

Policy Manual 2022

Village Library of Morgantown

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Morgantown Village Library

Policy Manual 2022

Organization

Mission Statement

The Village Library provides resources, services, programs, and technology to enrich lives, build community, and foster success.

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 (10) meetings each year (No meeting July & December)
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
- 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

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.

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 in violation of a law, or a rule, or concerning the health, safety, welfare, or protection 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 customary 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. Kaki and denim Capri's are permitted.

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 will be responsible for implementing the following, delegating to other staff or volunteers what is appropriate:

1. Selecting, purchasing and weeding materials.

2. Developing outreach programs.
3. Training and supervising library staff including 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 children and adults.
8. Maintaining the Community Room schedule.
9. Attending and providing a monthly report at each board meeting.
10. Attending and reporting other meetings as requested by the board.
11. Reporting any needs for building maintenance and repairs to Caernarvon Township Supervisors as directed by the Supervisors.
12. Overseeing patron use of the computers and computer programs.
13. Arranging for maintenance of the computer system and other equipment as directed by the Board of Trustees.

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 president.

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.

Staff Members who have progressed satisfactorily through their 90-day probationary period will be entitled to one-week vacation annually. Vacation time cannot be accumulated from one year to the next.

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 up to limits established by the board.

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 the minimum required by state and county library requirements.

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. Exception of Pay Days are: Saturdays of Easter, Memorial, and Labor Day Weekend.

The library will be closed on the following holidays:

- New Year's Day
- Easter weekend (Saturday)

- Memorial Day weekend (Saturday and Monday)
- Independence Day
- Labor Day weekend (Saturday and Monday)
- Thanksgiving weekend (Thursday, Friday, reduced hours Saturday) • Christmas Eve and Christmas Day.

If a holiday listed above falls on a Sunday, then the library will be closed the following Monday. In addition, the library may choose to close the Saturday prior as well.

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. Staff may schedule additional hours to offset work lost to closings.

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

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 the library materials and supplies as specified with the budget.

- Employees shall use their corporate credit cards to charge business-related expenses only
- Expenses must be approved budget items only. Any purchases or expenses not budgeted must be authorized by the Board
- Personal purchases of any type is 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 actions.

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

The Village Library only accepts donated items during hours of operation. Any materials left outside will be disposed of. All materials for donation must be presented at the front desk or deposited in the appropriate donation containers in the lobby Book Nook

- Monetary gifts are accepted.
- All gifts become property of the Village Library upon receipt
- The Village Library does not accept gifts or donations that involve restrictions or limitations
- Donated items may be placed in the collection at the discretion of the library director and in accordance with the Collection Development Policy
- Gift items not added to the collection will be put in library sales or otherwise
- 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 utilized 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
- VHS tapes and cassette tapes
- Magazines older than 6 months from donation date [Cash Management Policy](#)

This policy provides direction for the collection, custody, and reporting of cash and cash equivalents.

Strong internal controls of each collection are necessary to prevent mishandling of funds. They are designed to safeguard and protect employees from inappropriate charges of mishandling funds by defining their responsibilities in the cash handling process.

All changes to this cash management policy must be approved by the Village Library Board of Trustees.

Periodic reviews/audits of cash handling procedures will be conducted by the Director, Treasurer, or Bookkeeper. It is the responsibility of the Library Director, Bookkeeper, and/or Treasurer to bring faulty practices to the attention of the board.

The Village Library board has the authority to inspect library cash records, including overages and shortages and to inspect library practices and procedures. The Village Library board has the authority to rescind cash handling authorization of any officer or employee who fails to comply with the established rules and procedures.

Authorization of cash handlers

All incoming cash and cash equivalents must:

- Be accounted for as received and a receipt offered upon request
- Never be left unattended or accessible to unauthorized persons
- All cash removed and locked up and the end of each business day
- Be in a secure cash box, drawer, or safe which will be locked when not used
- Be kept to a minimum at all times. Excess funds should be stored in a secured place and deposited as soon as possible by the Treasurer or other authorized persons.
- Be counted and handled out of sight of the general public when recording
- Be reconciled to the total receipts for that day

Custody

Cash handling responsibilities for Village Library Director and Bookkeeper:

- The Bookkeeper and Library Director are responsible for the care and liability of all cash and cash equivalents received by or for the library until deposited by the Treasurer or other authorized person
- Provide for the safekeeping and timely, accurate deposit of the cash and cash equivalents
- Assign the receiving of cash and cash equivalents only to those persons authorized by the Library Director
- Ensure adequate separation of duties and checks and balances, which include cash collecting, depositing, reconciling, and reporting
- Notify the Library Director of any loss or theft immediately upon discovery, and within twentyfour hours have a written notice of discovery sent to the Village Library board
- Allow for onsite inspections and observations of cash handling procedures by the Treasurer or his/her designee
- Protect employees from risk by following established policies and procedures

Cash handling and responsibilities for cash handlers

- Must be authorized by the Library Director for handling of cash and cash equivalents
- Must comply with established cash handling policies and procedures
- Are responsible for the integrity of the cash and cash equivalents in his/her possession
- Must balance the cash and cash equivalent daily
- Must report any overage or shortage immediately to the Director
- Under no circumstances should any individual keep or deposit library cash or cash equivalents with their own person funds, or take library funds home for safekeeping

Reporting

The Bookkeeper shall keep all cash receipts and related documents in accordance with the state of Pennsylvania Records Retention Schedule and the Village Library Record Retention Policy.

Purchasing Policy

The Board of Trustees views purchasing as serving the educational goals and mission of the library by providing supplies, equipment, and related services. Goods and services will be procured in a manner that ensures the prudent and economical use of public monies, in the best interest of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud, and corruption.

Only the Library Director or another person designated by the Board of Trustees may commit the library to make purchases. All purchases must have budgetary appropriation. All budgetary transfers will be reported to the Board of Trustees and their approval documented.

Materials, equipment, supplies, and services purchased by the library shall be of a quality and quantity required to serve the functions of the library in a satisfactory manner.

It is the responsibility of the Library Director or another person designated by the Board of Trustees to secure the required bids or to investigate alternative suppliers to ensure the most economical purchase required items. All involved in the purchasing process shall be aware that purchase for library materials are often available through statewide or national discount programs for libraries, as state contracts, or other previously arranged discount programs that the library is eligible to participate in.

No board member, officer, or employee of the library shall have an interest in any contract entered into by the library as outlined in the Library's Conflict of Interest Policy.

Purchasing Documentation

The Library Director, in consultation with the library's auditors and with their approval, shall be responsible for establishing and updating procedures for the proper cost-effective documentation of purchases.

The Director may purchase goods or services with a value up to \$2,000 and which are included in the library's annual budget or in an approval capital plan. Other staff members may purchase up to \$500. Documentation for all purchases is to include:

- An original receipt including itemized description of the purchase, the quantity ordered, and the vendor
- When applicable, a copy of the packing list should be initialed and dated by the person checking the shipment
- Hard-copy printouts of items ordered online

Requirements for Obtaining Quotes and Bids

Purchase contracts to competitive bidding will be awarded to the lowest responsible bidder, unless the Board of Trustees authorizes a different decision. The library will provide justification and documentation of any contract awarded to a bidder other than the lowest responsible dollar bidder, setting forth the reasons why such award is the best interest of the library. **Purchasing Amounts and Quotes/Bid Requirements**

- Purchases by authorized staff up to and not exceeding \$500 require the Library Director's approval
- Purchases by the Library Director up to \$2,000 will be reviewed by the Board of Trustees
- Purchases from \$2,000 to \$10,000 require prior Board approval • For purchases over \$20,000 require a formal bid process

Exceptions

Competitive bidding, even if the dollar value of the purchase meets the threshold established above, is not required in the following circumstances:

- In emergencies where time is a crucial factor, in which public buildings, property, or residents are at risk, or immediate action is required that cannot await competitive bidding • Procurements for which there is no possibility of competition (sole source items)
- Professional services that require special skill or training, such as auditors, attorneys, or engineers

Statutory exceptions from obtaining quotations and proposals in accordance with this policy:

- Articles manufactured in state correctional institutions
- From agencies for the blind and severely disabled
- Under a state contract
- Under a county contract
- Under a contract of another political subdivision

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

- Computers –internet Policy displayed on Patron computers. Self-serve only
- Scanner Self-serve only
- Copies and printouts-(see circulation desk for current fees). Payment must be made prior to making copies or printouts.
- Other equipment (such as LCD Projector) in building use for library-related events only All exceptions must be approved by the Director.

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 Northland 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

***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 next business day. An extra \$50 charge will be issued if key is late being returned. Any keys not returned within two days will be considered lost and may result in charges to replace locks.
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 nonrefundable security deposit of \$50.00. Deposits will be returned to non-profit groups or applied to the room use fee for other groups.
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.

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. A non-Berks County resident should present a library card from his/her home county with a valid ACCESS PA card.
3. The registration term is indefinite; there is no minimum age for obtaining a library card.
4. 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.

5. 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.
6. 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, orientation 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.

Volunteer Policy

Statement of Purpose

The Village Library shall use the services of volunteers/community service to supplement the efforts of paid staff in meeting demands for quality public service. They are not to replace the work done by the library staff. Volunteers are expected to act in accordance with library policies and to reflect customer service attitudes toward all library patrons.

Volunteer Requirements and Responsibilities

- All volunteers are required to fill out a volunteer/community service application form
- Volunteers are selected based on their qualifications in relation to the needs of the library at any given time

- Volunteers are ambassadors for the library and need to present a positive image to the public. They must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, and proper attire
- For confidentiality reasons, volunteers may not use staff computers for any reason
- Volunteers are not permitted to accept any money from patrons for payment of library fines or other fees. All money payments must be handled by library staff
- Volunteers over the age of 18 who work directly with children must provide a criminal background check and child abuse clearance in accordance with Pennsylvania state law. All clearances will be at the expense of the volunteer and can be reimbursed after the volunteer has completed 24 hours of service to the library. The reimbursement can be obtained once the volunteer has submitted the reimbursement application and is approved by the director
- Volunteers under the age of 18 must have their applications signed by a parent or legal guardian
- Acceptance of an application is at the Library Director's discretion. The Library Director can refuse volunteers for any reason

Supervision

Volunteers at the Village Library are considered to be under staff supervision. Supervision will be provided by all library staff during duty. All staff will be responsible for training and reviewing a volunteer's performance. All volunteers should keep their supervisor informed of their projects and work status, and their other activities in the library.

Court Ordered Community Service Requests

Requests by offenders needing to perform community-based service must be submitted to the Library Director.

Once the library has approved the request:

- Community service volunteers must be supervised by the Library Director at all times
- Hours must be scheduled in accordance with the Library Director's availability
- The community service volunteer must communicate 24 hours in advance to reschedule hours. Those who do not show up for scheduled hours, or do not call the library in advance to reschedule will not be able to complete their service with the library
- The Library Director reserves the right to cancel the community service agreement at any time at his/her discretion.

Those are required to do community service hours for specific groups or agencies must keep track of own hours. It is the responsibility of the volunteers to sign in and out during his/her shift. A letter from the

Library Director on library letterhead will be furnished with the completed hours only at the volunteer's request.

Dismissal

Volunteers may be terminated for failure to perform assigned job duties, failure to meet minimum standards of performance, or for violations of library rules. The Library Director has the right to dismiss a volunteer at any time for any reason.

Document Retention and Destruction Policy

Document Type & Retention Period and Schedule

Accounting and Finance

Accounts payable & Receivable **7 years**
Annual Financial statements & audit reports **Permanent**
Bank Statements, Reconciliations and Deposit Slips **7 years**
Employee/ Business Expense Reports **7 years**
General ledger **Permanent**
Interim Financial Statements **7 years**

Contributions/Gifts/Grants

Articles of incorporation and amendments **Permanent**
By-Laws and Amendments **Permanent**
Minute books, including Board & Committee Minutes **Permanent**
Other Corporate Filings **Permanent**
IRS Exemptions Application/Determination Letter **Permanent**
State Exemption Application/Determination (IF Applicable) **Permanent**

Licenses and Permits **Permanent**

Employer Identification (EIN) Designation **Permanent**

Correspondence and Internal Memoranda

Hard copy correspondence and internal memoranda relating to a particular document otherwise addressed in this schedule should be retained for the same period as the document in which they relate. Hard copy correspondence and internal memoranda relating to routine matters with no lasting significant correspondence and internal memoranda important to the library or having lasting significance is permanent with subject to review.

Electronically Stored Documents

Electronically stored documents (in, pdf, text or other electronic format) relating to a particular document otherwise in this schedule should be retained for the same period as the document which they related, but may be retained in hard copy form.

Electronically stored documents considered important to the library or of lasting significance should be printed and stored (unless the electronic aspect is of significance) should be kept permanent with subject to review.

Electronically stored documents not included in either of above categories should be kept for 2 years with review.

Employment, Personnel, and Pension

Personnel Records **10 years after employment ends**

Employee contracts **10 years after termination**

Retirement and Pension Records **Permanent**

Insurance

Property, D & O, Worker's Compensation, General Liability insurance policies, insurance claim records all are **permanent**.

Legal and Contracts

Contracts, related correspondence and other supporting documentation **10 years after termination**

Legal Correspondence **Permanent**

Management and Miscellaneous

Strategic plans/ Disaster recovery plans **7 years after expiration and 7 years after replacement** Policies and procedure manual **Current version w/revision history**

Property -Real, Personal and Intellectual

Property deeds and purchase/sale agreement **permanent** Property

Tax & Real Property Leases **permanent**

Personal Property Leases **10 Years after termination**

Tax

Tax exemption documents & correspondence **permanent**

IRS Rulings **permanent**

Annual information returns- Federal & State **permanent**

Tax Returns **permanent**

Circulation

Library Card Applications **shredded after patron account has been deleted from the system**