

VILLAGE LIBRARY OF MORGANTON

Policy Manual 2020

Village Library of Morgantown

Revised and approved 9/29/2019

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Organization

Mission Statement

The Village Library defines its role as promoting the free communication of ideas in the educational, democratic and cultural life of the community it serves through the provision of materials and programs of interest, information, entertainment and enlightenment.

Bylaws

Article I - Name

The name of this organization is: Village Library. Its address is: 207 N Walnut St, PO Box 797. Morgantown, PA 19543

Article II – Board of Trustees

Section 2.1 – General Purpose: The Board of Trustees is the governing body of the Village Library. Being a trustee is not an honorary position; it is a working relationship with the community, the library staff, and fellow trustees.

Section 2.2 – Composition and Number of Trustees: The Village Library Board of Trustees will consist of up to seven (7) members confirmed by the Board of Supervisors of one of the service area townships. Trustees shall be patrons of the Village Library, and residents of Caernarvon Township, Robeson Township, New Morgan Borough, or other nearby townships or boroughs.

Section 2.3 – Tenure: The term of office shall be three (3) years. A Trustee may be appointed for a second consecutive term, but then will not be eligible for reappointment for one year.

Section 2.4 – Nomination and Election: Trustee slots will be filled by appointment from nominees put forth by the Library Board of Trustees and confirmed by the Board of Supervisors of one of the service area townships.

Section 2.5 – Vacancies: Vacancies for un-expired terms shall be filled by the Board in accordance with section 2.4. Any person appointed to fill a vacancy shall be eligible to serve two additional 3-year terms.

Section 2.6 – Trustee duties and responsibilities:

- Attending eight (8) of the twelve (12) meetings each year
- Fiscal oversight and planning
- Planning, developing and evaluating library policy
- Engaging in continuing education by attending county and state workshops on a rotating basis
- Reading and becoming familiar with the latest edition of *Handbook For Public Library Trustees* published by the State Library of Pennsylvania
- Becoming familiar with the library staff and operations of the library in order to make the required evaluation of the Library Director at the end of each year.
- Ensuring the Library remains accountable to its constituencies
- Act as library ambassadors to the community

Section 2.7. Resignation: A Trustee may resign at any time by filing a written resignation with the Board Chair.

Section 2.8. Removal: The Board may remove any Trustee for cause by two-thirds (2/3) vote of all Trustees then in office, at any regular or special meeting of the Board, provided that a statement of the reason or reasons shall have been mailed by Registered Mail to Trustee proposed for removal at least thirty (30) days before any final action is taken by the Board. This statement shall be accompanied by a notice of the time, and the place, the Board is to take action on the removal. The Trustee shall be given an opportunity to be heard and the matter considered by the Board at the time and place mentioned in the notice.

Article III – Meetings

Regularly scheduled meetings are open to the public and will be held once each month at a time and place established by the Board unless canceled at the previous meeting. An annual notice of the board meeting schedule shall be published in the appropriate local newspaper no later than January 5. Notice will also be posted on the library website.

The Board Chair may call special meetings upon the written request of three (3) trustees. The purpose for the special meeting will be stated in the request.

Article IV – Quorum

A quorum shall be a majority of the members of the Board and is required for the transaction of official business. In the event a quorum is not present, Trustees shall be permitted to vote by proxy. All proxies must be in writing and address specific issues or items of business. The Library Director is not considered a voting member of the Board and may not carry a member's proxy vote.

Article V – Officers

During the January meeting each year a slate of officers will be presented for election. Officers to be elected are: chair, vice-chair, secretary and treasurer. Officers will serve for one year with the option of being reelected. Officers will receive no compensation for fulfilling their duties.

Article VI – Annual Review of Bylaws and Policies

In order to qualify for county aid according to the Envisioning Excellence Guidelines in the Berks County Library Systems manual, each year the Board (or a committee appointed by the Board Chair) and the Library Director will review and amend where necessary the service, reference, internet, personnel, and collection development policies. The Board is also responsible for an annual review of the bylaws and long range plan.

All policies will be available to the public via the library website and/or other means.

Each policy statement or its revision will be sent to the Office of Berks County Public Libraries after being signed and dated by the Board Chair. Such action will be recorded in the minutes of the relevant meeting.

Article VII – Annual Reports

It is the responsibility of the Board to ensure all forms and reports required by Commonwealth Libraries and by Berks County Public Libraries will be submitted by established deadlines.

Article VIII – Annual Financial Audit

It is the responsibility of the Board to follow State Library and System requirements as to fiscal year and audit. All required forms and reports will be submitted to Commonwealth Libraries by October 1.

An annual audit or financial review of the Village Library shall be performed by an independent auditor in accordance with Generally Accepted Auditing Standards as required BCPL and state standards.

The library's fiscal year will be the calendar year.

Article X – Duties of Officers

Board Chair

- Develops with the Library Director the agenda for each meeting and distributes it to each Trustee prior to the next meeting.
- Presides at each meeting
- Expedites business in every way compatible with the rights of the other Trustees
- Summarizes discussion in order to clarify the issues
- Calls for motions at appropriate times
- Signs official documents
- Represents the Board at public and other official functions as directed by the Board
- Appoints committees as needed
- Oversees the implementation of the requirements of the Envisioning Excellence Guidelines needed to receive county funding.

Vice-Chair

- Presides in the absence of the Chair

Secretary

- Maintains a record of the proceeding of all Board meetings
- Prepares minutes of each meeting, and distributes it to each Trustee prior to the next meeting.
- Keeps all the Board records in an orderly fashion in a safe place
- Handles all necessary correspondence in conjunction with the library staff
- In the absence of both the Board Chair and Vice-Chair, calls the meeting to order. The first item of business then will be to elect a chair pro tempore.

Treasurer

- Prepares an annual budget
- Pay bills after authorization by the Library Director or the Board as appropriate

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- Keeps accurate records of all financial transactions, both income and expenditures
- Presents a financial report at each board meeting
- Prepares all required federal and state tax reports
- Expenditures not included in the current budget must be approved by the Board
- Coordinates preparation of all audits and provides necessary records of audit and form 990

The Board may delegate the record-keeping function of the treasurer to a qualified person for payment.

Article XI – Committees

The Board Chair will appoint the following committees as needed:

- Fundraising
- Finance
- Long Range Planning
- Personnel

NOTE: If a committee consists of a majority of the Board, then its meetings must be open to the public, called, and posted in accordance with the Sunshine Law.

Other functions are the responsibility of the Library Board of Trustees as a whole. Committee reports should be submitted to the Board.

Article XII – System Participation and Trustee Education

Each year the Board Chair will appoint at least one Trustee and one alternate to be its representative at meetings at the Berks County Library System Board of Directors.

In addition, Trustees will meet the minimum requirements for trustee education as stated in the Envisioning Excellence Guidelines.

Article XIII – Trustee/Library Director

It is the Board’s responsibility to formulate and adopt all policy and procedures. The Library Director is charged to administer the policies and to supervise the staff.

Article XIV – Order of Business

Meetings will be conducted in the following order:

- Call to order
- Approval of last meeting’s minutes
- Township supervisors’ report (if applicable)
- Correspondence
- Treasurer’s report
- Library Director’s report
- Committee reports (if applicable)
- Any special presentation

- New business
- Unfinished business
- Confirmation of time and date of next meeting
- Adjournment

Article XV – Parliamentary Procedure

All business will be conducted according to the most recently available edition of *Robert's Rules of Order* where they are not in conflict with the policies that are adopted by this Board.

Article XVI – Professional Meetings

The Board encourages the library staff to attend as many county and state workshops as possible. The Library Director is also encouraged to attend the Pennsylvania Library Association (PALA) conference whenever possible. Time off with pay will be provided to attend continuing education opportunities approved by the Board. The Board will pay the current IRS mileage rate for conferences approved.

Article XVII – Amendments

These bylaws may be amended at any regular meeting of the Board by a two-thirds vote of the members present, provided the amendment has been submitted in writing at the previous regular meeting.

Article XVIII – Dissolution

In the event that this organization is dissolved the Board of Trustees shall, after making provisions for payment of all liabilities of the Village Library, distribute all remaining property and assets to Berks County Public Libraries.

Personnel Policy

Conflict of Interest Policy-Officers, Board Members and Employees

No **Board member** or **committee member** of the Village Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board.

Other than compensation, no **employee** shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Village Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.

Members of the Village Library Board, committees, and staff shall refrain from obtaining any list of library patrons that may result in personal benefit.

No member of the Board shall accept any favor which might affect or appear to affect his judgment on any matter affecting the library.

Disclosure of actual or potential conflict of interest

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Potential conflicts that should be promptly and fully disclosed include:

- Ownership by members of the Board of Trustees, or a member of the Trustee's immediate family or an Employee of a significant financial interest in a business enterprise that does business with or seeks to do business with the library.
- Participation by members of the Board of Trustees or Employees as a director, officer, consultant, or in any other key role in an outside enterprise that does or seeks to do business with the library.
- A close family relationship with any person who is employed directly by the library, or whose position is in an outside enterprise that does or seeks to do business with the library. "Close family relationship" includes a child, stepchild, parent, stepparent, spouse, sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

Exclusion from discussions and voting

Once a conflict has been declared, it is incumbent upon the Trustees and Employees not to participate in discussion or votes which would affect the enterprise or person cited in the declaration. Trustees must leave the room during a discussion of the topic by the Board. Trustees also must not try to influence the outcome of the vote in any way.

Any Trustee may invoke this policy during a discussion and ask for a ruling from the Chair on whether a Trustee should not participate in discussion of a particular topic as a result of a declared or an undeclared conflict of interest.

The minutes of the meeting shall reflect that that the Board member who stated a conflict of interest did abstain from voting.

Should the Board become aware of any failure to disclose an actual or potential conflict of interest or of any other breach of the policies and procedures set forth herein, the matter shall be referred to the Board Chair for consideration. The Board Chair may take such corrective action or make such recommendations, including disciplinary action, in the matter as it shall deem appropriate.

Allowable Related Party Transactions

A "Related Party Transaction" is any transaction directly or indirectly involving any Related Party as defined below:

"Related Party" means any of the following:

- A library Trustee.
- A library Employee.
- A person who is to be an immediate family member of a Trustee or Employee. "Immediate family member" means a child, stepchild, parent, stepparent, spouse, sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

“Transaction” as defined for this purpose is an exchange of goods or services of \$___ or more.

Consideration of Related Party Transactions

Each Trustee and Employee must inform Board President and the full library board of Trustees of any proposed transactions involving a Related Party.

Any transaction involving a Related Party must be reviewed and approved by the full Board of Trustees.

Any proposed Related Party Transactions must be examined to determine:

- Whether the terms of the Related Party Transaction are in the best interest of the library and are on the same basis as would apply if the transaction did not involve a Related Party;
- Whether there are business reasons for the library to enter into the transaction;
- Whether the Related Party Transaction would present an improper conflict of interest for any Trustee or Employee, taking into account the size of the transaction and the related party's relationship.

Any Trustee or Employee who has an interest in the transaction under discussion must comply with the library's Conflict of Interest Policy.

Employee Protection (Whistleblower) Policy

If any employee reasonably believes that some policy, practice, or activity of the Village Library of Morgantown is in violation of the law; a written complaint must be filed by that employee with the Library Director or the Board President Chair.

It is the intent of the Village Library of Morgantown to adhere to all laws and regulations that apply to the organization. The underlying purpose of this policy is to support the goal of legal compliance. The support of all employees is necessary to achieve compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the Village Library of Morgantown and provides the Village Library of Morgantown with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The Village Library of Morgantown will not retaliate against any employee who in good faith, has made a protest or raised a complaint against some practice of the Village Library of Morgantown, or of another individual or entity with whom the Village Library of Morgantown has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

The Village Library of Morgantown will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the Village Library of Morgantown that the employee reasonably believes: is

- is in violation of a law, or a rule,
- or concerning endangers the health, safety, welfare of staff or patrons,
- or protection endangers of the environment.

At-Will Employment

All employees of the Village Library of Morgantown are employed "At Will." This means that either the employee or the Village Library of Morgantown is free to end the employment relationship at any time, for any reason, with or without cause and with or without notice.

Positive performance evaluations, commendations, pay raises and longevity of employment, while desired objectives, do not alter the right of either the employee or the Village Library of Morgantown to terminate the employment relationship at any time, for any reason, with or without cause and with or without notice.

Nothing in this handbook or in any document or statement shall limit or modify the employment at-will status of the Village Library of Morgantown's employees.

No manager or employee of the Village Library of Morgantown has the authority to enter into any agreement for employment for any specified period of time, to make any agreement for employment other than at-will, or to limit or modify any employee's at-will status.

Staffing

The Village Library will be staffed by a minimum of a Library Director and Library Aides. As needed, the library will be staffed by other titles as discussed in this policy, a computer support person, and volunteers.

Filling Vacancies

In filling any staff vacancy, it is necessary to look for individuals who have positive attitudes about public service, who will understand that the patron's needs come first no matter if child or adult, or how busy that employee is at that moment. Dependability and punctuality are expected as a matter of course. It is necessary to find individuals who are comfortable using evolving technology as a tool and as an avenue for informational source. Willingness to be flexible with work hours is a must as a small staff deals with varied demands of a busy library.

When searching for a new Library Director, a search committee will be appointed to advertise the opening in local newspapers, to review applications and to interview candidates. Standards for Library Director will follow Commonwealth of Pennsylvania Library Code requirements. The Director of the Berks County Public Library System will be consulted concerning these standards and for the appropriateness of the newspaper advertisement.

When the search committee has made a selection from the various candidates for Library Director, they will present that candidate in person to the full Board of Trustees for final approval.

The Library Director will oversee the hiring and training of support staff, such as Children's Librarian, Library Aides, Shelver, etc.

Probationary Period

For every new employee, there will be a performance review and evaluation after the first two months. This will constitute their "Probationary Period." They will be given another review after six months. With those two evaluations being satisfactory, then that employee will be evaluated at the end of each calendar year as stated below. During this probationary period, new employees will not receive paid holidays nor will they be eligible to use vacation time.

Conduct and Appearance on Duty

A primary function of all library staff is to serve patrons cheerfully and promptly. Professional behavior and neat appearance are required. Closed-toed shoes are required for safety purposes. A professional dress code will include, but not be limited to what is customarily considered business casual. Staff will not wear blue jeans, shorts, tops that display the midriff, or bare shoulders, t-shirts with printed images (except for library themes) or clothing that is or appears to have ripped or torn sleeves or pants. Khaki and denim Capri's are permitted. Jeans (non-ripped only) are permitted on Fridays and Saturdays.

Job Description, Library Aide

The Library Aides work under the supervision of the Library Director or Children's Librarian. The library aides' duties are:

1. Managing circulation.
2. Assisting patrons with computers and simple reference requests.
3. Performing routine clerical duties.
4. Overseeing the day-to-day operation of the library in the absence of the Library Director and the Children's Librarian.

5. Additional specific duties as assigned by Library Director including processing and ILLs.

Job Description, Children's Librarian

The Children's Librarian works under the supervision of the Library Director. The Children's Librarian is responsible for overseeing programs and events directly related to the infant, toddler, juvenile and teen patrons of the library.

Children's Librarian is responsible for the following areas:

1. Creating, scheduling, and implementing *Storytime* activities.
2. Attending training sessions and other meetings (ex. system meetings) that relate and enhance the development of the children's area of the Village Library.
3. Creating, scheduling, and implementing *Storytime* activities, programming for teens and "tweens," and youth summer reading activities.
4. Analyzing and critiquing the Easy, Early Reader, Board Books, Juvenile and Young Adult collections and making recommendations to the Director for development of those collections.
5. Attending training sessions and other meetings (ex. system meetings) that relate and enhance the development of the children's area of the Village Library.
6. Assisting in the development and maintenance of the children's and teens portions of the Village Library website.
7. Developing and maintaining themed displays for youth area(s).

Job Description, Library Director

The Library Director is responsible for staffing and staff development, the provision of exceptional public service delivery, marketing and fund development, advocacy, government relations, reporting, budgeting, and planning. The Library Director is responsible for ensuring that all staff provide the highest level of customer service.

The Library Director attends all meetings of the Library Board. In addition, the Library Director attends meetings of local government, neighborhood groups, and other organizations as needed in order to further the goals of the Village Library.

The Library Director serves as the Village Library's official representative as appropriate at meetings, presentations, conferences, and other events.

Essential Functions of work:

1. Selecting, purchasing and weeding materials.
2. Developing outreach programs.
3. Training and supervising library staff including volunteers. Performing staffing and supervisory duties: evaluates subordinates, reviews overall staffing patterns, work schedules and evaluations, oversees training and orientation of new staff and volunteers
4. Providing opportunities for professional development of staff.
5. Providing reference and information services.

6. Managing inter-library loan (ILL) procedures and Access Pennsylvania.
7. Planning and scheduling library programs for adults.
8. Maintaining the Community Room schedule.
9. Managing the maintenance of all facilities, equipment and technology. Also planning for future upgrades (as needed) and bringing these needs to the Board.
10. Completing and submitting all required reports to the Board, townships, state, county, and other institutions.
11. Ensuring the library follows best practices as defined in the BCPL Envisioning Excellence Requirements and other pertinent documents.
12. Participating in long-range planning for the library to improve internal functions and delivery of relevant services to the community.

Staff Development and In-Service Education

The Library Director will attend all in-service meetings and workshops as required by the Berks County Public Library system. The Children's Librarian will attend if the Library Director cannot attend. They will be paid while attending these meetings as part of the regularly scheduled time. In addition, all employees working 20 hours or more per week are required to fulfill at least 6 hours of continuing education on a bi-annual basis.

The Library Director may attend professional meetings and conference as budgeted by the Board of Trustees.

Conference fees will be paid and mileage will be paid at the current IRS rate for approved conferences and required meetings. Time spent at a conference will be compensated at a rate of eight working hours per full day attending a professional workshop, conference or seminar.

Performance Evaluation

Evaluation of the Library Director will be done by the Board of Trustees at the end of each calendar year. An unsatisfactory evaluation will result in a three-month probation period followed by a reevaluation. A second unsatisfactory evaluation will result in dismissal.

The Children's Librarian and the Library Aides will be evaluated by the Library Director at the end of each calendar year with the evaluations to be submitted to the board. An unsatisfactory rating will result in a three-month probation period followed by a second evaluation. A second unsatisfactory rating will result in dismissal.

Dismissal

Reasons for dismissal of the Library Director, Children's Librarian or a Library Aide are:

1. A second unsatisfactory evaluation.
2. Involvement in any illegal activity.

Grievance Procedures

Grievance by any staff member should be directed first to the Library Director. If there is no satisfaction, then such problems should be directed in writing to the Board of Trustees. The Board will review all referred issues of grievance, at a special meeting as determined by the Board.

Resignation

A written notice of resignation will be given to the President of the Board of Trustees two weeks before the intended resignation. This procedure will be followed by any of the library staff. If there is an emergency reason for resignation requiring a shorter notice, this matter will be referred to the board chair.

Salaries

Wages for each level of staging (Library Director, Children's Librarian, and Library Aides) will be set by the Board of Trustees.

Wages will be paid every two weeks. If payday falls on or near a holiday, payment will be made preceding the holiday.

All required deductions will be made from the paycheck.

Benefits consist of Workers Compensation and Unemployment Insurance.

Wages will be reviewed by the Board of Trustees at the beginning of each year.

Professional Affiliations

Membership in one professional library association for the Library Director and the Children's Librarian, when applicable, will be paid for by the Board of Trustees.

Vacation and Leave Time

The Library Director will have two weeks paid vacation annually. During the first year, vacation and/or leave-time can be prorated. Vacation time can be taken hourly. Vacation will be increased at the following rate: After 5 years employed as Director – 3 weeks' vacation. After 5 years employed as Children's Librarian – 2 weeks' vacation.

Staff Members who have progressed satisfactorily through their 90-day probationary period will be entitled to one-week vacation annually. A maximum of 2 vacation days may be rolled over into the next year. For any leave, the Library Director and Children's Librarian will arrange their hours cooperatively to ensure an uninterrupted library schedule.

Personal leave: Emergency leave and sick leave are not compensated, but the time is not lost due to the flexible scheduling of library staff time. Educational leave is considered part of the work schedule and will be compensated accordingly.

Jury Duty: The Board of Trustees will compensate for the difference between jury pay and regular wages if such duty falls on a regularly scheduled workday.

Emergency leave: Extended personal leave will be considered by the Board of Trustees. Maternity and Paternity leave: Will be granted as uncompensated time as approved by the board.

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Scheduled Hours

The Library Director will work hours set by the board, 20 of which must be worked while the library is open as required by state regulations.

All Staff will work the hours determined by the Library Director.

The Library Director and the Children's Librarian will arrange their schedules to be sure the library is open not less than 45 hours each week.

Holidays and Closings

Holiday pay shall be paid to staff that would work regularly scheduled-hours when the library is closed due to the holiday.

The library will be closed on the following holidays. New Year's Day, Good Friday, Labor Day, Memorial Day, Independence Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

There will be early closing at 12:00 pm on New Year's Eve.

If Christmas or New Year's Day fall on a Sunday, then the library will be closed on the following Monday.

Any other closings connected with the holidays listed above would be determined by the Board of Trustees.

The Village Library will be closed for inclement weather at the discretion of the Library Director.

Personnel Records

Personnel Records are kept on file in the library.

Fiscal Authority and Responsibility

Theft

Library staff has a responsibility to protect library property from theft or damage, including such acts as: destroying or damaging library materials, damaging equipment and software, damage caused by food and drink, defacing walls, damaging facilities, and breaking windows. The library retains the right to prosecute anyone who maliciously destroys library property.

A patron caught purposely removing library materials (under a coat, inside a briefcase, etc.) shall be reported to the library director. Borrowing privileges may be suspended at the director's discretion.

Unreturned materials will be considered 'Lost' and will result in a replacement charge. Borrowing privileges may be suspended until lost fees are paid.

If sufficient lost charges have accrued, the director may report the individual to a debt collection agency or legal authority.

Fraud Prevention

Fraud is defined as a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means. All Village Library Board of Trustees, employees and volunteers shall avoid any fraudulent practice, or related misconduct.

Employees found to have participated in such conduct will be subject to disciplinary action, up to and including termination. Trustees found to have participated in such conduct will be subject to removal from the Library Board.

Conduct defined as fraudulent include, but are not limited to, such activities as:

- Embezzlement or theft.
- Forgery or alteration of documents, such as checks, contractor agreements, purchase orders, other financial documents, or electronic files.
- Use of false identification to obtain a library card
- Mishandling or false reporting of financial transactions.
- Misappropriation of funds, securities, supplies, holdings or any other asset.
- Authorizing or receiving payment for goods not received or services not performed.
- Authorizing or receiving payments for hours not worked or expenses not accrued and documented.
- Misrepresenting the library or its needs for the purpose of obtaining grants or other monies.

Trustees and employees are responsible to recognize risks and exposures inherent to their areas of responsibility and to be aware of indications of fraud and related misconduct. Any Trustee or employee who knows or has reason to suspect fraud or related misconduct shall report it to the President of the Board of Trustees or the Library Director.

If the President of the Library Board is involved in fraud, it should be reported to the Library Director. If the Library Director is involved in fraud, it should be reported to the President of the Board of Trustees.

All investigations of alleged wrongdoing will be conducted in accordance with applicable laws, and Library policies and procedures. See Whistleblower policy ...

Purchasing and Petty Cash

The library director and one additional staff member shall be issued credit cards for purchasing library material and supplies as specified within the budget.

All expenditures outside of or above those stated in the budget must be reviewed and approved by the Board of Trustees.

Cash is kept on hand for making change and can be used at the Director's discretion for petty cash expenditures. Petty cash reimbursements require a sales slip or other evidence of the expenditure.

Employee Credit Card Policy

The library director and one additional staff member shall be issued credit cards for purchasing library material and supplies as specified within the budget. (This is what is currently in the policy manual. Proposed additions are below.)

- Employees shall use their corporate credit cards to charge business-related expenses only.
- Expenses must be for approved budget items only. Any items not budgeted must be authorized by the Board.
- Personal purchases of any type are strictly prohibited.
- Employees may not take cash advances on credit cards.
- Employees may not allow unauthorized users to use the credit card.

- The employee is responsible for all charges made to the card. The employee will be held liable for any unauthorized items appearing on the credit card statement.
- Cardholders are required to sign the "cardholder agreement" indicating they accept these terms. Individuals who do not adhere to these policies risk revocation of their credit card privileges and/or disciplinary action.

Solicitation and Sales

The Village Library supports the First Amendment right of free speech, and makes efforts to allow and encourage free speech while maintaining a safe and enjoyable library experience for patrons. No solicitations or petitions will be allowed inside the library building. Petitioners may use the sidewalk and parking area, but may not block the entryway. The Library does not permit use of landscaped or grassy areas on Library property, except for certain Library-sanctioned events.

Persons using the Library sidewalks may not block sidewalks, stand in the way of people approaching the building, or harass Library patrons. Persons using the sidewalks and/or grounds may not call out to patrons or passersby and may not create any kind of disturbance in front of the Library. Library staff may request identifying information from those using Library sidewalks and/or grounds.

The Library prohibits collection of fees or donations of any kind on Library property, except for those collected by parties using the Community Room for library-sanctioned activities.

The Library prohibits sales of any type, except during Library-sanctioned events sponsored by authorized groups. Groups interested in conducting sales on library property must obtain prior approval from the library director and/or the board of Trustees. Permission will be granted based on board approval, facility availability and appropriate adult supervision where applicable.

The Village Library will proactively promote programs for organizations that are significant donors.

Gift Materials

Gift Materials are acceptable if there are no restrictions or limitations on them. Criteria from the Collection Development Policy will be adhered to in determining whether or not gift materials will be added to the library collection. Gift items not added to the collection will be put in library book sales or disposed of otherwise as per our Donated Item Policy.

Donated Items

All materials for donation must be presented at the front desk during working hours for acceptance or rejection. Any materials left outside will be disposed of.

- Monetary gifts are always accepted.
- Accepted material will be either placed in the collection or put in the book sale.
- Non-book donations and gifts will be accepted at the discretion of the library director.
- Donations or gifts accepted will not be returned and may be re-donated or disposed of at the discretion of the library director.

Materials not accepted:

- Yellowed, musty, water-damaged, abused, worn books
- Books with an odor
- Encyclopedias
- Reader's Digest condensed books

- Bibles

Public Service Policies

Library Patrons-General Information

1. No smoking, food or beverages allowed in the library.
2. No children under the age of ten (10) years old are allowed in the library without an adult.
3. No cell phone conversations are allowed in the Village Library.

Use of Equipment

1. Copier – Self-service (pay at the circulation desk)
2. Fax – fax service will be provided for a cost of \$2 per side of page to send a fax and \$1 per page to receive a fax. Fax will only be sent within the 48 Continental United States. Library staff only may send faxes. Payment will be made at time of request for sending and at pickup for receiving.
3. TV/VCR – In building use only.
4. Computers – Internet Policy Displayed on Patron Computers, Self-Serve Only
5. Furniture – May be available for loan at the Board's discretion only.
6. LCD Projector – In building use only.
7. Scanner- In building use only

Material Access Policy

1. Only parents or guardians may monitor or limit material selection for their own children.
2. Other than parental or guardian restriction, children may borrow from the adult collection

Patron records

Patron records are kept confidential as required by the Pennsylvania Library Code, Section 428. This prohibits the release of any records relating to the circulation of library materials except by court order in a criminal proceeding.

Patrons may request their own records only. Requests must be made in person and valid ID must be provided.

Access of Children's Records

As per above policy, children's records are not accessible to parents or guardians, only to the child who holds the card. Patrons may see the child's information if the child with them at the checkout counter. Library staff will make this policy known to the parent or guardian when any child applies for a card.

Non-Resident Borrowing Policy

Library guests who are not Pennsylvania residents, or who do not have a valid PA ACCESS library card, may not be issued a Berks County library card and may not borrow library materials.

Non-residents may be issued a temporary computer use pass, and may use library materials, including the copier. Normal rules and fees apply.

Service Animals and Animals-In-Training

The library staff will allow all service animals into the premises.

The library staff will allow all properly designated service animals-in-training into the premises.

Use of Personal Equipment and Devices

Cell phone use: To avoid disturbing other library customers, please set your cell phone or other electronic device to silent or vibrate mode.

Keep conversations short and speak softly. Conduct long conversations in either the lobby or the parking lot.

Use of speakerphone mode is strictly prohibited.

Patron laptop, tablet, Kindle or similar devices: Patrons are welcome to utilize their personal electronic devices in accordance with the following guidelines:

- All users must comply with the Library Internet Use policy, even when browsing on their own devices.
- All users must use headphones for any audio. Headphones must be set at a volume that does not disturb others.
- No unsuitable DVDs, videos or pictures or other media may be viewed on any device on library property for any reason. Unsuitable media include any visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

[The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- *taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;*
- *depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;*
- *taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.]*

Handheld video game devices: Any device used for game playing must be silenced.

MP3 players or similar devices: Library guests may only listen to any such device with headphones/earbuds. Headphones/earbuds must be set at a volume that does not disturb others.

Test Proctoring

Village Library will proctor both written and online exams for students.

The Library will provide workspace and limited supervision. Library staff will check identification if necessary.

Library staff will proctor exams by appointment only. Exams must be taken during library open hours and must be completed 15 minutes prior to library closing time. It is the test-taker's responsibility to notify Library if they are unable to make the appointment.

The test-taker may use a Library computer for online tests and time limits will be adjusted if necessary. Software **cannot** be installed on any computer. All other needed equipment or tools must be provided by the Test-taker or testing institution.

Library staff proctoring the exam will complete appropriate documentation forms provided by the institution. The Library will mail or ship completed exam to institution if a postage paid envelope is provided or test-taker or institution has made prior prepaid arrangements with another commercial carrier. The Library is not responsible for any costs in obtaining or returning the examination.

Examinations not completed by the test-taker within 30 days of receipt by the Library will not be retained unless Test-taker has made prior arrangements.

The Library *will not*:

- Provide supplies to Test-takers such as test booklets, paper, pencils, etc.
- Time individual or multiple portions of the same exam.
- Directly supervise the student, except to begin and end the exam.
- Guarantee quiet work spaces, although we will make every effort to set test-taker apart from high traffic areas of the Library.

Facilities

Hours of Operation

Hours of Operation*	
Monday	9:00 am - 7:00 pm
Tuesday	9:00 am - 5:00 pm
Wednesday	9:00 am - 6:00 pm
Thursday	9:00 am - 5:00 pm
Friday	9:00 am - 1:00 pm
Saturday	9:00 am - 4:00 pm (Summer - 10:00 am - 2:00 pm)

***The Village Library may be closed for inclement weather or emergencies at the discretion of the library director.**

Emergency Policy

Objective: to provide for the safety of library users and personnel, as well as to provide a means for safe and orderly evacuation and emergency medical care. In all cases, considerations of human safety are more important than those of objects or property.

Prevention is the responsibility of all staff and library patrons. Should anyone discover a hazard, or conditions leading to a hazard, it should be reported immediately. The library director, or a designated staff member, shall be responsible for making emergency decisions and for communicating to appropriate authorities.

The person in charge at the time an emergency situation occurs will remain in charge until someone higher up in the chain of command arrives and relieves him/her or until local authorities arrive and take command of the situation. Library personnel chain of command: director, director's designate, staff on duty. Telephone numbers to be used in case of emergencies are listed near the telephone at the Circulation Desk.

In the event of an emergency, any vehicle blocking access to the building shall be removed prior to the arrival of emergency vehicles. Every effort will be made to locate the owner(s) of vehicle(s) so that they can be removed without damage. Should the owner not be located in time, emergency personnel have the authority to remove such vehicles as they see fit.

Library staff will comply immediately with a request from emergency personnel to lock down or evacuate the building.

To ensure patron safety, all aisles, doorways and exits will be kept clear and unobstructed at all times. All storage areas will be kept free from accumulated trash, rags, paper, etc. at all times. All cleaning supplies and other toxic materials shall be correctly labeled and stored away from the reach of children. A basic first aid kit is located in the kitchen. A notice to that effect is posted at the Circulation Desk.

The library shall have procedures for the following potential hazards:

- Emergency evacuation procedure
- Tornado/severe weather procedure
- Medical emergency procedure
- Lock down/lockout procedure
- Hazardous material spill procedure

All employees shall receive annual training in emergency procedures. Drills of emergency procedures shall be conducted annually.

A copy of all emergency procedures will be included in the staff manual. In addition, an outline of emergency procedures shall be posted by all exit doors.

After all staff, volunteers and patrons are safe, the library director shall make appropriate notices regarding emergency closing.

A list of emergency contacts and library key holders is attached to this policy. The director will keep this information up to date.

During and after an emergency, staff may be given special job assignments. These responsibilities will be carried out to the best of the individual's ability.

Community Meeting Room

1. A completed request for facilities must be submitted on the proper application form to the Library Director at least two weeks prior to the desired date. **Library functions will have priority when dates are assigned.** Use of the Community Room facilities during normal library hours, without an application will be at the discretion of the Library Director.
2. The use of tobacco and alcoholic beverages is not permitted.
3. Detrimental or destructive behavior will not be permitted.
4. A responsible person must sign out the door key 48 hours prior to the use of the Community Room. This key must be returned by the following day. The security deposit will be forfeited if the key is not returned.
5. All safety regulations must be obeyed. All aisles and doorways must be kept clear of obstructions. Cars must park in designated parking areas only. No parking in driveways or on the grass.
6. Kitchen facilities are available for limited use (serving refreshments). Rules for kitchen use are:
 - A. Serving of meals is not permitted.
 - B. Everything must be returned to its proper place before you finish using the room.
 - C. Groups must supply their own towels for dish drying.
 - D. Long-term storage of items is not permitted without prior permission from the library director.
 - E. The refrigerator is intended for short-term use only. Any food items left will be discarded.
 - F. The coffee maker on the counter may be used, but it must be cleaned and left unplugged after use.
7. There is a four-hour limit for using the room without special approval.

8. Each contracted organization is responsible for the conduct of all persons present in the building for that organization's activities. In the event of damage to the building, grounds, or equipment, that organization or individual will be charged for the correction of damages.
9. All trash must be removed when leaving and organizations must put new trash bags in all cans.
10. Each organization is responsible for leaving the room in a clean and orderly condition. Tables and chairs must be returned to their proper place.
11. Each organization is responsible to turn off all lights, including bathrooms, and lock all doors.
12. The Village Library Board of Trustees and the Library Staff are not responsible for any items left in the Community Room.
13. Emergency exit door should be checked so that it is closed tight.

Fee Schedule for Community Room Use

1. All groups, organizations, or individuals wishing to use the Community Room must pay a refundable security deposit of \$50.00.
2. A room use fee will be requested from the following groups and/or individuals:
 - A. Fund raising activities
 - B. Professional organizations
 - C. Profit-making organizations
 - D. Commercial groups
 - E. Personal use (private parties, etc.)
3. Donations for use of the room will be \$50 for the first hour and \$25 for each subsequent hour or fraction of an hour. Rates for longer periods (over four hours) of use may be adjusted at the discretion of the Village Library Board of Trustees.
4. Groups that fail to replace items and furniture to their proper places will forfeit their security deposit. Continued failure to replace items will result in that group losing the privilege of using the Community Room.
5. A donation for the use of the room is strongly suggested from these groups to help defray the cost of maintenance.
 - A. Youth organizations
 - B. Civic organizations
 - C. Service organizations
 - D. Municipal governments

Bulletin Board and Display Area

1. Bulletin Boards are intended to publicize activities, news and events relating to the library and community room only. The Library Director or Children's Librarian must approve all posted items.
2. Any remaining portions of the bulletin boards are to be used only for news regarding local community and cultural events.
3. No advertising notices for personal or business services will be permitted.
4. Dated signs will be removed following the day of the event, undated signs will be removed every 6 months.
5. All display areas are reserved for library use. This may include displays from educational institutions or groups.
6. Notice size is generally limited to 9" X 12"

Polaris Policies

Borrowing Privileges

1. The library collection and library services are available on an equal basis to all residents served by the Berks County Library System.
2. The registration term is indefinite; there is no minimum age for obtaining a library card.
3. Applicants will:
 - a. Fill out a registration card.
 - b. Show photo identification.
 - c. Have an adult's signature for a juvenile card if under the age of 18, exceptions only at the discretion of the librarian. Parent must be in good standing, no fines over \$10. Child must be present to receive card.
 - d. Replace lost cards at the cost of \$2.00.
 - e. Not use another patron's card or number from another household.
4. Responsibilities of card holders:
 - a. Responsible for all materials signed out on his/her card.
 - b. Pay replacement costs of lost materials and/or damage materials plus a \$5.00 processing fee. When a cost is unknown or the item is out-of-print, a charge will be made according to the ALIN cost table.
 - c. Present library card each time materials are checked out or renewed, including use of Village Library computers.
 - d. Responsible for any missing materials returned to any place other than the Village Library circulation desk or the outside book drop.
5. Borrowing privileges will be denied to any patron:
 - a. With unpaid fines of \$10.00 or more.
 - b. With any unpaid fines older than a month.
 - c. Unpaid fines from previous calendar year.
 - d. Who fails to return or pay for replacement of lost or damaged materials?
 - e. With three or more items out with a status of "claims returned."

Access Policy

3. Only parents or guardians may monitor or limit material selection for their own children.
4. Other than parental or guardian restriction, children may borrow from the adult collection.

Circulation Policies

1. Loan periods:
 - a. Books – 3 weeks
 - b. Magazines – 3 weeks (Current Issue does not circulate.)
 - c. Videos and single DVDs– 1 week
 - d. DVD sets – 3 weeks
2. Number of items allowed:
 - a. Books - Fiction – No limit (however our computer system limits patrons to a total of 50 items)
 - b. Individual DVDs are limited to ten per patron card.
 - c. DVD sets are limited to three per patron card
3. Restrictions:
 - a. No reference material circulates.
 - b. All items that are New (current year) will not go to other libraries for 6 months. Exceptions can be made at the discretion of the library director.

- c. The number of materials borrowed may be limited at the discretion of the librarian.
4. Renewals:
 - a. Must be initiated by the borrower in person, by phone, email or online.
 - b. All materials may be renewed twice except: DVD sets, New DVD's, and items on hold. Additional borrowing time requires that the item be returned to the library. Exceptions to be made only at the Library Director's discretion.
5. Reserve List:
 - a. Patrons may request a title to be reserved.
 - b. Patron will be notified by telephone or email when that item is available.
 - c. Items will be held one week after notification.
 - d. If patron cannot be reached in one week, the item is moved to the next person on the list.
 - e. To pick up a held/reserved item, patrons must present the card that correlates to the requested item(s) or by a special note affixed to that account and presentation of a photo ID of the individual. Exceptions are to be made only at the Library Director's discretion.

Overdue Materials

1. Fines:
 - a. Accrue by calendar day.
 - b. There are no fines for juvenile print materials.
 - c. Adult and Young Adult overdue materials are \$.25 per day
 - i. Fines for Inter-Library Loan items are \$.50 per day.
 - ii. Overdue DVD's are \$.25 per day. (Connected Multi-volume sets are per set)
 - d. The maximum fine per item is:
 - i. \$10.00 for videos
 - ii. \$10.00 for all other adult material
2. Overdue Notices:
 - a. Overdue notices will no longer be mailed as of 1/1/2019.
 - b. 1st overdue notices will receive a phone call or an email depending how patron is registered.
 - c. Overdue notices will follow the BCPL Schedule as posted online.

Inter-Library Loans

1. Materials will be borrowed from other ALIN (Berks County Library System Electronic Catalog) libraries if available. Materials not in the system will be requested through inter-library loan (ILL).
2. Borrowing
 - a. Privileges:
 - i. Any person who has a Berks County Library Card and who is in good standing may request the services of ILL.
 - ii. Any person may request up to five titles at one time, or more at the discretion of the librarian.
 - b. Charges:
 - i. Usually there are no charges for ILL requests.
 - ii. Some libraries charge for medical, scientific or technical services. The patron is responsible for this charge.
 - c. Restrictions:
 - i. New books and bestsellers may not be requested through ILL.

- ii. Paperbacks under the value of \$10.00 may not be available through ILL.
- iii. Whole issues of periodicals may not be requested through ILL, but rather photocopy of specific articles may be requested.
- iv. Old, rare, genealogical, and reference works may not be requested through ILL
- v. Items available through ALIN will not be requested through ILL.

3. Lending - Village Library Lending Policy

- a. Items will be loaned outside the ALIN system through the District Center in Reading or through the Share-it online system.
- b. Items from the Village Library will be loaned for a length set at the discretion of the ILL Librarian.
- c. New books and bestsellers will not be loaned to other libraries.
- d. Periodicals will not be loaned to other libraries.
- e. Old, rare, genealogical, or reference works will not be loaned through ILL.

4. Overdue Fines

- a. ILL materials that are overdue will cost \$.50 per day to a maximum of \$10.00.
- b. The borrowing library is responsible for lost or damaged materials.
- c. The borrowing library will be invoiced the amount for lost or damaged materials.

Homeschool/Teacher Cards

Effective Date: Feb 5, 2015

Description of change: A new borrower type has been created in Polaris for homeschooling teachers.

- a. Documentation needs to be presented when creating a homeschool registration and also once per year thereafter for the homeschool BType. This documentation needs to be in the form of an affidavit as defined by the PA State Dept of Education. See the paragraph "Obtaining an Affidavit" at:
http://www.education.state.pa.us/portal/server.pt/community/overview_of_homeschooling/20312/affidavit/973911 The affidavit covers the school year (July1 - June 30).
- b. Homeschool cards will be issued only to those in good standing (have under \$10 in fines/fees on their personal card).
- c. Homeschool cards are to be issued only to the individual whose name is on the affidavit.

Polaris settings:

Maximum number of holds: 50

Maximum number of items out: 150

Rationale for making change: This change is being made in order to enable the homeschooling teacher to borrow an adequate supply of library materials at the time when they are needed.

Documentation of homeschooling status is needed to ensure that patrons do not abuse the privilege.

Desired outcome: Homeschooling teachers have an adequate number of items available to perform effective homeschooling, without risk of hitting maximum limits when returning and borrowing library items.

To communicate to targeted patrons:

- a. Signs/posters and fliers in library

- b. Word of mouth – library circ staff members know many patrons that are parents/guardians of homeschoolers, and know many former teacher card holders who may be candidates for homeschool cards.

Internet Access Card

This computer card is to be issued to regular patrons who have no desire to check out other library materials, but would like to use our computers. One-time visitors may continue to use the computer sign-in sheet. The patron must be responsible for all items printed out at the library.

Lost and damaged materials

The cardholder is responsible for proper care of all borrowed materials and will be responsible for paying repair (when applicable) or replacement costs of lost and/or damaged materials plus a \$5.00 processing fee. When the cost of an item is unknown or the item is out-of-print, a charge will be made according to the ALIN cost table.

The library will not accept replacement materials purchased by the cardholder in lieu of the normal replacement charge.

Materials will be considered lost if they are not returned within 2 months after the last due date.

The library director reserves the right to make final assessments on damaged materials. Materials may be considered damaged in cases of:

- Water damage resulting in warping, mildew or staining
- Torn or missing cover or pages
- A damaged spine
- Cover or pages marked by pencil, highlighter, pen, crayon or other substances.
- A DVD, CD or videotape that is no longer playable

Refunds

The Village Library will not authorize refunds in the case where a lost book has been found and returned after the replacement fee has been paid. The patron is free to keep the lost copy.

Staff override permissions

Exceptions to stated policies are to be made only at the Library Director's discretion.

Any exceptions to stated policies should be restricted to Village Library holdings and be granted only to frequent patrons known by the staff or director.

No exceptions will be granted for any materials that are currently under hold.

Authorization for others to pick up materials

See Circulation Policy. Permission to pick up held/reserved items may be granted to persons other than the cardholder by special request. This permission requires prior approval by the library director.

The authorized person(s) must present a photo ID or their library card at the time of pickup.

Claimed Returned

Patrons who have a claim returned or a claim never had may put it on their Polaris account. This may be done up to three times before borrowing privileges will be suspended.

Collection Development Policy

Communities Served

The Village Library is a small library with a service area of just over 11,000 people. It is located eighteen miles from the district center in Reading. It is also located where three counties come together: Berks, Lancaster, and Chester. This community has had a history of being conservative with an agricultural economic base; it is now, however, in a state of transition. New homes and businesses are being built. It is becoming a bedroom community for the surrounding cities of Reading, Lancaster and Philadelphia. Many of our new patrons are commuters.

Clientele Served

The Village Library serves patrons with many different interests and values, in addition to the traditional needs of a rural population. Among the users are home-school families, public school students, college students who live nearby and retirees. There is an occasional demand for educational materials to assist patrons earn their General Education Diploma (GED) or a job hunter inquiring for information.

Our service area includes Caernarvon (Berks County) and Robeson Townships and New Morgan Borough. Because of the confluence of the three counties here, we have users from twelve to fifteen other boroughs or townships that find this library more convenient to use than their home libraries. Patrons who live outside these three counties, but who work in the Morgantown area also use this library.

Collection Parameters

The Village Library strives to have a well-balanced collection. We recognize that no library in this day of tight budgets can fulfill all the needs for everyone so we rely greatly on county inter-library loan service via ALIN, ACCESS PENNSYLVANIA or the District Center. The reference collection includes items designated for a Basic Plus collection as determined by Berks County Library Board. As new resources are purchased the goal of a balanced collection is considered as well as the needs of our particular clientele. Patron requests are filled in keeping with the guidelines of this document.

The collection encompasses adult fiction, with a particular emphasis on current bestsellers, adult nonfiction, juvenile fiction and nonfiction, picture books and easy readers. The library also has a substantial adult large print section, which includes fiction, nonfiction and biographies. Audiobooks are available in the adult and juvenile sections as books-on-tape, books on CD and read-alongs. Videos and DVDs are categorized as juvenile fiction and non-fiction or adult fiction and non-fiction. Our music collection includes cassette tapes and compact disks, derived mainly from donations. There are 8 personal computers and 2 lap top computers available for patron use with access to the Internet and word processing capabilities. A magnification unit is available for our visually impaired patrons.

Purpose of Collection

The Village Library attempts to serve the informational, recreational, and educational needs of its present and potential patrons within the bounds of accepted library service.

Priorities and Limitations

A balanced collection is the goal. This means representation of various viewpoints and material in a broad range of subject matter.

Best sellers are made available in response to high patron demand. Suggestions by patrons of books to purchase are honored when possible, keeping the library's selection guidelines in mind.

Gifts are welcomed if they are in accord with the guideline of this document. It is to be understood that if a gift is not suitable for the library, it will be put in one of the book sales held by the Board of the Village Library and the Friends of the Library. Gifts can be made through the Adopt-A-Book program, purchased by a patron and donated to the library, donated from someone's personal library, or all of the above.

No donations will be accepted on a conditional basis; they become the property of the library.

The resources of this library are extended through inter-library loans.

Selection of Materials

Materials will be selected with the informational, recreational, educational and interest needs of the patron community in mind.

Material selection is the sole responsibility of the Library Director who may delegate this task only to such members of the staff who are qualified by education and experience.

Library materials will not be excluded because of the race, religion, nationality, and political or social views of the author(s). This board believes that censorship is a purely individual matter and declares that while anyone is free to reject for oneself materials which do not meet with that individual's approval, no one has the right to censor or restrict the freedom of others. This board does acknowledge the rights and responsibilities of parents to monitor the reading of their children. This library does not promote any one particular view, but attempts to present materials with a variety of viewpoints. Criteria for selection involve literary merit, value to the collection and potential user appeal.

Materials are selected by consulting reputable, unbiased, professionally prepared selection guides, such as:

- a. Booklist
- b. Library Journal
- c. Local Newspaper Book Sections
- d. Internet sources, such as Amazon.com

Intellectual Freedom

The Board of Trustees of the Village Library will adopt and be compliant with:

- a. The Library Bill of Rights (American Library Association Council, 1972)
- b. The Freedom to Read Statement (ALA and Association of American Publishers, 1972)
- c. The Freedom to View

Reconsideration of Materials

When the issue of censorship arises, it will be handled by the Library Director and the following procedure will be followed:

- a. Listen courteously to the complaint.
- b. Provide the individual with a copy of the Collection Development Policy.
- c. Provide the individual with the form, which requests that the library reconsider the material in question.
- d. Explain that after this form is filled out, it will be brought before the library board.
- e. Inform the board of the facts concerning the case.
- f. The library board will then make a final judgment.

Withdrawal of Materials

In order to promote the quality and integrity of the collection, obsolete, unused or little-used and damaged materials are removed on a regular basis. Infrequently used material is retained if it contributes to the quality and balance of the collection.