the selection, award or administration of that purchase or contract.

C. A Trustee shall not vote on prospective purchases or contracts when an actual or potential conflict of interest exists. The Trustee may present factual information pertaining to the purchase or contract and respond to questions presented during the discussion of these matters.

### *Article II: Duty to Disclose*

The Trustees, Library Director and Library Supervisors are required to make a prompt and full disclosure of any material financial interest, either direct or indirect, that he or she, his or her

spouse, domestic partner, business partner or any member of the family may have in any purchase or contract under consideration by the Library.

A. A “material financial interest” is defined as having an ownership interest of 10 percent or more in a supplier or potential supplier of property, goods or services to the Library, or as receiving taxable income or gifts from the supplier of property, goods or services to the Library.

B. The Trustees and Library Director shall disclose the existence of an actual or potential conflict of interest to the Board of Trustees. A Library Supervisor shall disclose this information to the Library Director.

C. A Trustee, the Library Director or Library Supervisor who has disclosed a conflict should request that the disclosure be recorded in the official minutes of the next meeting of the Board of Trustees.

D. The Trustees, Library Director and Library Supervisors are required to file a disclosure form when appointed or hired and on or before January 31 of every year thereafter if there has been a change in their personal circumstances.

#### *Article III: Ascertaining Whether a Conflict of Interest Exists*

A prospective Trustee, Library Director or Library Supervisor shall complete an application which requests information regarding the existence of actual or potential conflicts of interest. Inquiry shall be made about the person’s past or present business dealings with the Library and whether the person’s spouse, domestic partner, business partner or any member of the family is employed by or provides goods and services to the Library. If the applicant responds in the affirmative, the Board of Trustees shall be notified by the Nominating Committee prior to appointment. If an actual or potential conflict of interest is disclosed by a prospective Trustee or Library Director, the Nominating Committee shall make inquiry into the nature and extent of the conflict and determine whether it will prevent the person from being selected. If an actual or potential conflict of interest is disclosed by a prospective Library Supervisor, the Library Director shall make inquiry into the nature and extent of the conflict and determine whether it will prevent the person from being hired.

#### *Article IV: Violations of the Conflict of Interest Policy*

If the Board of Trustees has reasonable cause to believe that a Trustee, the Library Director or Library Supervisor has failed to disclose an actual or potential conflict of interest, the Board President shall inform the person of the basis for its belief and allow the person an opportunity to explain their alleged failure to disclose. In the event the Board determines that the reasons for non-disclosure were not reasonable, such failure to disclose shall be grounds for disciplinary action, which may include removal of the Trustee, termination of the Library Director’s contract or discharge of the Library Supervisor.

**CONFLICT OF INTEREST DISCLOSURE FORM**

Do you have any obligations, commitments, rights or interests that might actually or potentially conflict with your judgment, decision-making or ability to work for and on behalf of the Cutchogue New Suffolk Free Library? YES\_\_ NO\_\_

Does your spouse, domestic partner, business partner or any member of your family have any obligations, commitments, rights or interests that might actually or potentially conflict with your judgment, decision-making or ability to work for and on behalf of the Cutchogue New Suffolk Free Library? YES\_\_ NO\_\_

Do you have a "material financial interest," meaning an ownership interest of 10 percent or more in a supplier or potential supplier of property, goods or services to the Library? YES\_\_ NO\_\_

Does your spouse, domestic partner, business partner or any member of your family have a "material financial interest," meaning an ownership interest of 10 percent or more in a supplier or potential supplier of property, goods or services to the Library, or do any of them, to your knowledge, receive taxable income or gifts from any supplier of property, goods or services to the Library? YES\_\_ NO\_\_

Have you received any compensation, gifts, benefits or hospitality from any supplier of goods and services to the Library? YES\_\_ NO\_\_

Has your spouse, domestic partner, business partner or any member of your family, to your knowledge, received any compensation, gifts, benefits or hospitality from any supplier of goods and services to the Library? YES\_\_ NO\_\_

If you answered, "yes" to any of these questions then, without revealing any proprietary or confidential information, briefly describe each and every obligation, commitment, right or interest you or your spouse, domestic partner, business partner or any member of your family have. Attach additional pages if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this form, I acknowledge that I have read, understand and agree to uphold the Cutchogue New Suffolk Free Library Conflict of Interest Policy. I further confirm my understanding that any violation of the Library's Conflict of Interest Policy could subject me to appropriate disciplinary action, which may include termination of my position on the Board of Trustees or discharge from my staff position.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby affirm that as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, no known conflicts of interest exist other than those stated herein.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## **Open Meetings Policy**

All meetings of the Board of Trustees of the Cutchogue New Suffolk Free Library will be held in accordance with New York State Open Meetings Law.

For all regular and scheduled special meetings of the Board of Trustees, the Cutchogue New Suffolk Free Library shall give adequate notice to all members and to the community, including posting notice of the time and place of meetings on the Cutchogue New Suffolk Free Library's website. If a meeting is scheduled at least a week in advance, notice will be given or electronically transmitted to the public and news media at least 72 hours prior to the meeting.

When a special meeting is scheduled less than a week in advance, the Cutchogue New Suffolk Free Library shall provide or electronically transmit public notice to the extent practicable. Said notice shall be conspicuously posted in one or more designated public locations, including the Library website.

Matters upon which Board action is desired or which a Cutchogue New Suffolk Free Library patron wishes to be placed on the Board's agenda should be submitted in writing to the Board of Trustees, care of the Library Director at least one week in advance of the Board meeting.

During each meeting, there will be two periods of public expression wherein the public is invited to bring to the Board's attention matters pertaining to the Library for its information.

Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the area or areas of the subject or subjects to be considered, the Board of Trustees may conduct an executive session for discussion of the below enumerated purposes only, provided, however, that no action by formal vote shall be taken in executive session. Matters discussed in Executive Sessions must be treated as confidential; that is, never discussed outside of that Executive Session. The action by formal vote shall be taken in open meeting and properly recorded in the minutes of the meeting.

Purposes for executive sessions include:

- a. Matters that will imperil the public safety if disclosed;
- b. Any matter that may disclose the identity of a law enforcement agent or informer;
- c. Information relating to current or future investigation or prosecution of a criminal offense that would imperil effective law enforcement if disclosed;
- d. Discussions regarding proposed, pending or current litigation;
- e. Medical, financial, credit or employment history of any particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of any particular person or corporation;

- f. Preparation, grading or administration of examinations.
- g. Proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities, but only when publicity would substantially affect the value thereof.

The Board of Trustees shall maintain a complete and accurate set of minutes of each meeting, except that minutes shall not be taken of executive sessions. Such minutes shall constitute the official record of proceedings of the Board of Trustees.

Videoconferencing may be used to conduct public meetings and the meetings of its committees and subcommittees when members are unable to be physically present due to extraordinary circumstances.

- I. The minimum number of members must be present to constitute a full quorum either in the same physical location or at locations where the public can attend.
- II. Except as provided in paragraph (a) of this section, board members must be physically present at the meeting unless there are extraordinary circumstances, which include disability; illness; caregiving responsibilities; or any other significant or unexpected factor, which precludes the member's physical attendance at the meeting.
  - a. If the Board of Trustees is unable to meet in person due to (i) an emergency declared by the governor pursuant to Section 28 of the Executive Law, or (ii) a local state of emergency declared by the chief executive of a county, city, village or town pursuant to Section 24 of the Executive Law, provided that the Board of Trustees determines the circumstances necessitating the emergency declaration would affect or impair the ability of the public body to hold an in person meeting.
- III. The public notice of the meeting will indicate that videoconferencing will be used, how to view and/or participate, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend, if applicable.
- IV. Additional procedures when videoconferencing will be used at a public meeting:
  - a. Board members must be heard, seen and identified.
  - b. The minutes of the meeting must include any members who participated remotely.
  - c. The meeting will be recorded and available on the Library website within 5 business days after the meeting. The recording shall remain available for 5 years thereafter. Upon request, the recording will be transcribed.
  - d. The public will be provided with the opportunity to view the meeting via video and participate via videoconference during public expression.
  - e. All meetings conducted using videoconferencing or which are broadcasted will use technology that permits access to individuals with disabilities consistent with the Americans with Disabilities Act.

# Financial Policies

## **Integrity and Accountability**

The Cutchogue New Suffolk Free Library Board of Trustees recognizes its responsibility to ensure that the Library maintains internal accounting and administrative practices that protect its financial resources.

The Board of Trustees will serve in an advisory and oversight role so as to assure that the integrity of the Library's finances remain unimpeachable.

The Director is responsible for developing and maintaining practices that will adequately protect the Library's assets and funds. The Director will oversee proper training and supervision of the staff to ensure fiscal accountability at the departmental level as well as the administrative level.

When policy and practices need to be changed, the Director will make those recommendations to the Board of Trustees at the next regularly scheduled meeting.

## **Budget**

The Director shall annually draft a preliminary budget for discussion and development by the Board of Trustees at the December open public meeting.

The Board of Trustees will review and approve the proposed annual budget proposal during the January open public meeting.

## **Purchasing**

All items costing more than \$500 per item require a signed purchase order for purchasing. The Director is responsible for the signing and maintaining of purchase orders. The Director may delegate portions of that duty to appropriate staff.

All Library purchases will be made in a lawful manner. Competitive Bidding is not required for an Association Library. Items or services costing at least \$10,000 will be brought to the attention of the Board of Trustees for discussion and approval.

The Director may authorize the purchase of items or services costing less than \$10,000; however, for purchases that exceed \$7,500 the Director should get at least three estimates. For any purchase that exceeds \$5,000 the Director should get at least two estimates.

The Director will choose the lowest, responsible estimate and report the purchase at the next meeting of the Board of Trustees. Details of the estimates (name of vendor, price, and description) will be recorded in the minutes.

Amended by the Board of Trustees 11/18/2024

When it is in the Library's benefit to add to, repair, or upgrade existing systems, equipment, or parts of the building by using the same vendor who supplied or previously repaired the original system, equipment or part of the building, the Director may get Board approval for such a purchase instead of getting estimates if the purchase will exceed \$5,000.

In the event of a serious emergency that threatens safety or the ability of the Library to stay open to the public the Director is authorized to take necessary action, the cost of which shall not to exceed \$25,000, if calling an emergency meeting of the Board of Trustees beforehand is not practical.

### **Payment of Bills**

Bills incurred by the Library shall be presented to the Board of Trustees at each regular Board meeting in a manner prescribed by the Board of Trustees and reviewed and approved by Board motion as is appropriate.

The Director is authorized to sign checks up to \$2,000, when necessary.



## **Records Retention and Disposition Policy**

RESOLVED by the Board of Trustees of the Cutchogue New Suffolk Free Library that *Retention and Disposition Schedule for New York Local Government Records LGS-1* issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, including any future revisions and re-issuances thereof, is hereby adopted for use by the Cutchogue New Suffolk Free Library in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records LGS-1*, after they have met the minimum retention periods described therein;
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

FURTHER RESOLVED, that those records which the library maintains which are not described in *Retention and Disposition Schedule for New York Local Government Records LGS-1* may be disposed of after a period of no less than three months.

FURTHER RESOLVED, that the library director is responsible for the proper retention and disposition of all library records in accordance with the above resolution and the *Retention and Disposition Schedule for New York Local Government Records LGS-1*.

## **Investment Policy**

### **Scope**

This investment policy applies to all monies and other financial resources available for investment by the Cutchogue New Suffolk Free Library on its own behalf or on behalf of any other entity or individual.

### **Objectives**

The primary objectives of the Cutchogue New Suffolk Free Library's investment activities are, in priority order,

- 1) to conform to all applicable federal, state and other legal requirements (legal),
- 2) to adequately safeguard principal (safety),
- 3) to provide sufficient liquidity to meet all operating requirements (liquidity) and
- 4) to obtain a reasonable rate of return (yield.)

### **Delegation of Authority**

The Board's responsibility for administration of the investment program is delegated to the Library Director and/or their designees, the President, and the Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and to regulate the activities of subordinate employees.

### **Prudence**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Cutchogue New Suffolk Free Library to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

## **Diversification**

The Cutchogue New Suffolk Free Library shall prudently diversify its deposits and investments.

## **Internal Controls**

The Director is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and managed in compliance with applicable laws and regulations.

## **Designation of Depositories**

The banks, financial institutions and trust companies authorized for the deposit of monies are attached as Appendix B.

## **Safekeeping and Collateralization**

Eligible securities used for collateralizing deposits shall be held by the depository and/or a third-party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Cutchogue New Suffolk Free Library deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against pledged securities. In the event that the securities are not registered or inscribed in the name of the Cutchogue New Suffolk Free Library, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to Cutchogue New Suffolk Free Library or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the Cutchogue New Suffolk Free Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution, or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Cutchogue New Suffolk Free Library a preferred interest in the securities.

## **Permitted Investments**

The Director is authorized to invest moneys not required to meet the Library's projected cash flow needs. Such investments will be prudently and conservatively selected. All investments shall be in the name of or the account of the Cutchogue New Suffolk Free Library.

## **Authorized Financial Institutions and Dealers**

The Library shall maintain a list of financial institutions approved for investment purposes. Such listing will be reviewed annually with the Trustees.

## **Purchase of Investments**

The Director is authorized to contract for the purchase of approved investments from eligible financial institutions.

All purchased obligations, unless registered or inscribed in the name of the Cutchogue New Suffolk Free Library, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with the prior written authorization from the Director. All such transactions shall be confirmed in writing to the Cutchogue New Suffolk Free Library by the bank or trust company.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Cutchogue New Suffolk Free Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of securities. Such agreement shall include all provisions necessary to provide the Cutchogue New Suffolk Free Library a perfected interest in the securities.

## **Repurchase Agreements**

Repurchase agreements are not authorized under this policy.

## Appendix B

### **Designation of Depositories**

The banks and trust companies and financial institutions authorized for the deposit of monies are:

- Dime Community Bank, 10900 Main Rd, Mattituck, NY 11952
- M&T Bank, 31525 Main Rd, Cutchogue, NY 11935
- Morgan Stanley, 611 E Main Street, Riverhead, NY 11901
- Other FDIC-insured depository institutions with Suffolk offices to the extent of Library deposits are so insured.
- The Director will advise trustees prior to other changes to this authorized list.

## **Anti-Nepotism Policy**

For the purposes of this Policy the term “relatives” includes relationships by blood, marriage or law, such as spouse, domestic partner, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, niece, nephew, grandparent and grandchild. “Domestic partner” is anyone legally so recognized by New York State and Suffolk County.

The Library’s intent is to hire the best persons for staff openings. Because we live in a small community with a limited talent pool, the Library will accept and consider applicants who are relatives of employees, the Library Director or a Trustee. Candidates who are relatives will be considered on their skills and merits along with other applicants (if any) in the selection process and will not be favored for hiring or given preferred terms of employment. No applicant will be hired unless such relationship is first disclosed on a form included in the application packet.

Library employees also must disclose such relationships upon being hired, or in the event that a relationship status alters during the course of employment. The Library Director shall use her or his best judgement to minimize times employees would supervise or review their relatives.

Should relationships addressed within this Policy be disclosed by current employees, the information should be immediately reported to the Library Director and the following protocols will be observed:

- a) a determination will be made whether the relationship is subject to the Library’s Anti-Nepotism Policy;
- b) if the relationship is determined to be subject to the Library’s Anti-Nepotism Policy and continuation of the employee on staff is desired, the Library Director will attempt to remediate the conflict or circumstance identified.

## **Anti-Nepotism Policy Employee Disclosure Form**

In accordance with the Library's *Anti-Nepotism Policy*, the Library staff and the Library Director must complete this form upon being hired, or in the event that a relationship status alters during the course of employment.

Are you related to any of the employees or Trustees of the Cutchogue New Suffolk Free Library?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, to whom are you related and what is the relationship? \_\_\_\_\_

\_\_\_\_\_

For the purposes of this Policy the term "relatives" includes relationships by blood, marriage or law, such as spouse, domestic partner, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, niece, nephew, grandparent and grandchild. "Domestic partner" is anyone legally so recognized by New York State and Suffolk County.

Name (print): \_\_\_\_\_

Name (signature): \_\_\_\_\_

Date: \_\_\_\_\_

# Whistle Blower Protection Policy

## 1. Policy Objectives

- a) The Cutchogue New Suffolk Free Library ["CNSFL"] adheres to all applicable federal and state laws, regulations and the policies it has adopted. To assist the CNSFL with maintaining compliance, it is the responsibility of the Trustees, Library Director, Library employees and volunteers to report any actual or suspected illegal, fraudulent or unlawful activity or practice engaged in by the Trustees, Library Director, employees or volunteers of the CNSFL to the Library Director or Board President and afford management a reasonable opportunity to investigate and take corrective action, when warranted, prior to the filing of complaints with law enforcement officials or governmental agencies outside CNSFL.
- b) To encourage and enable the reporting of suspected or actual violations, this policy creates a procedure for making written reports regarding any action taken by or within the CNSFL that is reasonably believed to be illegal, fraudulent or in violation of any adopted law, regulation or Library policy.
- c) To reinforce the CNSFL's commitment to maintaining high ethical standards in the conduct of its business, this policy provides important protections against retaliation for those who make a written report concerning actual or suspected illegal, fraudulent or unlawful activities or practices engaged in by the CNSFL.

## 2. Procedure for Reporting

- a) If any Trustee, employee or volunteer of the CNSFL reasonably believes that a Trustee, employee or volunteer has engaged in conduct that is illegal, fraudulent or in violation of any adopted policy of the CNSFL or that a policy or practice is in violation of law or regulation, a written report is to be filed with the Library Director. If a person is not comfortable making a report to the Library Director, a written report may be filed with the President of the Board of Trustees.
- b) If any Trustee, employee or volunteer reasonably believes that the Library Director has engaged in conduct that is illegal, fraudulent or in violation of any adopted policy of the CNSFL or that a policy or practice is in violation of law or regulation, a written report is to be filed with the President of the Board of Trustees.
- c) If the Library Director reasonably believes that a Trustee, employee or volunteer has engaged in conduct that is illegal, fraudulent or in violation of any adopted policy of the CNSFL or that a policy or practice is in violation of law or regulation, a written report is to be filed with the President of the Board of Trustees.



### 3. Protection Against Retaliatory Actions

- a) The CNSFL will not retaliate against a Trustee, Library Director, employee or volunteer who in good faith has made a written report to the Library Director or Board President concerning any action or suspected action taken by a Trustee, Library Director, employee or volunteer that is illegal, fraudulent or in violation of any policy adopted by the CNSFL.
- b) Anyone who, in the assessment of the Library Director or Board President, intentionally files a false report of wrongdoing will be subject to disciplinary action which may include termination from employment or dismissal from the Board.

### 4. Handling of Reported Violations & Confidentiality

- a) Reports of actual or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. There are certain circumstances in which the CNSFL may be required to disclose the reporting person's identity, for example, to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal right to prepare and present a defense.
- b) The Library Director will acknowledge receipt of the written report setting forth the actual or suspected violation within 20 business days to the person filing the written report. If the report was filed with the Board President, receipt shall be acknowledged in the same manner.
- c) All reports will be promptly investigated and appropriate corrective action (including a follow-up with the person filing the report) will be taken if warranted by the investigation.
- d) It is to be the responsibility of the Library Director to administer this policy and to report to the Board of Trustees any written reports received and the manner in which they were resolved. It is the responsibility of the Library Director to distribute a copy of this policy to all Trustees, employees and volunteers who provide substantial services to the CNSFL, and provide training to employees and volunteers as appropriate.

*My signature below indicates that I have received and read the Whistleblower Protection Policy and make a commitment to adhere to its terms.*

---

Signature of Trustee, Director, Employee, Volunteer

Date

## **Sexual Harassment Policy**

- A. The Cutchogue New Suffolk Free Library recognizes its responsibility to provide employees with a work environment that is free from any form of sexual harassment. Sexual harassment undermines morale and interferes with the productivity of its employees. Sexual harassment constitutes employee misconduct and will not be tolerated.
  
- B. Sexual harassment is prohibited by Title VII of the 1964 federal Civil Rights Act and the New York State Human Rights Law. In addition to pursuing a complaint under the Library's Policy, employees may file complaints with the New York State Human Rights Division, The United States Equal Employment Opportunity Commission, Suffolk County District Attorney and any agency in accordance with any applicable local laws. If the harassment involves sexual contact, sexual conduct, forcible touching, sexual misconduct, coerced physical confinement or coerced sex acts, the conduct may constitute a crime.
  
- C. Sexual harassment may be verbal, non-verbal, visual and/or physical in person or by electronic means. It includes but is not limited to:
  - 1. Sexually offensive remarks or jokes
  - 2. Unwanted touching or groping
  - 3. Coerced sex acts
  - 4. Requests for sexual favors of a sexually suggestive nature (e.g., asking employee to dig coins out of a supervisor's pants pocket)
  - 5. Displaying pornographic images
  - 6. Comments (either complimentary or derogatory) about a person's gender or sexual preferences
  - 7. Sexually suggestive gestures (e.g., pantomiming sex acts)
  - 8. Coercing the performance of or acquiescence to sexual acts by making references to a subordinate's employment status or conditions of employment which serve to create a hostile, intimidating or uncomfortable environment
  - 9. Repeatedly standing too close to or brushing up against a person
  - 10. Giving gifts or leaving objects that are sexually suggestive
  - 11. Sexting, the use of sexually explicit language, harassment, cyber stalking and threats using any form of electronic communication (email, text messages, social media, etc.)
  
- D. Employees or volunteers who feel they have been the object of sexual harassment may file a written grievance in accordance with these procedures. Employees may also file complaints against supervisory or managerial personnel whom they believe knowingly allowed such behavior to continue unreported.
  - 1. Grievances involving employees, volunteers or members of the Board should be submitted to the Director
  
  - 2. If the accused is the Director, a grievance should be submitted to the President of the Board

3. A grievance should be in writing and contain all of the following:

- a. The name and position of the grievant
- b. The date(s) the incident(s) took place
- c. The name(s) of the accused
- d. The name(s) of witnesses, if any
- e. A clear and concise statement of the grievance
- f. The signature of the grievant and the date

4. The Library Director or Board President will acknowledge receipt of the grievance setting forth the actual or suspected violation within 10 business days to the person filing the grievance.

5. All grievances will be treated respectfully, seriously, and investigated fully and promptly. Interviews will be conducted privately with the accuser, the accused and any witnesses made known. Documents and tangible evidence will be reviewed. Reports of grievances and interviews will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. There are certain circumstances in which the Library may be required to disclose the identity of the parties involved, for example, to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal right to prepare and present a defense.

6. The Director or Board President will notify the parties involved of the outcome of the investigation.

- a. If the allegations are substantiated the decision may result in probation, suspension or termination of the accused.
- b. If the allegations are not substantiated, the grievance will be sealed and stricken from the accused personnel file.
- c. If the allegations are not substantiated and if, in the assessment of the Library Director or Board President, an employee or volunteer intentionally filed a false grievance the employee will be subject to disciplinary action up to and including termination.

7. If an accused or an accuser disagrees with the outcome of the investigation a written appeal may be filed with the Board of Trustees within 30 days. The Board will review the written appeal and the Director's decision within 30 days and decide a course of action.

E. If an employee or volunteer witness's sexual harassment a grievance alleging a hostile work environment may be filed using the Sexual Harassment Grievance Form on Page 57 of the Library Operations Handbook.

- F. The Library will not retaliate against employees or volunteers who in good faith have filed a grievance to the Library Director or Board President.
- G. It is the responsibility of the Library Director to administer this policy and to report to the Board of Trustees any grievances received and the manner in which they were resolved.
- H. It is the responsibility of the Library Director to distribute a copy of this policy to all Trustees, employees and volunteers who provide substantial services to the Library, and provide training to employees and volunteers annually. Employees will be asked to acknowledge that they have received and read this policy.

---

**For Administrative Purposes Only:**

Please print, sign and date below as record of having read the Sexual Harassment Policy.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Cutchogue New Suffolk Free Library  
Sexual Harassment Grievance Form**

**Grievant Information**

**Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Preferred Communication Method:** \_\_\_\_\_

**Supervisory Information**

**Immediate Supervisor's Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Grievance Information**

1. Your complaint of Sexual Harassment is made against:

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Relationship to you  **Supervisor**  **Subordinate**  **Co-Worker**  **Other**

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Date sexual harassment occurred: \_\_\_\_\_

4. Is this sexual harassment ongoing  **Yes**  **No**

5. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



STAFF USE ONLY	
Date Application Received _____	
	Staff Initials _____

27550 Main Road, PO Box 935, Cutchogue, NY 11935  
 (631)734-6360

## Application for Employment

The Library considers applications for all positions without regard to race, color, religion, creed, gender, gender identity, gender expression, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

<b>-- PLEASE PRINT --</b>	
Position(s) Applied For	Date of Application
How did you learn about us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend/Relative
<input type="checkbox"/> Inquiry	<input type="checkbox"/> Library Website
<input type="checkbox"/> Social Media	
<input type="checkbox"/> Other _____	

Last Name	First Name	Middle Initial
Street Address	City	State
		Zip Code
Telephone Number(s)	Email	

Have you ever filed an application with the Library before?	If yes, give date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed by the Library before?	If yes, give date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do any of your friends or relatives work at the Library or serve on the Board of Trustees? <i>The Library has an Anti-Nepotism Policy which stipulates that relatives of current employees or Trustees must disclose their relationship prior to consideration.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently employed?		<input type="checkbox"/> Yes <input type="checkbox"/> No
May the Library contact your present employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prevented lawful employment in this country because of visa or immigration status? <i>Proof of citizenship or immigration status will be required upon employment</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently on "lay-off" status and subject to recall?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you travel if the job requires it?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony or misdemeanor?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Date available to start work \_\_\_/\_\_\_/\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:  Full-time

Part-time (please indicate when available:  morning  afternoon  evening)

Temporary (please indicate dates available: \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_)

This application for employment is considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire whether or not applications are being accepted at that time. The Cutchogue New Suffolk Free Library is an Equal Opportunity Employer.

Education	Name of school	Course of study	# of years completed	Diploma degree
High School				
Undergraduate				
Graduate/Professional				
Other (specify)				

**Describe any specialized training, internship, skills and extra-curricular activities.**


**Describe any job-related training received in the United States military.**


**List professional, trade, business or civic activities and offices held.**  
*You may exclude membership which would reveal race, color, religion, creed, gender, gender identity, gender expression, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.*


**Specialized Skills** *Check skills and/or equipment.*

<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Microsoft Office	<input type="checkbox"/> Sierra ILS
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Email	<input type="checkbox"/> Photocopier	<input type="checkbox"/> Audiovisual equipment
<input type="checkbox"/> Other			

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, creed, gender, gender identity, gender expression, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

<b>1.</b>	Employer		<b>Dates Employed</b>		<b>Work Performed</b>
			<b>From</b>	<b>To</b>	
	Address				
	Telephone Number(s)				
	Job Title	Supervisor			
Reason for leaving					
<b>2.</b>	Employer		<b>Dates Employed</b>		<b>Work Performed</b>
			<b>From</b>	<b>To</b>	
	Address				
	Telephone Number(s)				
	Job Title	Supervisor			
Reason for leaving					
<b>3.</b>	Employer		<b>Dates Employed</b>		<b>Work Performed</b>
			<b>From</b>	<b>To</b>	
	Address				
	Telephone Number(s)				
	Job Title	Supervisor			
Reason for leaving					
<b>4.</b>	Employer		<b>Dates Employed</b>		<b>Work Performed</b>
			<b>From</b>	<b>To</b>	
Address					



Telephone Number(s)				
Job Title	Supervisor			
Reason for leaving				

*If you need additional space, please continue on a separate sheet of paper.*

**Additional qualifications or information you feel may be helpful to us in considering your application.**


**References Please list three references.**

Name	Phone
Address	
Name	Phone
Address	
Name	Phone
Address	

**Applicant's Statement**

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that a background check may be conducted.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Cutchogue New Suffolk Free Library is of an "at will" nature, which means that the employee may resign at any time and the employee may be discharged at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Director of the Library.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all the rules, regulations and policies of the Cutchogue New Suffolk Free Library.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

STAFF USE ONLY

Position(s) applied for is open  Yes  No

Position(s) considered for \_\_\_\_\_

Arrange for Interview  Yes  No

Interview Date \_\_\_\_\_ Interviewer \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Adopted by the Board of Trustees 5/8/2017 – Amended 9/16/2019, 6/20/2022, Approved as stated 11/18/2024*

## **CUTCHOGUE NEW SUFFOLK FREE LIBRARY CODE OF ETHICS**

A code of ethics is a written set of principles and expectations issued by an organization to help individuals at all levels of responsibility conduct their actions in accordance with its primary values and ethical standards. Sound ethical standards of conduct serve to increase the effectiveness of the Library's Board of Trustees, its Director, employees and volunteers. An ethical code of conduct promotes public confidence and trust in the organization and management of the Library. It provides assurance that all who serve the Library, whether as a trustee, Director or employee or volunteer, will do so with undivided loyalty to the Library's mission, vision and core values, and that they will act in the best interests of the Library's purposes and goals. The core of this Code of Ethics is grounded in the principles of honesty, integrity, transparency, equity, confidentiality, and accountability. Ethical conduct is the Library's highest priority.

This Code expresses the overarching principles of professional conduct and ethical behavior expected of the Library's volunteers, employees, Director and Trustees. Directives for how these principles are to be carried out in practice can be found in the Library's Operations Handbook, Employee Handbook and the Handbook for Library Trustees of New York State. In signing the disclosure form, each person commits to uphold the following principles and practices of ethical and professional behavior.

### **PRINCIPLES**

- Treat every individual with dignity and respect
- Act with honesty and integrity in all of the Library's transactions and dealings
- Strive for excellence and innovation
- Achieve the highest levels of service, performance and social responsibility
- Endeavor to understand and support library patrons from other cultures and build an organizational culture that honors diversity

### **PRACTICES**

- Uphold the principles of intellectual freedom and resist all efforts to censor Library resources
- Respect intellectual property rights and advocate balance between the interests of information users and copyright holders
- Safeguard the privacy of personal information obtained from or about the Library's patrons, donors, employees, volunteers, Director and Trustees through information sought or received and resources consulted, borrowed, acquired or transmitted
- Preserve and protect the confidentiality of the Library's important data, documents, and business records
- Protect from disclosure confidential information acquired in the course of his or her official duties and not use such information to further his or her personal interests

- Conduct the Library's activities in ways that are accountable and transparent to the community it serves
- Decline any offer of compensation, gifts, monetary payments, loans or promises of future benefits from anyone who has or may seek some return from the Library other than occasional gifts of nominal value that are in keeping with customary business practices
- Avoid conflicts of interest or situations that give the appearance of a conflict or other impropriety
- Refrain from conduct or activities that would have an adverse impact on the library and disclose any conduct or activities that could have an adverse effect on public perceptions of the Library
- Adhere to the policies and procedures for the Library's governance, financial operations, employee and volunteer management, fundraising activities, and program administration
- Perform Library functions in conformity with both the spirit and the letter of all applicable laws and regulations of the federal, state and local jurisdictions in which the Library operates
- Manage responsibly the Library's physical assets including but not limited to its building, collections, materials and information technology;
- Utilize the Library's financial resources and assets only in furtherance of the Library's business and organizational goals
- Treat the Library's Trustees, Director, employees and volunteers with fairness and good faith and provide conditions commensurate with their rights and welfare

**Cutchogue New Suffolk Free Library  
Code of Ethics - Disclosure Form**

This form must be completed by all members of the Board of Trustees, Director, employees and volunteers.

In signing this document, I acknowledge receipt of the CNSFL Code of Ethics and agree to abide by the standards of ethical behavior set forth in it.

I further understand that failure to maintain these standards may result in temporary or permanent loss of position.

---

Signature

---

Printed Name

---

Title



*Verification  
of identity &  
proof of  
address is  
required.*

## Large Print Library Card Application

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
Primary Phone \_\_\_\_\_ Other Phone \_\_\_\_\_  
Email Address \_\_\_\_\_  
Date of Birth (applicants 16 and under only) \_\_\_\_\_

Please select how you would like to be notified  
if an item on hold for you is ready for pickup:

Phone only     Phone & Email     Email only

### ***Local Address:***

Street \_\_\_\_\_ P.O. BOX \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

### ***Other Address:***

Street \_\_\_\_\_ P.O. BOX \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

### ***Please select one:***

- I am a property owner/permanent resident in the Library's district.
- I am a renter in the Library's district for **more than 6 months per year.**
- I am a temporary resident in the Library's district for **6 months or less per year.**
- I am a school faculty member who teaches within the Library's district
- I am a business proprietor who owns a business within the Library's district.



*Verification  
of identity &  
proof of  
address is  
required.*

## Large Print Library Card Application

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
Primary Phone \_\_\_\_\_ Other Phone \_\_\_\_\_  
Email Address \_\_\_\_\_  
Date of Birth (applicants 16 and under only) \_\_\_\_\_

Please select how you would like to be notified  
if an item on hold for you is ready for pickup:

Phone only/do not have email     Phone & Email     Email only

### **Local Address:**

Street \_\_\_\_\_ P.O. BOX \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

### **Other Address:**

Street \_\_\_\_\_ P.O. BOX \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

### **Please select one:**

- I am a property owner/permanent resident in the Library's district.
- I am a renter in the Library's district for **more than 6 months per year.**
- I am a temporary resident in the Library's district for **6 months or less per year.**
- I am a school faculty member who teaches within the Library's district
- I am a business proprietor who owns a business within the Library's district.

**Parent/Guardian Information for applicants 16 years of age or under**

Parent/Guardian Name \_\_\_\_\_

Library Card # \_\_\_\_\_

**Please select one:**

Limited Card – provides access to all circulating materials except DVDs & Library of Things items from the Adult Collection.

Unlimited Card – provides access to all circulating materials.

**Parent/Guardian Signature:** \_\_\_\_\_

**Proofs of identification:**

1. Current driver’s license/non-driver photo ID/Passport
2. Student/Faculty Photo ID (for schools in Library district)

**Proofs of permanent residency or property ownership:**

3. Current driver’s license/non-driver photo ID
4. Copy of deed, lease agreement, mortgage or tax bill
5. Current utility bill/Credit card or bank statement
6. Vehicle Registration/Insurance card
7. Student Photo ID

**Proofs of temporary residency:**

8. Receipt from RV park or marina
9. Current lease or rental agreement from landlord for an apartment or house

**Proofs of business proprietorship:**

10. Current rental lease
11. Business license
12. Business card
13. Property tax bill

**LIBRARY USE ONLY**-----

Proof of ID \_\_\_\_\_ Proof of Residency \_\_\_\_\_

- Permanent resident – 3 year expiration date
- Local use resident – 6 month expiration date
- School faculty – 3 year expiration date
- Business proprietor – 3 year expiration date

PALS Database (check one)

- Not in database
- Duplicate – relocated, record clear
- Duplicate – different person
- Duplicate – dual residency

Link to family members:

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Barcode \_\_\_\_\_ Initials \_\_\_\_\_