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Introduction

1. PURPOSE
Public libraries are all about access to services. Materials and resources are acquired, organized, and made freely available to users. Space is provided for people to meet and interact with other community members, both formally and informally. In order to insure equitable, responsible, and safe access to both the facility and its materials, the Board of Trustees of Mahopac Public Library has adopted a number of governing policies and procedures. These policies are reviewed on a regular basis. As circumstances warrant and issues arise, new policies may be added and existing policies may be revised or deleted. Library users are encouraged to express their opinions about these policies to the Library Director.

2. LIBRARY HISTORY
Mahopac Public Library began in a classroom at Lakeview School in 1952. Later, the Library Association rented space on the second floor of Erickson’s Ice Cream Parlor and, in 1967, the Association purchased the whole building—approximately 5200 square feet of space on two levels plus another 2000 square feet of basement storage. Even then, the space limitations were apparent. In 1976, a capital campaign was undertaken. However, it fell short of its goal and, in lieu of the proposed expansion, some structural renovations and enhancements were made. The open-air porch on the second floor was enclosed, new windows were installed, and an enclosed entry was built.
During the 1980s, space concerns took a back seat to the need for a secure financial foundation. In 1987, the effort to create a tax-based, school district public library was achieved. The 1990s saw renewed interest in space and technology. In 1991, the Board of Trustees authorized another renovation. This time, the roof was replaced, air conditioning was installed, new carpeting was laid, and the interior of the building was repainted. In 1995, the Library became a member of the Mid-Hudson Library System’s automated circulation system.
Changing demographics (new families with young children, immigrants, retirees), an expanding population, and a fluctuating economy once again placed pressure on the library’s building. Beginning in 1994, the Board began exploring the possibility of a new facility, undertook a feasibility study, retained the services of an architect and a construction management firm, and finally put the issue before the voters. In October 2000, residents of Mahopac Central School District approved a 7.9 million dollar bond issue in order to build a 30,000 square foot library on the site of Erickson’s Ice Cream Parlor.
On October 17, 2000, voters in the Mahopac Central School District approved a $7.9 million bond issue for the construction of a new library facility on its present site. The new facility opened to the public on March 23, 2004 and was officially dedicated on April 28, 2004.

3. VISION, MISSION, AND VALUE STATEMENTS

VISION STATEMENT
Our community is the heart of our Library. Therefore we strive to be a library that is integral to the lives of all residents, and responsive to the community’s changing needs through excellence in collections, programs, and services.

MISSION STATEMENT
Mahopac Public Library will inspire creativity, encourage lifelong learning, and strengthen our community by providing access to information, education, culture, and recreation.

VALUES STATEMENT:
Our professional service demonstrates the core values of the American Library Association and the Library Bill of Rights, as well as the following organizational values:

We believe that Mahopac Public Library is central to the intellectual and creative lives of the people we serve. We are committed to the following values:

1. **Access** - to facilitate equal and equitable access to information resources provided directly or indirectly by the Library;
2. **Professionalism and service to the community** - to offer training and staff development opportunities that encourage personal growth and excellence in service to all patrons and visitors to the Library;
3. **Diversity and inclusiveness** – to provide services, collection items, resources, technologies, and facility modifications that serve the diverse needs and requirements of all of our users;
4. **Social responsibility** – to educate community members of all ages, to facilitate the exchange of ideas and information, and to encourage innovative solutions to social and community issues;
5. **Collaboration** – to cultivate relationships with local organizations and businesses in order to actively participate in the growth and development of our community;
6. **Confidentiality** – to protect user privacy while respecting individual rights and responsibilities.

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Policy Adopted: January 24, 2018
3D Printing

Mahopac Public Library (MPL) strives to offer access to new, emerging and established technologies to inspire creativity and encourage lifelong learning. This policy establishes the use of MPL’s 3D printers.

Purpose
3D printers are intended for educational, entertainment and prototyping purposes. MPL does not provide access to 3D printers for production or sale of goods. Assistance with the use of the 3D printer by library staff does not constitute knowledge, or acknowledgement, of any final use of the 3D object. Once in possession by the patron, MPL expressly disclaims any and all personal injury or property damage caused by use or misuse of a 3D printed object.

Use
All use of 3D printers is directed by the product’s capacity and staff discretion.

The JellyBox 3D printer was created for educational and demonstrative purposes and is not meant for industrial use. The JellyBox will primarily be used to demonstrate the 3D printing process and to print small promotional materials.

Rules Governing the Use of 3D Printers
3D printers may be available to the public to make three-dimensional objects using a design that is uploaded from a digital computer file.

The public will not be permitted to use 3D printers to create material that is:
- Prohibited by local, state or federal law.  
  Note: In New York State, it is illegal for any person to knowingly possess, manufacture, sell, transport, or possess firearms, which cannot be detectable by an X-ray machine.
- Unsafe, harmful, dangerous or poses an imminent threat to the wellbeing of others, including but not limited to drug paraphernalia and weapons. (Such use may violate the terms of use of the 3D printer design software.)
- Content or objects that may be construed as having intent to harm.
- Obscene or otherwise inappropriate for the library environment.
- In violation of another’s intellectual property rights or the 3D printer design software terms of use. For example, the printers shall not be used to reproduce material that is subject to copyright, patent, trademark or trade secret protection.

Copyright
Mahopac Library does not claim to control the copyright for submitted 3D print files and is not responsible for the improper or illegal use of any printed 3D files.

It is the library patron's responsibility to guard against the infringement of rights that may be held by others and for clearing reproduction rights and copyright restrictions. Library staff will provide any information available for specific items that it has available to the user in this regard if a specific request is made. The Library provides such information as a service to aid patrons in

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determining the appropriate use of an item, but that determination ultimately rests with the library patron.

Cost
3D printing as part of a library program may be free. MPL reserves the right to charge a fee to cover the costs of printing materials.

Policy Adopted: December 19, 2018
Revised: October 23, 2019; September 22, 2021; September 22, 2022
Alcohol Use

From time to time there will be occasions where the serving of wine and/or champagne may be appropriate. In order to provide guidance for the use of alcohol, the Trustees of the Mahopac Public Library have adopted this Policy that shall govern those occasions.

The Library Director must approve the request. Factors considered for approval include:

- the nature of the event;
- the number of attendees; and
- the time of day.

Library funds may not be used to pay for alcohol.

No one under the age of 21 may consume, possess, or be served any alcoholic beverages, even with the consent of his/her parent or guardian.

During the Library’s regular hours of operation, the serving and consumption of wine and/or champagne is limited to the third floor.

Individuals or groups who violate state or local laws or this policy may be prohibited from attending and/or hosting future events at the Library where wine and/or champagne are available.

In addition, the following procedural requirements apply to functions sponsored by non-library groups:

- The organization must indicate its intent to serve wine and/or champagne in the Application for Meeting Arrangements as part of the description of the event and complete the Hold Harmless Agreement. [See Mahopac Public Library Meeting Room Policy.]
- The organization must provide proof of insurance in the amount of $1,000,000 naming the Library as the covered entity for purposes of the event.
- If a third party will be serving the wine and/or champagne, then this party also must provide proof of insurance and hold all necessary licenses.

Individuals are prohibited from bringing their own wine/champagne to an event on Library premises for their own consumption.

Wine/champagne served on Library premises must be free of charge.

Revised: May 28, 2014; April 26, 2017, March 31, 2021; March 24, 2022
Reviewed: March 27, 2019
Americans with Disabilities Act Compliance Policy

The Mahopac Public Library affirms its support of equal access for persons with disabilities and the Americans with Disabilities Act (ADA). The Library seeks to make its services, facilities, and programs as accessible as possible to the public, including those covered by the ADA.

The following procedures have been developed in order to assist the Library in addressing concerns about accessibility. People who wish to request accommodation or make a complaint about accessibility at the Mahopac Public Library have access to a three step procedure:

Step One: Requests for accommodation or complaints about accessibility can be presented in person or over the phone. Parents or guardians would represent minors. Requests or complaints should be addressed to the Library Director who will then make every attempt to provide accommodation and/or resolve the issue without further recourse to this procedure.

Step Two: If a resolution is not achieved through Step One, a complaint can be presented in writing on an Accessibility Complaint Form. Assistance in completing this form is provided as needed and may include linguistic (including American Sign Language), physical, or other compliance related aid. Completed forms will be reviewed by the Library Director and a formal response will be provided to the library user within ten working days of the date of original submission of the form. The formal response may be a telephone call followed by a letter confirming the telephone discussion, or directly by letter. The Library Director will make every attempt to resolve the issue through this means.

Step Three: If resolution is not achieved through Step Two, the concerned individual can request that the complaint be presented to the Library Board. The Library Director will place the matter on the agenda so that the concerned individual can present his or her concern at the next regularly scheduled Library Board meeting. The decision of the Library Board is final. If resolution still is not achieved, the concerned individual may wish to pursue other courses of action as described in the ADA and related regulations.

A copy of the policy will be attached to the Accessibility Complaint form.

Policy Adopted: October 25, 2017
Reviewed: November 17, 2021
Revised: November 20, 2019
ACCESSIBILITY COMPLAINT FORM

The Mahopac Public Library seeks to make its services, facilities, and programs as accessible as possible to the public, including those who have disabilities. If a disability prevents you from fully using our facility or enjoying our services and programs, we would like your ideas on how we can serve you better.

PLEASE DESCRIBE THE NATURE OF THE PROBLEM THAT YOU HAVE ENCOUNTERED:

PLEASE DESCRIBE WHAT WE COULD DO TO PROVIDE BETTER ACCESS:

DATE: ________________________________________________________________

NAME: ________________________________________________________________

ADDRESS: _____________________________________________________________

PHONE: ________________________________________________________________

Please see the attached policy and procedure to find out how we will address your concern.
Annual Audit

Mahopac Public Library’s Board of Trustees will retain the services of a Certified Public Accounting Firm who will provide advice and consultation to the Board, the Executive Director and the Business Manager. At the close of each fiscal year, the Accounting Firm will perform the annual audit in accordance with generally accepted government accounting principles (GAGAS) and in conformity with the requirements of the New York State Office of the Comptroller. Upon completion of the audit, the Accounting Firm shall provide a written report and opinion letter to the Audit Committee for review and then to the Board of Trustees at a regularly scheduled meeting. It is understood that any findings of the year end audit that require corrective action will be discussed and appropriate remediation taken in a timely manner.

After receipt and approval by the Board of Trustees, the audit and report will be made available to anyone who wishes to view it. In addition, these comments will be posted on the Library’s website.

Policy Adopted: September 22, 2021
Revised: September 22, 2022
Bulletin Boards and Literature Displays

PURPOSE
The Mahopac Public Library provides bulletin boards, and literature racks and shelves, for the purpose of disseminating library, government, community, and public service information of educational or cultural interest. These services are in keeping with the Library’s philosophy of providing access to a wide range of information sources.

In providing these services, the Library subscribes to the Library Bill of Rights. Article I states, “Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” Article II states, “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Article VI maintains that exhibit space should be made available “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

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

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

- Mahopac Public Library announcements and publications;
- other Putnam County libraries;
- other Mid-Hudson Library System libraries;
- local, county, state, and federal government agencies;
- educational, cultural, civic, and recreational organizations of Putnam, Westchester, and Dutchess counties;
- individual residents of the Mahopac Central School District; and
- all others.

The following types of items will not be accepted:

- materials devoted to the sale, advertising, solicitation, or promotion of commercial products or services for a single profit making business.
- materials aimed primarily at soliciting members, requesting donations, raising funds or selling merchandise. Exceptions may be made for cultural organizations and special events held by local not-for-profit organizations.
- materials that have the primary effect to proselytize for a single point of view.
- petitions for public signature from outside organizations.
- campaign or ballot related literature.
- rental or bankruptcy, or legal notices.
- materials inconsistent with Library policies.

PROCEDURES
Items for consideration can be dropped off at the Circulation Desk of the library or mailed to the Mahopac Library at 668 Route 6, Mahopac, NY 10541 Attn: Bulletin Board Display.
Before display, all materials for posting or display must be approved by the Library Director or his/her designee. Any materials found on the bulletin boards or in the literature racks and shelves that have not been approved shall be removed and discarded.

Designated members of the Library staff are responsible for the posting of materials on the bulletin boards and the placement of literature in the display racks or shelves.

In order to keep the bulletin boards and literature racks and shelves neat and current, the Library reserves the right to:

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

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

The Library is not responsible for returning materials that have been posted or displayed.

Policy Adopted: October 24, 2007
Revised: April 26, 2017, April 24, 2019, April 28, 2021, April 28, 2022
Children

Mahopac Public Library endeavors to be a vital, friendly, comfortable center for meeting the informational, educational, recreational, and cultural needs for all residents of the community. The Library welcomes children to use its facilities and services and wants them to have a memorable visit in a safe and secure environment.

1. SUPERVISION

1.1 Library staff are responsible for assisting children with locating materials, answering reference questions, and presenting programs for the education and enjoyment of children. The Library assumes no responsibility for the care and supervision of children. The Library is not able to provide short- or long-term childcare and is not a substitute for supervised after-school or daycare programs. Parents or designated caregivers are solely responsible for their children's supervision and behavior while using the Library.

1.2 Children in fifth grade and under shall be accompanied in the building by a responsible adult who must remain with the children at all times. [In accordance with New York State General Obligations Law Section 3-112, an adult is a person eighteen (18) years of age or older.] If children are participating in a Library program that does not require the designated caregiver to participate with their children, the designated caregiver must remain in the building. If a child in fifth grade or under is found to be unattended in the Library, they may be allowed to use the Library phone to contact their parent or guardian to arrange to be picked up. If contact with a parent or guardian cannot be made, Library staff will contact the Carmel Police Department. In cases where children in fifth grade or under are left unattended in the Library on more than one occasion, Library staff may refer the matter to the Carmel Police Department or other appropriate social service authorities.

1.3 Children in sixth grade and up may use the Library unattended as long as their behavior is in accordance with the Library's Code of Conduct. Parents are advised that, even in their absence, they may be legally responsible for their children's behavior.

2. DISRUPTIVE BEHAVIOR

Children who do not abide by the Library's Code of Conduct (whether or not accompanied by a responsible adult) will be given a warning that they must either cooperate or leave the Library. If a child continues to be disruptive after this warning, then the child will be asked to leave. The child will be given the opportunity to contact a parent or responsible adult. If a parent or responsible adult does not pick up the child, then the Carmel Police will be called. [See accompanying Procedures for Disruptive Youth.]

3. CLOSING TIMES
3.1 REGULARLY SCHEDULED CLOSINGS

Parents must be aware of the Library’s hours and must arrange to pick up their children by closing time.

If an unattended child is still in the building at closing time, then the Library staff will act according to the following guidelines:

- Children will be given the opportunity to contact a parent or responsible adult.
- Staff members will not drive or escort the child(ren) off the premises.
- If the child is not picked up by a parent or responsible adult, then the staff will contact the Carmel Police and a designated staff member will wait with the child until they arrive.

3.2 EMERGENCY CLOSINGS

The Library may have sudden emergencies such as lack of heat or electricity. This may necessitate closing the Library without warning. Children should know what to do if the Library must close unexpectedly. If a child is left unattended during an emergency closing, then the same guidelines outlined in Section 3.1 will apply.

4. ACCESS TO MATERIALS

Parents are responsible for their children’s use of books, materials, and resources of Mahopac Public Library. Parents are the ultimate guardians for the informational pursuits of their children. No attempt will be made by the Library staff to restrict access to information.

5. RESPONSIBILITY FOR MATERIALS

Children are issued library cards according to the process described in the Use of Materials section of the Policy Manual.

Parents will be responsible for unreturned or damaged materials checked out to, or otherwise removed from the Library, by their children through the age of eighteen (18).

Policy Adopted: May 23, 2001
PROCEDURES FOR DISRUPTIVE YOUTH

Disruptive youth will be:

- Verbally warned that their conduct violates Library policies.
- Given a copy of the Library’s Code of Conduct.
- Asked to contact a responsible adult to pick them up if they fail to immediately comply with the directive to cease the disruptive conduct.
- Asked to exit the premises if they fail to immediately comply with the directive to contact a responsible adult to pick them up. Refusal to comply with such request and/or hostile or threatening responses may result in Library Staff notifying the police.

Incident Reports

Incident reports must be in writing and given to the Library Director. Copies of all reports will be kept at the Circulation Desk, the Youth Services Desk, the Reference Desk, and the Information Desk. A log of incidents will be used to track the names of disruptive youth, the dates and nature of the offenses, and the time period a youth is banned. This log will be kept at the Information, Youth Services, and Reference Desks.

Incident reports are Library records and are governed by the rules of confidentiality.

Repeat Offenders

If the disruptive behavior continues, then the Library Director will send a certified letter, including a copy of the Library’s Code of Conduct, to the youth’s parent or guardian indicating that the youth will not be permitted to enter the Library until his or her parent or guardian contacts the Library Director, in writing, requesting a meeting with the Library Director and/or representatives of the Board of Trustees. At such meeting, the Library Director and/or representatives of the Board of Trustees will meet with the parent/guardian to discuss the youth’s behavior and determine whether, and under what circumstances, they will be given permission to return to the Library. The letter requesting such meeting must include the parent or guardian’s full name, address, phone number, and the name of the offending youth.

Until such time as the parent or guardian requests a meeting with the Library Director and/or representatives of the Board of Trustees, the offending youth will be prohibited from entering the Library premises. In the event that the youth is granted readmission and then continues the disruptive behavior, then he/she may be denied access with no further possibility of reinstatement.
Claims Audit Process

Invoices for goods and services are reviewed by staff to ensure goods have been received and/or services have been performed. Once verified, invoices are sent to the Administrative offices for secondary review, coding, entering into Quickbooks by the Business Office Manager, and approval by the Library Director. The Business Office Manager then exports the invoices from Quickbooks to the warrant list for review by the Treasurer in preparation for the monthly Board meeting.

To disburse funds, vouchers must be attached to invoices and approved by the Board. This approval may take the form of a warrant list, normally approved at the Board meeting. The warrant list is produced by the Library’s Business Office Manager. The associated checks are printed by the Business Office Manager, and the checks are signed by the Financial Officer and the President or Vice President of the Board of Trustees. Disbursements for bills to be paid online are scheduled by the Business Office Manager and approved by the Library Director to be sent the day after they are approved at the monthly Board meeting.

For recurring bills, such as utility bills, the Board may, on a yearly basis, approve one voucher and with an accompanying resolution, agree to pay these bills for the remainder of the year. These claims for pre-payments will be reviewed and approved at the next Board meeting.

Vendors can expect to receive payment within thirty (30) days of receipt of the invoice.

In the event that the Board does not meet or a time sensitive bill comes due, the Library Director will send an email to the Board members asking that they come to the library to approve and sign the warrant list. The warrant list will be approved when a simple majority of the full board signs the list.

Once a month, the Treasurer and the Board of Trustees will review the detailed financial report.

At year end, a copy of the financial records will be saved on secure media.

Policy adopted: February 25, 2015
Revised: September 26, 2018; October 28, 2020; October 27, 2021
Reviewed: October 27, 2022
Code of Conduct

To allow all patrons of the Mahopac Public Library to use its facilities to the fullest extent during regularly scheduled hours, the Library Board of Trustees has adopted the following rules and regulations.

Any patron not abiding by these rules or other Board approved policies of the Library may be required to leave the Library premises and/or be denied the privilege of access to the Library’s materials and resources by the Library’s Director. Library employees may contact the police as necessary.

A patron whose privileges have been denied may have the decision reviewed for appeal by the Board of Trustees. Any appeals on policy matters must be submitted to the Board of Trustees in writing. [See Procedures for Disruptive Youth and Procedures for Disruptive Adults.]

The following presents permissible and non-permissible behavior by Library patrons:

PATRONS SHALL:

• Engage in activities associated with the use of a public library.
• Respect the rights and needs of other patrons and shall so conduct themselves that they will not interfere, by their actions or their speech, with the legitimate rights of other patrons and Library staff.
• Obey the reasonable requests of Library staff.
• Return all borrowed materials in clean, dry, undamaged condition, in a timely manner.
• Be responsible for any fines, fees or other charges due in accordance with the Library’s standard schedules.
• Wear attire appropriate to a public building, including footwear.
• Maintain a generally acceptable standard of personal hygiene. Unpleasant body odor, which may offend other Library patrons or staff, is considered unacceptable.

PATRONS SHALL NOT:

• Consume food except in designated areas.
• Consume beverages at, or place beverages near, computers and other library equipment.
• Smoke or use tobacco products in the Library or on all property under the control of Mahopac Public Library at all times, including, but not limited to: buildings, grounds, entrances, sidewalks, and parking lots. Smoking is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco, or products intended to mimic tobacco including snuff or chewing tobacco products, use of an electronic cigarette, personal vaporizer, water pipe, or electronic nicotine delivery system, or any other battery powered vaporizer which produces a mist rather than cigarette smoke.
• Use cell phones, except in designated locations. Please be considerate of others by keeping conversations brief and speaking in quiet tones.
• Possess or be under the influence of alcohol or drugs, except that alcohol may be possessed at Library functions for which the serving of alcohol has been approved. [See Mahopac Public Library Policy on Alcohol Use.]
• Engage in any illegal activity while in the Library building or on Library property.
• Possess firearms, other weapons, explosives, or fireworks.
• Interfere with the use of the Library by other patrons, or interfere with Library employees’ performance of their duties.
• Remove materials from the Library that have not been checked out on a valid library card or through other standard library procedures such as interlibrary loan.

• Harass or annoy others through noisy or boisterous activities, with offensive or abusive language, with lewd or indecent behavior, by fighting, provoking a fight or demonstrating threatening or intimidating behavior, by staring at another person with the intent to annoy or otherwise bother that person, by following another person about the building with the intent to annoy or otherwise bother that person, by playing audio equipment so that others can hear it, by singing or talking loudly to others or in monologues, or by behaving in a manner which can be reasonably expected to disturb others in accordance with New York State Penal Law Section-240.20.

• Gamble, solicit funds, and/or distribute literature or promotional material. Sale or marketing of goods or services by individuals or groups and political electioneering are prohibited.

• Deface, mar, or destroy Library property including books, magazines, newspapers, recordings or other items in the Library collection, Library furnishings, walls, machines, etc. Anyone who intentionally defaces or destroys Library property may be subject to criminal and/or civil penalties under New York State law.

• Bring pets or animals into the Library other than guide dogs or guide dogs in training, hearing dogs or hearing dogs in training, or service animals trained or in training to do a specific task or animals included as part of an approved Library program.

• Use parking areas or other Library property in an unauthorized, improper, or unsafe manner including, but not limited to, the use of skates, skateboards, bicycles, rollerblades and scooters.

• Leave unattended bags of food, books, clothing or other items on the Library premises.

Policy Adopted: February 16, 2000
Revised: February 28, 2007; November 18, 2009; April 27, 2011; June 26, 2013; October 22, 2014; November 15, 2017; November 20, 2019; October 27, 2021; October 27, 2022
PROCEDURES FOR DISRUPTIVE ADULTS

Library staff who have acted on their best judgment in confronting a person will be supported by their supervisor, the person in charge, and the Library Director. Any staff member who observes or receives complaints of inappropriate behavior may:

- Handle the problem directly with the patron. Staff should use their judgment as to whether the situation requires assistance from another staff member.
- Immediately telephone the police if the situation is of a severe/violent or emergency medical situation.
- Contact the person in charge if the situation is of a nature that the staff member chooses not to confront the patron.
- Contact the police if the patron is not responding to staff requests to conform to Library policies.

In all cases, the Library Director should be notified as soon as possible when the staff member confronts a patron who violates Library policies.

Incident Reports
Incident reports must be in writing and given to the Library Director. Copies of all reports will be kept at the Circulation, Information, Reference, and the Youth Services Desks. The Director will inform staff of patrons who are banned and the time periods for which they are banned.

Incident reports are Library records and are governed by the rules of confidentiality.

Inappropriate Conduct – Minor Offenses
The following list of behaviors, which is not intended to be an exhaustive list of such behaviors, are examples of “inappropriate” behavior and shall be deemed minor offenses: sleeping; excessive and/or disruptive conversations; eating or drinking in undesignated areas of the Library; talking on cell phones in undesignated areas of the Library; monopolizing unreasonable numbers of Library materials at any given time; monopolizing staff time thereby preventing them from carrying out their normal responsibilities; canvassing, selling, soliciting, or engaging in any other commercial activity; violating Internet and computer policies; excessive staring at patrons or staff; intoxication; smoking; bringing animals into the Library except for licensed guide and therapeutic animals; and any other activities listed in the Library’s Code of Conduct not covered under Major Offenses which are inconsistent with conduct normally associated with the use of public library facilities such as reading, studying, using library materials and equipment, and attending programs or events.

Treatment of Minor Offenses
Patrons will be:
- Verbally warned that their conduct violates Library policies.
- Given a copy of the Library’s Code of Conduct.
- Asked to exit the premises if they fail to immediately comply with the directive to cease the disruptive conduct. Refusal to comply with such request and/or hostile or threatening responses may result in Library staff notifying the police.
- Subject to the Banning Procedure if the disruptive behavior continues.
Inappropriate Conduct – Major Offenses
The following list of behaviors, which is not intended to be an exhaustive list of such behaviors, are examples of “inappropriate” behavior and shall be deemed major offenses: stealing, effacing or damaging Library property; abusive, indecent, profane, or drunken conversation and/or behavior; committing any crime, misdemeanor, or violation of a law, on Library premises; knowingly entering non-public areas of the Library; and any other activities listed in the Library’s Code of Conduct not covered under Minor Offenses.

Treatment of Major Offenses
Any persons committing major offenses will be asked to leave the building immediately. Refusal to comply with such request and/or hostile or threatening responses will result in Library staff notifying the police. The patron may be banned for a period from two (2) weeks up to six (6) months at the discretion of the Library Director, depending upon the nature and seriousness of the offense which required removal, the extent of damage or disruption caused, any history of prior infractions of Library policies, and other relevant circumstances.

Banning Procedure
After staff consultation regarding repeat or major behavioral offenses, the Library Director may determine that the patron should be banned. The Library Director will:

- Provide a written decision that sets for the period during which the patron shall be banned from the Library and specifies the reasons for the determination. Staff will be notified of the banning and a copy of the written decision will be kept at the Circulation, Information, Youth Services, and Reference Desks.
- Send a certified letter to the patron notifying him/her of the reasons for and length of the banning and indicating that he/she will not be permitted to enter the Library until either the banning period ends or he/she writes a letter to the Library Director requesting a meeting with the Library Director and/or representatives of the Board of Trustees. At such meeting, the Library Director and/or representatives of the Board of Trustees will meet with the offending adult to discuss the behavior(s) at issue and to determine whether the banning period will be shortened or terminated if information submitted by the patron warrants modification.
- The Board of Trustees will be notified of any banned patrons in a timely manner.
- Depending upon the reason that the patron has been banned, the police may be notified at the discretion of the Library Director.

Repeat Offenders
Any patron who enters or remains on Library premises after having been notified by an authorized individual not to do so, and any person who enters or remains on Library premises during the period he/she has been banned from the Library, may be subject to civil and/or criminal penalties, up to and including arrest and prosecution for trespassing.

After the banning period ends, the patron may re-apply for readmission to the Library by submitting a written request to the Library Director. However, the patron will need to show evidence that the offending behavior will not re-occur.

In the event that a patron is granted readmission and then exhibits any of the behaviors described above, then he/she may be denied access with no further possibility of reinstatement.
Appeals Process
At any time during the banning period, the patron may appeal the ban. The patron must write a letter to the Library Director requesting a meeting with the Library Director and representative(s) of the Board of Trustees. At such meeting, the representatives of the Library will meet with the patron, who may be accompanied by an advocate, to determine whether, and under what circumstances, the patron will be given permission to return to the Library. The letter requesting such a meeting must include the patron’s full name, address, and telephone number. Until such time as the patron requests a meeting with the Library Director and a representative(s) of the Board of Trustees, he/she will be prohibited from entering the Library premises.

If the patron is not satisfied with the decision of the representative(s) of the Library’s Board of Trustees, then he/she must write a letter to the President of the Board of Trustees that sets forth the reasons for the appeal and requests a meeting with the entire Board of Trustees at their next regularly scheduled Board meeting. The letter requesting such meeting must include the patron’s full name, address, and telephone number. The President of the Board of Trustees will:

- Send a certified letter to the patron notifying him/her of the date and time of the next regularly scheduled meeting of the Board of Trustees.
- Place the patron’s appeal on the agenda for that meeting.
- Send a copy of the certified letter to the Library Director.
Computer Resources

PURPOSE
In order to facilitate research, learning, and recreational pursuits, the Mahopac Public Library offers a variety of resource formats and services, including public access to computers, information databases, and the Internet. In order to assure equitable and appropriate access to these computers and various electronic resources and in order to balance the provision of a safe, welcoming, comfortable environment with the principles of open access, the Board of Trustees of Mahopac Public Library has adopted the following policies, guidelines, and procedures.

Failure to comply with these policies, guidelines, or procedures may result in the suspension of computer and/or Library privileges.

Illegal use of computers may result in prosecution by local, state, or federal authorities.

ACCEPTABLE USE

Disclaimer: Users access Library computer hardware, software, and documentation at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the user’s personal storage devices, or electronic transactions of any type that are related to the public’s use of the Library’s computer resources. The Library does not guarantee the privacy or confidentiality of the electronic transmission of information.

Responsibilities of computer users:

• Users are not permitted to alter the programs currently installed on the Library’s systems or to access any aspect of the Library’s network without authorization. Anyone tampering with any Library hardware or software may be denied access to Library computers in the future and may lose their Library privileges or be subject to criminal and/or civil penalties.

• Users may not infringe upon the rights and privileges of other Library patrons. Some Internet sites are inappropriate for viewing in the public library setting. Library staff reserve the right to end Internet sessions when legally prohibited or inappropriate materials are displayed.

Internet access:

• The Internet is a vast, constantly changing network of information. The Library is an Internet access point and does not guarantee a connection to the Internet; or to a specific site, or the quality, accuracy, authenticity, or timeliness of the information located by the user. It is the responsibility of the user to evaluate the information found on the Internet.

• The Library disclaims any liability or responsibility arising from access to, or use of, information obtained through electronic information systems. Provision of access does not imply Library sponsorship or endorsement.

• Parents or legal guardians are solely responsible for supervising their child’s use of the Library’s computer resources sessions. Parents and guardians are reminded that the Library is not responsible for the supervision of minor patrons and that such minor patrons may be able to access age-inappropriate or unlawful materials via the Library’s computers and devices.

Copyright: United States Copyright Law prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by principles of fair use. Users may not copy or distribute
electronic materials (including electronic mail, text, audio files, images, programs, or data) in violation of the Copyright Law.

**Filtering:** The Library has implemented software filtering on its public Internet-accessible computer terminals. The installed software protects against access to visual depictions of obscenity, child pornography, and materials that are deemed “harmful to minors”. Users should be aware, however, that all currently available filtering software results in a degree of “underblocking” (i.e., permitting access to certain materials that fall within the aforementioned categories) and “overblocking” (i.e, denying access to certain constitutionally protected materials that do not fall within the aforementioned categories). The Library has attempted to select filtering software that best complies with Federal statutes while providing Library patrons with the broadest possible access to constitutionally protected speech and information. The Library cannot and does not guarantee that the filtering software will block all obscenity, pornography, or materials that are harmful to minors. Nor can the Library guarantee that the filtering software will not restrict access to sites that have legitimate research or other value. In order to help address the overblocking problem and to enhance users’ access to constitutionally protected speech and information, the Library requests that all users, both adults and minors, contact the Library at reference@mahopaclibrary.org (or such other contact point as the Library shall designate from time to time) to request unblocking of an incorrectly blocked site. Such sites may be unblocked for immediate usage in the Library at the discretion of the Reference staff.

**UNACCEPTABLE USE**

**Disclaimer:** Patrons may not use the Library’s computers in an unlawful manner. Any responsibility for any consequence of illegal use lies with the users. The Library expressly disclaims any liability or responsibility resulting from such use.

Examples of unacceptable uses include but are not limited to, the following:

- Display of materials inconsistent with the mission of the Library or inappropriate to a public setting including, but not limited to, sexually explicit materials;
- Harassment of others;
- Libeling or slandering other users;
- Destruction of, or damage to, equipment, software, or data belonging to the Library or other users;
- Unauthorized copying of copyright-protected material;
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others;
- Use of eavesdropping or spying (spyware) software; or
- Use of computer communication facilities in ways that unnecessarily impede the computing activities of others.

**GUIDE TO AVAILABLE COMPUTER RESOURCES**

The following computer resources are available. Some restrictions may apply.

- Online Public Access Computers (OPACs): allow users to search the catalogs of Mid-Hudson Library System’s member libraries, request and renew materials, check their records, and access a selection of electronic journals and resources.
- Express Internet computers: allow users to print documents and search the Internet for 15 minutes, or longer, at the discretion of the Library staff.
• Early Literacy tablets and computers: allow children through Grade 3, accompanied by a parent, guardian, or other responsible adult, to use a variety of pre-loaded age-appropriate software that focuses on problem solving and literacy skills.

• Youth Services Internet computers: allow children through Grade 12 with either a valid library card from one of the Mid-Hudson Library System’s libraries or a visitor pass to use the Internet and a variety of software programs including, but not limited to, the Microsoft Office suite of products.

• Public Internet computers: allow users with either a valid library card from one of the Mid-Hudson Library System’s libraries or a visitor pass to use the Internet and a variety of software programs including, but not limited to, the Microsoft Office suite of products.

• Wireless Access: wireless access is available throughout the Library but the Library does not guarantee connectivity. Users of wireless access agree to the terms of the Library’s Computer Resources Policy and use such access entirely at their own risk. The Library will in no way be responsible for damages resulting from such use. Students using Mahopac Central School District issued devices have direct access to the Library wifi and are expected to comply with the appropriate use standards set forth in the MCSD’s device agreement which governs a student’s use of school issued devices in both on campus and off campus settings.

• Learning Lab: the Learning Lab is designed for onsite Library sponsored trainings and workshops.

PROCEDURES
The following procedures guide the use of the Library’s computer resources.

• In order to access the Library’s desktop computers, users must sign in.

• The Learning Lab computers and Express computers do not require users to sign in. Copies of the library Computer Resources Policy are available to patrons in both locations. Consent to our Computer Resources Policy is implied when patrons utilize any of our computer equipment.

• When a user has signed in, the computer will display the Computer Resources policy. If you agree, then click on the Continue button. You will be logged on and have access to certain computer resources. Further, by clicking on the Continue button, you release the Library and hold it harmless, in advance, from any and all damages, direct and indirect, arising from your (and your minor child’s) use of the Library’s Internet/wireless connections. You further agree to all terms and provisions of this policy and to abide by all rules posted by the Library for use of the Internet/wireless connections. If you do not agree by clicking Continue, then you will not be able to log on and computer access will be denied.

• Youth Services Internet and Public Internet computers may be used for a one-hour time period. Patron cards are limited to two individual login sessions per day while guest passes are limited to one login session per day. If no one is waiting, then users may request that staff add additional time in one-hour increments. Computers automatically restart after each session has ended to ensure the privacy of patron computer use activities. Additional sessions may be shortened by staff to ensure equitable access to computer resources.
• Early Literacy computers may be used for a half-hour time period. The Express Internet may be used for 15 minutes. Time may be extended at the discretion of Library staff if no one is waiting.

• The Youth Services and Public Internet computers are set to automatically turn off 10 minutes prior to the Library’s closing time. All other computers will be manually turned off at 10 minutes prior to the Library’s closing time or at other times deemed necessary at the discretion of the Library Director.

• No more than two (2) people at a time are permitted at a computer.

• Most of the computers have audio capability. Sound must not disturb other users or staff. You may use your own headphones or earbuds, or you may purchase headphones or earbuds at the Circulation Desk.

• There is a fee for printing from the computers. This fee applies whether the user brings paper or uses the Library’s paper.

• Users may not save documents or personal files to the Library’s hard drives or network; security software erases the browsing history, files, bookmarks, and cookies with each logon. All documents must be saved to a storage device belonging to the user. You may purchase a USB flash memory stick at the Circulation Desk. The Library is not responsible for the use of such storage devices or the loss of data attempted to be saved to them.

• Library staff are not responsible for providing individualized or in-depth computer training. They will attempt to answer basic questions and help users to locate resources on the Internet, including the Library’s own online databases. However, they may not be able to troubleshoot specific hardware or software problems. Computer classes and drop-in help are available in the Learning Lab. Information about these options is available at the Reference and Circulation Desks and on the Library’s calendar of events.

MOBILE PRINTING
The Mahopac Public Library offers mobile printing. If you are at home, in the Library, or anywhere with an Internet connection, you can now print emails, attachments, photos, boarding passes, web pages and more from your smart-phone, tablet, desktop computer or laptop and send it to a printer at the Library. See Library website for information on compatible formats and size restrictions.

Print jobs can be picked up at the Print Release Station on the Library’s second floor and will remain in the queue for three (3) days. Instructions for mobile printing are on the Library’s website.

Policy Adopted: May 28, 1997
Corporate Credit Card

Credit cards will be established in the name of the Mahopac Public Library and the specific name of an individual with a maximum credit limit for each set by the Library Director. All monthly statements and correspondence will be sent to the Library.

Credit cards will be issued to:
   a. The Library Director
   b. The Assistant Library Director
   c. Those Library personnel authorized by the Board of Trustees

The criteria for choosing the card will be acceptability, annual fees, monthly payment terms and interest charge terms. Rebates or accumulation of points will be a secondary concern.

The authorized cardholder(s) are to retain sole possession of the card(s). Unauthorized use or misuse of the card(s) is the personal responsibility of the cardholder(s). The credit card may not be used for personal expenses. If the card is lost or stolen, the Library Director must be notified immediately. This loss must also be reported to the Library’s Board of Trustees.

The use of the corporate credit card is to facilitate purchasing books on-line, paying for seminar and travel costs, buying supplies in bulk at certain buying clubs and those other library related purposes approved by the Library Director. Purchases may not exceed each card’s credit limit. There are no exceptions.

The Library is generally exempt from sales tax on purchases. The cardholder must notify the vendor or merchant that the credit card transaction should be tax exempt. The cardholder should provide the Library’s sales tax exemption letter at the time of purchase to avoid paying sales tax. A copy of the letter is available from the Library Director.

Proper documentation to support the expenditure must be submitted prior to the receipt of the monthly statement. Proper documentation is to include one of the following:

- Original, itemized paid receipt indicating the amount paid, the vendor and an itemized description of the purchase.
- In the case of books, subscriptions, or similar types of orders, a copy of the order form document and packing slip or other receiving document must be attached.
- A hardcopy printout of the items ordered online.

Except when circumstances would deem otherwise, the account balance of the corporate card should be paid in full when the monthly statement is received. Incurring interest charges should be avoided.

When the monthly statement is received, the charges must be reviewed by the Business Office Manager and approved by the Library Director following the Library expense approval procedures. The individual expenses must be allocated to the proper expense categories for bookkeeping and accounting purposes. Credit card expenditures will be paid through the Business office by check or via electronic banking payment.
When the monthly statement is received, the charges must be reviewed and approved by the Library Director following the Library expense approval procedures. The individual expenses must be allocated to the proper expense categories for bookkeeping and accounting purposes. Credit card expenditures will be paid through the Director’s office by check or via electronic banking payment.

Policy Adopted: May 24, 2000
Revised: March 22, 2017; March 24, 2022
Reviewed: March 27, 2019; March 31, 2021
COVID-19 Temporary

In response to the COVID-19 pandemic, the Mahopac Public Library has developed temporary adjustments to its usual policies and procedures, with all due consideration of its standing obligations, to aid itself in operating safely and in compliance with government orders, and in the period of recovery to follow. To promote the mission of the Library, the safety of all it serves and employs, and the needs of the community at this time, the following temporary changes to the policies are made: Patron Code of Conduct, Computer Use, Room Use, and Personnel. Any changes listed supersede existing policies until such time the Board of Trustees votes to rescind this policy.

Patron Code of Conduct

Until the Board votes to rescind this temporary policy, the Library will require all people on the premises to abide by the following safety practices:

• Abide by any and all signs regarding safety and COVID-19 regulations
• Follow current Library masking protocol.
  o If masks are required to be worn, the Library will follow the mask protocol according to the Centers for Disease Control and Prevention (CDC) which are:
    ▪ The mouth and nose are fully covered
    ▪ The covering fits snugly against the sides of the face so there are no gaps
    ▪ The cloth face covering can be tied or otherwise secured to prevent slipping
• Follow all instructions given by staff
• Any patron exhibiting symptoms of COVID-19, as listed by the CDC, can be asked to leave the library

Like any other Library rule or policy, Library staff has the authority to enforce these measures. If a patron refuses to follow these rules, which are designed to keep our community safe while allowing access to the library, they will be asked to leave. Refusal to leave will result in a call to the police. In the event an individual is not able to medically tolerate wearing a mask, please notify the Library Director.

Computer Use

Computer use may require an appointment depending upon the Library’s current Service Level. In order to enact proper social distancing protocols, all computers may not be available for use. Patrons are not permitted to use a computer that is marked as unusable. Patron use of computers may be limited to reduce building occupancy and increase availability of computers. Patrons must comply with all instructions from staff or they will be asked to leave the library. Patrons must follow current Library mask protocols while at their computer stations. If masks are required and a patron is not able to medically tolerate wearing a mask, he/she must notify the Library Director.

Room Use

Room use and reservations for both the study rooms and the program rooms may be suspended depending upon the Library’s current Service Level. The Board of Trustees and Library Director will evaluate the library’s capability to safely permit program room use and reservations according to current state and local regulations. This policy will be updated accordingly. The standing exception would be any critical business of the Board of Trustees that cannot be conducted virtually.

Personnel

Dress Code and Personal Protective Equipment (PPE)
All staff will be issued three washable masks at the time of their return to work. They will also have access to disposable masks as needed. Staff members are expected to follow the Library’s current masking protocol. Washing instructions for the masks will be provided and staff are expected to wash the masks per the instructions.

Upon request, additional PPE that will be available to staff, if necessary, include disposable gloves, face shields, and hand sanitizer.

When staff is working in the same space and in contact with shared objects, they should wear gloves. If staff members are unable or unwilling to wear gloves, they must wash hands or sanitize hands before and after contact with shared objects.

**Safety Procedures**

Library staff should immediately notify the Library Director if they experience symptoms of COVID-19 throughout the day, including during or outside work hours. Library staff should NOT enter the building if they are experiencing symptoms of COVID-19 and should contact the Library Director instead.

Staff will disinfect their workstations at the end of their shift. Staff should avoid sharing equipment such as computers and phones when possible. Staff should disinfect shared equipment before and after use and also wash their hands or use hand sanitizer.

Staff will adhere to all safety training they receive and follow the Library’s Continuation of Service Plan.

**Telecommuting**

The Mahopac Public Library acknowledges telecommuting to be a viable and necessary alternative work arrangement during the COVID-19 pandemic when current job duties and assignments are capable of being accomplished through such an arrangement. Telecommuting allows employees to work at home or in a satellite location for all or part of their regular workweek. This arrangement in no way changes the terms and conditions of employment with the Library.

**Procedure**

Either an employee or a supervisor may suggest telecommuting as a possible work arrangement. In the event an employee suggests telecommuting, it must be approved by his/her supervisor. The hours of work and the location of such work shall be determined by the Library Director, with input from the employee.

During this time, telecommuting will be informal, such as working from a home worksite/office or satellite location for a few hours, a day, or a short-term project. All informal telecommuting arrangements are made on a case-by-case basis, focusing on safety of staff and patrons and the business needs of the organization.

Home worksite/office is a set aside defined space in which to conduct Library work. Appropriate equipment, software, phone and Internet access is required.

The Library Director will determine, with information supplied by the employee and their supervisor, the appropriate equipment and software needs for each telecommuting arrangement on a case-by-case basis. Employee-supplied equipment and/or software may be used if deemed appropriate by the Director, subject to change at any time. Equipment and/or software supplied by Library will be maintained by the Library. Equipment and/or software supplied by the employee will be maintained by the employee. The Library accepts no responsibility for damage or repairs to employee-owned equipment and/or software. Equipment and/or software supplied by the Library is to be used for business purposes only.

Consistent with the Library’s expectations of information security for employees working in the library, telecommuting employees will be expected to ensure the protection of confidential
information accessible from their home office. Steps include use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the job and the environment.

All injuries occurring while working from home should be reported to the Library as soon as possible. The Library will report to Chubb Insurance who will conduct a thorough investigation and advise on the compensability of the claim. Telecommuting employees are responsible for notifying the Library Director of such injuries as soon as possible. Failure to notify the Library within 30 days after the accident can result in denial of benefits in accordance with NY State requirements. The employee is liable for any injuries sustained by visitors to their home worksite. Library is not responsible for any incident that may occur in the employee’s home.

The Library will supply the employee with appropriate office supplies for successful completion of job responsibilities.

**NYS COVID-19 Paid Sick Leave**

This law guarantees job-protected paid leave to workers who are subject to a mandatory or precautionary order of quarantine or isolation for COVID-19, issued by the State of New York, the Department of Health, local board of health, or any government entity duly authorized to issue such order, or whose minor dependent child is under such an order. This law is effective as of March 18, 2020.

**Employee’s Own Quarantine/Isolation**

The leave available to employees if they are subject to a mandatory or precautionary order of quarantine or isolation is at least 14 days of paid sick leave, as well as job protection for the duration of the leave period. The number of paid days is in calendar days, and the pay required represents the amount of money that the employee would have otherwise received for the 14-day period.

**Quarantine/Isolation of an Employee’s Minor Dependent Child**

Most employees whose minor dependent child is under a mandatory or precautionary order of quarantine or isolation issued by the state of New York, the Department of Health, local board of health, or any government entity duly authorized to issue such order due to COVID-19, may be eligible to take Paid Family Leave to care for them. Eligibility for covered employees is the same as it is for other Paid Family Leave.

A part-time employee is entitled to leave for their average number of work hours in a two-week period. If the normal hours scheduled are unknown, or if the part-time employee’s schedule varies, a six-month average may be used to calculate the average daily hours. The part-time employee may take paid sick leave for this number of hours per day for up to 14 days.

Most employees will get financial compensation through a combination of benefits. These benefits are not available to employees who are able to work through remote access or through other means, and are not exhibiting symptoms of COVID-19.

**Applying for Leave**

Requests for leave forms should be directed to the Library Director. The employee must fill out any required forms and submit them to the Library Director.

**Additional Information**

The Paid Family Leave Helpline is 844-337-6303.
Disposal of Surplus Property Policy

The Library Director is responsible for identifying obsolete or surplus supplies within the Library. Each year the Director shall make a determination of which equipment, supplies, and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the Library. Such equipment, supplies, or materials shall be disposed of, provided at no cost to local organizations, or sold if possible, for the highest price.

The Library Director shall be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

1. Centralize the storage of items of potential usefulness; and/or
2. Sell, donate, recycle or discard those items determined to be of no further use or worthless. Every effort will be made to first prioritize reuse by sale or donation, then recycling, and last, sending items to a landfill.

Following approval by the Board of Trustees, items may be sold in the following manner:

1. Offer to sell the items to local municipalities or local non-profit organizations.
2. Offer to donate items to local non-profits or other organizations.
3. Sell as scrap or recycle remaining items for the best obtainable amount or discard in the safest, least expensive manner.

Policy adopted: February 25, 2015
Revised: November 20, 2019; October 27, 2021
Reviewed: November 17, 2017; October 27, 2022
Early Literacy iPads

Mahopac Public Library makes iPad content and technologies available to Library card holders in order to assist in their enjoyment of the Library’s collection of both printed and electronic materials. In order to insure fair and equitable access, the Board of Trustees of Mahopac Public Library has adopted the following policies and procedures.

iPads may be borrowed by Mahopac Central School District residents who are 18 years of age or older, with a Mahopac Public Library card in good standing. (A library card in good standing is defined as one with no fines, fees, lost or overdue materials.)

iPads are available on a walk-in, first-come, first-served basis. They may not be reserved.

iPads are limited to one per family.

In order to borrow an iPad, the patron’s Library card or photo ID must be presented at the Circulation Desk. At the time of check-out, the patron shall complete an iPad Loan Agreement.

iPads may be borrowed for two (2) weeks. They must be returned in person to the Circulation Desk at Mahopac Public Library. iPads may not be returned using the book drop. iPads may not be renewed. iPads are preloaded with apps selected by Library staff. The borrower may not add or delete anything from the iPads. At the time of return, patrons will receive a receipt acknowledging that the iPad has been returned. Before they are checked in, iPads will be examined by Library staff to ensure that they are in working condition and that they have not otherwise been tampered with. Depending on staff availability, this may take several days. No fines shall accrue during this waiting period.

Due to high demand, borrowers must wait one (1) week after returning an iPad to check out an iPad again.

The Library reserves the right to deny the use of iPads to any borrower who repeatedly loses them, returns them late, or tampers with them.

Limited technical support is available from Library staff and only during the Library’s open hours. Borrowers shall attest that they have basic familiarity and comfort with the equipment they will be using.

The borrower assumes full responsibility for the cost of repair or replacement in the event the iPad, or any of the component parts, are lost, stolen, or damaged.

An overdue fee shall be charged daily up to the full replacement value of the item for an iPad that is not returned by its due date. [See the Fines and Fees section in the Library’s Use of Materials Policy for the current schedule of fees.]

* Policy adopted January 27, 2016
Revised: November 17, 2021
Reviewed: January 24, 2018; December 18, 2019
Electronic Banking

In the interest of cost-effectiveness, efficiency, and protection of assets, the Board of Trustees of the Mahopac Public Library adopts the following internal policies and procedures to govern the use of electronic banking services.

Electronic banking activities shall include viewing account balances and transactions, accepting receipts, transferring funds among Mahopac Public Library accounts, and with library board approval, making disbursements to pay for library expenses.

The Library Board will be responsible for establishing authorized users of electronic banking services. Authorized users will be listed in the Library Board minutes as approved. Thereafter, approval will be renewed annually at the Board of Trustees Reorganization Meeting. Authorized users may be granted varying degrees of access to electronic banking services (viewing only, authorized to pay bills/make transfers with approval, authorized to initiate payments as well as approve payments set up by another delegate, etc.). The degree of access will be listed in the Board minutes.

The Library Board will be responsible for establishing recurring electronic receipts (e.g., credit card deposits) and withdrawals (e.g., payroll, payroll processing fees, New York State Retirement payments). These electronic transactions will be properly recorded by the Business Office Manager and reviewed by the Library Director and the Treasurer.

The Library Director is authorized to initiate and transmit Library Board approved disbursements to pay for library expenses. The Business Office Manager is authorized to initiate Library Board approved disbursements to pay for library expenses. The Library Director approves all disbursements initiated by the Business Office Manager for payment. These transactions will be properly recorded by the Business Office Manager and reviewed by the Library Director and the Treasurer.

The Library Director and the Business Office Manager are authorized to conduct electronic banking transfers among library accounts. These transactions will be properly recorded by the Business Office Manager and reviewed by the Library Director and the Treasurer.

The Business Office Manager will be responsible for performing a monthly bank reconciliation of all accounts. Electronic disbursements will be reviewed by the Library Director and the Treasurer with the approved abstract.

* Policy Adopted: October 24, 2018
Revised: September 23, 2020; September 22, 2021, December 22, 2021
E-Readers

Mahopac Public Library makes e-reader content and technologies available to Library card holders in order to assist in their enjoyment of the Library’s collection of both printed and electronic materials. In order to insure fair and equitable access, the Board of Trustees of Mahopac Public Library has adopted the following policies and procedures.

E-readers may be borrowed by patrons who are 18 years of age or older, with a library card in good standing from a Mid-Hudson Library System member library. A library card in good standing is defined as one with no fines, fees, lost or overdue materials. Patrons who are 12 to 17 years of age, with a library card in good standing from a Mid-Hudson Library System member library, may borrow an e-reader after a parental permission slip has been completed and filed with Library staff. The permission slip must be completed by a custodial parent with a library card in good standing from a Mid-Hudson Library System member library.

E-readers are available on a walk-in, first-come, first-served basis. They may not be reserved.

E-readers are limited to one per family.

In order to borrow an e-reader, the patron’s Library card or photo ID must be presented at the Circulation Desk. At the time of check-out, the patron shall complete an e-reader Loan Agreement.

E-readers may be borrowed for four (4) weeks. They must be returned in person to the Circulation Desk at the Library. E-readers may not be returned using the book drop or through the inter-library delivery system. E-readers may not be renewed. E-readers are preloaded with titles selected by Library staff. The borrower may not add or delete anything from the e-reader. At the time of return, before they are checked in, e-readers will be examined by Library staff to ensure that they are in working condition and that they have not otherwise been tampered with. Depending on staff availability, this may take several days. No fines shall accrue during this waiting period.

The Library reserves the right to deny the use of e-readers to any borrower who repeatedly loses them, returns them late, or tampers with them.

Limited technical support is available from Library staff during the Library’s open hours. Borrowers shall attest that they have basic familiarity and comfort with the equipment they will be using.

The borrower assumes full responsibility for the cost of repair or replacement in the event the e-reader, or any of the component parts, are lost, stolen, or damaged.

An overdue fee shall be charged daily up to the full replacement value of the item for an e-reader that is not returned by its due date. [See the Fines and Fees section in the Library’s Use of Materials Policy for the current schedule of fees.]

Policy Adopted: November 16, 2011
Reviewed: August 25, 2022
Environmental Impact

The Mahopac Public Library is committed to reducing our environmental footprint and promoting environmental stewardship at all levels of our organization. Our goal is to minimize our organization’s impact and maximize future generations’ ability to live, work, and play in our shared natural environment, with equal access to clean air, clean water, and natural resources.

The principles of reduce, reuse and recycle will be incorporated into all aspects of the library’s operations, including all purchasing decisions. The library will use clearly labeled recycling bins and signs throughout the facility. Employees will be trained on proper waste disposal and recycling practices.

We will strive to minimize pollution and waste, conserve energy and water, protect habitat, support renewable energy resources, buy environmentally friendly products, and encourage environmentally preferable transportation.

Energy management will be an integral part of the library’s sustainability efforts. Decisions regarding lighting, heating and cooling, and appliances will consider the most energy efficient practices and options available.

These efforts will extend to contractor and supplier relationships. We will encourage contractors and suppliers serving or otherwise acting on behalf of the organization to meet our standards of environmental performance.

Employee understanding and involvement are essential to the implementation of this Environmental Policy. All employees will receive a copy of this policy and be educated about our organization’s efforts to improve our environmental performance. Employees at all levels of the organization will be involved in supporting our goals.

* Policy Adopted: April 25, 2018
Revised: April 22, 2020, April 28, 2022
Reviewed: April 28, 2021
Equity, Diversity and Inclusion Statement

The Mahopac Public Library is committed to nurturing and maintaining a supportive and inclusive environment in which people of all ages, abilities, races, genders, ethnicities, cultures, religions, sexual orientations, gender identities, socio-economic statuses, political affiliations and viewpoints are welcomed. We acknowledge the value of every community member and are dedicated to providing a comfortable, safe space where individual needs are met with respect and without judgment.

The Library demonstrates its support by:

- Committing to and examination of library policies, procedures, practices, programs, and services in order to eliminate barriers to access and opportunity;
- Creating and maintaining an environment of diversity, inclusion and respect within our library programs and services, among library staff, and in the greater community;
- Endeavoring to reach, engage, and include disenfranchised and marginalized members of our community in decision-making about library programs, services, and resources; and
- Leveraging our trusted position to convene conversations and build partnerships to address challenging issues facing our community in an environment where all people feel respected, welcomed and safe.

Adopted: September 22, 2022
Exhibits and Displays

PURPOSE

Mahopac Public Library provides exhibit and display areas on the first and third floors of the Library, consistent with its mission, programs, and services. The Young Arts Gallery, located on the first floor in the hallway leading to the Children’s Wing of the Library, was established primarily to display artwork created by students attending Mahopac and other local public and private schools. Not-for-profit groups and individual artists may submit an Exhibit and Display Application to be considered, by the Gallery Committee, for a presentation of cultural, artistic, and/or educational material in the Third Floor Gallery.

GUIDELINES

All exhibits and displays must be approved by the Library Director or his/her appointed designees (the Gallery Coordinator and Gallery Committee). Requests must be submitted on an Exhibit and Display Application (see attached). Artists may submit proposals for a solo show in the Third Floor Gallery every two years.

Factors considered in the approval process include:
- consistency with Library’s mission;
- relevance to community needs and interests;
- subject matter;
- quality of presentation;
- space requirements; and
- timeliness.

All applicants will be notified by email or by mail regarding the status of their application following each Gallery Committee meeting. The decision of the Gallery Committee cannot be appealed.

Upon acceptance, exhibitors will receive a contract which provides information regarding exhibit procedures covering the time before, during, and after the exhibit.

Works will be placed and installed in the Third Floor Gallery by the Gallery Coordinator. During installation, the Library reserves the right to reject any part of an exhibit or display. Additionally, the Library reserves the right to limit the size, number, and placement of items. Artwork that is not properly framed, matted, or mounted will not be installed in the Third Floor Gallery.

Artwork may not be removed from the gallery or exhibit space during the duration of the display without the knowledge and permission of the Gallery Coordinator or Library Director.

Exhibits or displays that are not removed on the date established by the Library, and noted in the contract with the artist, will be removed by the Library. Any expense for such removal will become the responsibility of the exhibitor.

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

Exhibit and display areas are not for commercial use or benefit.
SCHEDULE OF FEES

- **Scheduled Solo or Group Exhibitions:**
  An exhibition fee may be charged to defray gallery expenses. Fees are expected to be paid two (2) weeks prior to the installation of the exhibit or display.

SALE OF WORK:

All sales are handled by the Gallery Coordinator; payment for the purchase of the artwork is made directly to the artist.

CANCELLATIONS

Exhibitors must provide two (2) weeks’ notice of any cancellation.

LIABILITIES

The Library assumes no responsibility for the possible damage, destruction, or theft of any item displayed or exhibited. All items placed in the Library are there at the owner’s risk. Exhibitors must sign a release form before any items can be displayed or exhibited. (See Exhibit and Display Release form.) It is recommended that exhibitors verify their insurance coverage with their carriers prior to the installation.

PUBLICITY

Publicity for all exhibits is the responsibility of the Gallery Coordinator.

An exhibitor who wishes to host a reception in the Library must arrange a date/time with the Gallery Coordinator in order to reserve a room for this purpose. (see Alcohol policy)

ADDITIONAL EXHIBIT OPPORTUNITIES
Artwork created by local and regional artists may be displayed, on an informal basis, on the first floor of the Library. Scheduling of these displays is at the discretion of the Gallery Coordinator; there is no charge to the artist(s) for these displays.

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Policy Adopted: November 16, 2005
Fixed Asset and Capital Project

A. Definitions:

1. **Fixed Asset** - Fixed assets are assets purchased or constructed by Mahopac Public Library that have a useful life of one (1) or more years and that have a value equal to or greater than the capitalization thresholds in the table below.

2. **Useful Life** – The useful life of an asset is the period of time over which an asset may reasonably be expected to be utilized for its intended use, as measured from the time when the asset is first placed in service. The useful life should be based on estimates not exceeding the period of probable usefulness per NYS Local Finance Law.

3. **Capitalization Threshold** – The minimum acquisition cost of an asset for it to be considered a fixed asset. Assets not meeting the capitalization threshold should be expensed in the period of acquisition. The minimum costs by category are as follows:
   
a. Land – $10,000
   b. Buildings – $10,000
   c. Building Improvements – $5,000
   d. Furniture, Fixtures, and Equipment – $5,000
   e. Infrastructure - $10,000

4. **Estimated Useful Life** – Fixed assets should be depreciated straight-line as follows:
   
a. Buildings – 40 years
   b. Building Improvements – 5-40 years
   c. Furniture, Fixtures and Equipment – 5-10 years
   d. Infrastructure – 5-40 years

   Land is not depreciated.

   Once fully depreciated, the asset should be removed from the current period accounting records. However, if still in service, the asset shall continue to be listed in the Library’s asset register.

B. **Capital Project** – A capital project is a project that involves the acquisition, replacement, conversion or improvement of a Library fixed asset that costs $20,000 or more (including total planning and contract services needed to complete the project) and has a useful life of at least five (5) years.

C. **Aggregate Purchases** – Aggregate purchases pertain to purchases of large quantities of like units, which individually do not meet the minimum cost threshold to be capitalized. Capitalization of such aggregate purchases should be determined on a case-by-case basis.
Fund Balance

PURPOSE AND SCOPE

The general purpose of this policy is to improve Mahopac Public Library’s financial stability by protecting itself against emergencies and economic downturns. The policy is designed to help the Library not only to prepare for a financial emergency but also to ensure the continuity of financial operations. This policy sets forth the minimum required fund balance reserves, the allowable uses of the fund balance reserves, and the Library’s plan to achieve the target level of fund balance reserves.

DEFINITIONS

Fund balance: the accumulated equity balance in a governmental fund resulting from operations over the years. This is the difference between fund assets and fund liabilities.

Undesignated fund balance: The fund balance, excluding all reserves and any other balance dedicated to another purpose.

Operating budget: All expenditures necessary to meet the daily operations of the Library and any debt service payments.

Capital expenditures: Funds for the improvement of, and/or the addition to, the physical plant and for the purchase of furniture, fixtures, and equipment.

GUIDELINES

The trustees of the Library shall require a Board restricted fund balance to be no less than the estimated cost of four (4) months of operation. These funds are reserved for use between the months of July, the beginning of the Library’s new fiscal year, and October, the month the Library typically receives the first installment check of the tax levy from the Mahopac Central School District.

The minimum amount shall be $500,000 and shall be increased annually until the target amount is reached.

Once all four installments of the tax levy have been received, the funds shall be replenished to at least the minimum amount.

These funds shall be deposited in a separate interest-bearing account that meets the requirements as set forth in the Investment Policy.

An affirmative vote of a majority of the total membership of the Board shall be necessary in order to change either the target amount or the minimum amount.

Policy Adopted: March 25, 2009
Reviewed October 27, 2021; October 27, 2022
Revised: October 28, 2009; October 28, 2020
Gifts

In appreciation of community support, the Mahopac Public Library accepts gifts, donations, and memorials.

Mahopac Public Library accepts gifts under the following conditions:

- Restricted gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library. Generally, the Library Director will accept restricted donations that fall within the established collection guidelines or previously established Board of Trustees policy. Donations with unusual restrictions will be referred to the Board of Trustees or the Executive Committee for consideration.

- Unrestricted monetary gifts and gifts of securities or investments generally will be accepted in accordance with Board of Trustees established Investment Policy Statement (IPS).

- Gifts of library materials (books, magazines, audio-visual items, etc.) will be accepted with the understanding that the Library reserves the right to add them to the collection, distribute them to other libraries, sell them, donate them, or discard them. Gift materials will be evaluated by the same selection standards that apply to purchased materials.

- Gifts such as, but not limited to, real and personal property, art objects, portraits, antiques, and other collectibles will be accepted only on the condition that they may be sold, given away, or discarded at the discretion of the Board of Trustees. Any proceeds derived from such disposal may be used by the Library in a manner consistent with the original gift, if practicable.

- Other than cash and negotiable instruments, the Library’s Deed of Gift form must be signed by the donor or his/her executor.

- Gift items will be acknowledged in writing if the donor wishes. The Library, or its agents, will not appraise or estimate the value of gift donations. The responsibility for such assessment normally lies with the donor in accordance with Publication 561, Determining the Value of Donated Property, issued by the Internal Revenue Service. Any letter of acknowledgement will not contain a statement of value.

- Trustees shall not accept gifts of any kind from a member of the public or vendors, except for small items such as a plant or cookies. All other gifts must be refused or returned to the sender with an explanation that the acceptance of gifts is against Library policy.

- Employees may accept gifts in accordance with Personnel Policy 3.10(g) Gifts.

- The Library Director shall report to the Board of Trustees all gifts, not less than quarterly. The report shall include both the nature of the gift and its monetary value.

- The Board of Trustees reserves the right to refuse any gift.

Policy Adopted: February 28, 1990
Revised: December 15, 2004;
Reviewed: January 23, 2019; January 27, 2021, January 27, 2022
Deed of Gift Form

I, the undersigned Donor, hereby donate and convey to Mahopac Public Library (the “Library”), all rights, title, and interest that I possess in the materials described in this Deed of Gift.

DONOR INFORMATION:
Name: __________________________________ Phone: ________________________________
Address: ________________________________________________________________
E-mail: ________________________________________________________________

NATURE OF DONOR’S RIGHT IN MATERIALS (e.g. owner, heir, executor, trustee, etc.):
______________________________________________________________

COPYRIGHT INTERESTS:
I represent and warrant that I control the copyright in the donated materials (please initial) ________

COPYRIGHT CONVEYANCES:
To assign to the Library the copyright of the donated materials, please initial: ______

DESCRIPTION OF DONATED MATERIALS (Please note any restrictions on the Library’s use of this gift):
I understand that the location, retention, cataloging, preservation, and disposition of the donated materials by the Library will be conducted at its discretion, in accordance with Library policy and applicable law. The donated materials may be displayed physically by the Library. Images of the donated materials may be displayed on the Internet, the Library’s web page, and social media accounts in a manner reasonable assured to prevent copying or redistribution. The donated materials shall be made available for research. The donated materials may be deaccessioned in accordance with the Library’s Collection Development Policy.

I represent and warrant that I am the sole owner of the materials described above, that I have full right, power, and authority to give the materials to the Library, and that the information I have provided is accurate. The terms of this Deed of Gift shall apply to all of the donated materials described in this Deed of Gift notwithstanding that some of the materials may be delivered before or after the date of this Deed of Gift.

I understand the sections on “Copyright Conveyances” and “Copyright Interests”. I have received and explanation of all terms and conditions of this Deed of Gift and agree to them as indicated by my signature below.

Signed: ____________________________ Date: __________________

ACCEPTANCE BY LIBRARY:
Mahopac Public Library hereby accepts this gift on behalf of the Board of Trustees with appreciation and agrees to the conditions stated in this Deed of Gift.

Name: ____________________________ Title: __________________

Signature: ____________________________ Date: __________________
Homebound Delivery Services

Patron Eligibility
Homebound delivery services shall be provided to the residents of Mahopac/Mahopac School District who are not able to come to the Library. “Homebound” is defined as being generally confined to the residence either temporarily, due to illness or accident, or permanently, due to age, disability, or other mobility problems.

Library Card and Homebound Registration Forms
Homebound patrons must have a Mahopac Public Library card in good standing. (A library card in good standing is defined as one with no fines, fees, lost or overdue materials). If they do not have a Mahopac Public Library card, library staff will mail a registration card, or create a digital account. A card will be issued and the volunteer who makes the initial item delivery will also deliver the card. A file containing Applications for Homebound Services and Homebound Delivery Service Patron Release forms will be at the Circulation Desk for prospective homebound patrons and can also be found on the Mahopac Library home page under the Services tab.

Delivery Schedule/Loan Period
Materials will be delivered by a volunteer as requested by patron on a case by case basis. Materials will be delivered to the door; no inside deliveries will be made and items will be left if there is no answer upon arrival. At the time new materials are delivered, the items from the previous delivery will be retrieved and returned to the Library. There are no visits provided solely for the pickup of outstanding materials, except upon homebound service termination. The patron will sign off acknowledging the receipt of new materials and retrieval of returned materials. Same week delivery is not guaranteed as delivery is provided by library volunteers.

Fines/Fees
There is no fee for the homebound delivery service. Overdue fees will not be charged on homebound materials. The Library’s standard fee schedule shall apply for damaged or lost items.

Renewals
Materials will be renewed according to the Library’s existing renewal policy.

Materials Available for Homebound Delivery
All Mahopac Public Library materials are eligible for homebound delivery with a limit of ten (10) items per month. The Library’s standard borrowing limits pertaining to material format will apply. Two Kindle Paperwhites preloaded with current bestsellers and best-selling authors will be available for homebound patrons. The Kindles will have an extended loan period of 12 weeks.

Policy Adopted: October 26, 2011
Revised: December 5, 2011; October 21, 2015; December 13, 2017, November 28, 2018, December 18, 2019, November 17, 2021
Homeschooling Kits

Mahopac Public Library makes Homeschooling Kits available to Library card holders in order to assist with at-home learning. In order to ensure fair and equitable access, the Board of Trustees of Mahopac Public Library has adopted the following policies and procedures.

Homeschooling Kits may be borrowed by Mahopac Central School District residents who are 18 years of age or older and have a Mahopac Public Library card in good standing. (A library card in good standing is defined as one with no fines, fees or overdue materials).

Homeschooling Kits are available on a walk-in, first-come, first-served basis. They may not be reserved.

Homeschooling Kits are limited to one per family.

In order to borrow a kit, the patron’s Library card or photo ID must be presented at the Circulation Desk at Mahopac Public Library. At the time of check out, the patron shall complete a Homeschooling Kit Loan Agreement.

Homeschooling Kits may be borrowed for two (2) weeks and may not be renewed. They must be returned in person to the Youth Services Desk at Mahopac Public Library. Kits may not be returned to other libraries or in the book drop.

Before the kit is checked in, it will be examined by Library staff to ensure that all parts are present. No fines will accrue during this waiting period.

The Library reserves the right to deny the use of Homeschooling Kits to any borrower who repeatedly returns them late or with pieces missing.

Fines and Replacement Costs
The borrower assumes full responsibility of the cost for replacement in the event that the Homeschooling Kit, or any of its component parts, is lost, stolen or damaged.

<table>
<thead>
<tr>
<th>Kit Name</th>
<th>Cost</th>
<th>Kit Name</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridge Building Engineering Center</td>
<td>$40.00</td>
<td>Create a Chain Stem Kit</td>
<td>$90.00</td>
</tr>
<tr>
<td>Electricity Activity Tub</td>
<td>$70.00</td>
<td>Force and Motion Lab</td>
<td>$80.00</td>
</tr>
<tr>
<td>Solar System Activity Tub</td>
<td>$70.00</td>
<td>Three Little Pigs Kit</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

An overdue fee of $1.00 per day shall be charged up to the full replacement value of the item for a kit that is not returned by its due date.

* Policy Adopted: January 27, 2021
Reviewed: January 27, 2022
Hours of Operation

1. PURPOSE
Mahopac Public Library provides service during hours that meet the needs of the community as determined by public input. The hours of service exceed the standards for a community of our size as set by New York State. (For communities serving a population from 25,000 to 99,000, the minimum number of scheduled open hours is 55.)
Library hours are posted in the Library and are publicized in the community. The current hours of operation are appended to this policy.

2. PROCEDURES FOR DAILY CLOSINGS
All materials and services are available all hours the Library is open with the following exceptions:

- Last access to computers, electronic databases, microform readers, and special collections - 10 minutes prior to closing.
- Last access to quick internet computers - 10 minutes prior to closing.
- Last new patron registrations - 15 minutes prior to closing.

Library staff will announce impending closing 30 minutes, 15 minutes, 10 minutes, and 5 minutes prior to closing. All materials to be checked out must be brought to the circulation desk 5 minutes before closing.

3. HOLIDAYS AND EMERGENCY CLOSINGS
Holiday closings are posted in the Library and are publicized on the Library’s website, social media pages, and program calendar.

The Library is closed for the following holidays:
- New Year’s Eve – close at 1:00 pm
- New Year’s Day
- Easter Sunday
- Sunday before Memorial Day
- Memorial Day
- Independence Day
- Labor Day
- Wednesday before Thanksgiving Day – close at 5:00 pm
- Thanksgiving Day
- Christmas Eve – close at 1:00 pm
- Christmas Day

In the event of weather-related, emergency, or other necessary closings, the Library staff will endeavor to provide as much advance notice as possible by means of an emergency closing telephone message, radio station alerts, Facebook posts, website announcements, and signs on the entry doors.

4. REMOTE ACCESS
The Internet has made it possible for people to “use” the Library and some of its resources 24 hours a day, 7 days a week. Users can access the Library’s catalog, request materials, and
connect to a variety of informational resources. A valid Mahopac Public Library card may be necessary to access some of the Library’s electronic subscription databases.

Policy Adopted: April 23, 2003
Revised: October 24, 2007; February 22, 2017; March 24, 2022
Reviewed: December 13, 2017; December 19, 2018; February 27, 2019; December 16, 2020
Mahopac Public Library
Current Hours of Operation

**September through June**
- Monday: 9:30 am to 7:00 pm
- Tuesday: 9:30 am to 7:00 pm
- Wednesday: 9:30 am to 7:00 pm
- Thursday: 9:30 am to 7:00 pm
- Friday: 9:30 am to 7:00 pm
- Saturday: 9:30 am to 3:00 pm
- Sunday: 1:00 pm to 5:00 pm

**July through Labor Day**
- Sunday: Closed

Policy Adopted: April 23, 2003
Revised: October 24, 2007; July 9, 2008, December 14, 2016, December 16, 2020; March 24, 2022
Investment Policy Statement (IPS)

1. SCOPE
   The Board of Trustees of the Mahopac Public Library acts as custodians of public funds and, as such, it is subject to very tight restrictions on eligible investments. In accordance with General Municipal Law and subsequent court rulings, all funds in the Library’s control (including privately raised monies) must be invested in a limited number of financial vehicles.

2. OBJECTIVES
   The objectives of the Mahopac Public Library’s investment activities are to:
   • adequately safeguard principal;
   • provide sufficient liquidity to meet all operating requirements; and
   • obtain a reasonable rate of return while adhering to all applicable federal, state, and other legal requirements.

3. DELEGATION OF AUTHORITY
   Responsibility for administration of the investment program is delegated to the Finance and Budget Committee of the Board of Trustees with the assistance of the Library Director. This Committee shall establish written procedures for the operation of the investment program by majority vote of the quorum of the Board of Trustees and consistent with the investment guidelines outlined in this policy.

4. PRUDENCE
   All participants in the investment process shall seek to act responsibly as custodians of the public interest and shall avoid any transaction that might impair public confidence in the Mahopac Public Library to govern effectively.
   Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.
   All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

5. DIVERSIFICATION
   It is the policy of the Mahopac Public Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

6. INTERNAL CONTROLS
   The Finance and Budget Committee, with the assistance of the Library Director, is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition and that transactions are executed in accordance with Board of Trustees authorization, are recorded properly, and are managed in compliance with applicable laws and regulations.
7. **DEPOSIT OF PUBLIC FUNDS**

Annually, pursuant to a resolution adopted by an affirmative vote of a majority of the total membership of the Board, the Mahopac Public Library shall designate at least one bank as defined by the banking law and located and authorized to do business in New York for the deposit of public funds. The funds are deposited into a money market account and transferred as needed to a checking account for operating purposes. All funds are secured in accordance with the provisions of General Municipal Law §10.

The Mahopac Public Library will purchase treasury notes maturing within one year and/or certificates of deposit from banks and trust companies as defined by the banking law and located and authorized to do business in New York. All certificates of deposit will be FDIC insured up to the current FDIC insurance limits and no one bank will have more than those limits allow. Maturities will be staggered to maintain sufficient cash reserves for current operating expenses.

8. **COLLATERALIZING OF DEPOSITS**

All deposits of the Mahopac Public Library, including certificates of deposit and special time deposits, which are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured in accordance with General Municipal Law §10.

- A pledge of “eligible securities” with an aggregate “market value” or as provided by General Municipal Law §10, equal to at least the aggregate amount of the public deposits for which collateral is being sought.

- A pledge of a pro rata portion of a pool of eligible securities, as defined by General Municipal Law §10, having in the aggregate a market value at least equal to the aggregate amount of public deposits from all officers making deposits within the state at such bank or trust company, together with a security agreement from the bank or trust company. Such security agreement shall comply with the provisions of General Municipal Law §10.

- An eligible “irrevocable letter of credit” issued by a qualified bank, other than the bank with the deposits, in favor of the Library for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

- An eligible surety bond payable to the Library for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

9. **SAFEKEEPING AND COLLATERALIZATION**

Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to security and custodial agreements in accordance with the provisions of General Municipal Law §10.
10. **PERMITTED INVESTMENTS**

10.1 As authorized by General Municipal Law §11, the Mahopac Public Library authorizes the Finance and Budget Committee to invest monies not required for immediate expenditure, except monies the investment of which is otherwise provided for by law, in instruments becoming payable within such time as the proceeds shall be needed to meet expenditures for which such monies were obtained, which may include one or more of the following types of investments.

- special time deposit accounts in commercial banks and trust companies located and authorized to do business in New York State;
- certificates of deposit in commercial banks and trust companies located and authorized to do business in New York State;
- obligations of the United States of America;
- obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- obligations of the State of New York;
- with approval of the State Comptroller, obligations issued pursuant to Local Finance Law §24 or §25 by any municipality, school district or district corporation other than the Mahopac Public Library;

10.2 All investment obligations shall be payable or redeemable at the option of the Mahopac Public Library within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Mahopac Public Library within two years of the date of purchase.

10.3 Except for gift, grants, or bequests given to the Library as a true trust, which are subject to the “prudent investor” provisions of Estates, Powers and Trusts Law §§11-2.2 and 11-2.2, even privately acquired funds are subject to these investment limitations.

11. **AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

All financial institutions with which the Library conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Mahopac Public Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank as primary dealers.

12. **PURCHASE OF INVESTMENTS**

The Finance and Budget Committee is authorized by majority vote of the quorum of the Board of Trustees to contract for the purchase of investments directly, including through a repurchase agreement, from an authorized trading partner or by utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

13. **REVIEW AND AMENDMENT OF INVESTMENT POLICY STATEMENT**

The Finance and Budget Committee, with the assistance of the Library Director, shall review the Investment Policy Statement annually, based on the Library’s fiscal year of July 1 – June 30.
Mahopac Public Library Board of Trustees shall have the power to amend its Investment Policy Statement as needed in accordance with the provisions of General Municipal Law §39.

14. THE HENSCHEL FUND
The Henschel fund is a bequest made to Mahopac Public Library by Sylvia B. Henschel. The investment strategy for the Henschel Trust, approved by the Mahopac Library Board of Trustees, is as follows:

- $50,000 is invested in a fully insured money market account at a commercial bank, in order to maintain liquidity.
- The remaining funds are divided among five certificates of deposit utilizing a five year laddered CD investment strategy.

As a CD comes due, the Board will determine if the full amount of the CD, including interest, shall be reinvested. If funds are needed for a specific project, they may be withdrawn from the balance and the remainder re-invested.

Policy Adopted: November 20, 1996
Revised: October 24, 2007; October 28, 2009; December 14, 2016, May 22, 2019, May 26, 2022
Reviewed: January 24, 2018, May 26, 2021
Learning Lab

The Mahopac Public Library offers a variety of computer trainings and workshops in its Learning Lab (LL) to help its patrons acquire the knowledge and technical skills they need in order to use the variety of digital information and communication technologies for finding, evaluating, creating, and communicating information.

In order to provide guidance for the use of the Learning Lab, the Trustees of Mahopac Public Library have adopted the following Policy that defines the conditions and limits of use.

USE

All individuals and groups must abide by the Library’s Computer Resources policy.

The LL is used primarily for staff and patron training and instruction. Patrons may use the Library's LL computers for these sessions, but they are invited to bring in their own mobile devices and laptops in order to learn how to operate them. On a case by case basis, the LL staff may allow patrons to bring in desktop computers in the event that the computers in the Library are unsuitable for answering the specific questions that the patron has [as a result of operating system differences, for example]. Due to the potential risk to the equipment of repeated movement, desktop units may only be brought in twice per patron.

- Patrons who decide to bring in their own equipment agree to hold the Library harmless from any loss, damage, liability, costs and/or expense that may arise during or to be caused in any way by such use of the LL during or after these sessions.

GUIDELINES

The staff of the LL are not technology professionals. Staff can provide basic technology guidance but may be unable to assist with more complex needs. While staff cannot endorse or recommend outside professionals, staff can assist in a patron’s search for local technology professionals and information to help them make an informed decision.

For hands-on workshops and training, the maximum number of users that the LL can accommodate is 10 unless other prior arrangements are made with the instructor.

No food or beverages are permitted in the LL without permission from the Library Director.

Users will not leave library materials or personal belongings unattended in the LL.

All users are expected to abide by the Mahopac Public Library Code of Conduct and its emergency procedures. Users must vacate the LL in the event of a fire alarm or other emergency.

Computers will be turned off 15 minutes prior to Library closing times.

PROCEDURES FOR LIBRARY SPONSORED WORKSHOPS AND TRAININGS
Instructor-led trainings teach specific computer skills or applications to groups. Registration is required. Class sizes are limited to 10 participants. Every effort will be made to notify wait-listed students if a registered student cancellation is received. Class reservations will be held for 15 minutes. No one will be admitted to a class after this 15 minute period. Walk-ins may be permitted at the instructor’s discretion.

Technology Drop-in Help are sessions that allow users to stop in at the LL without a reservation in order to receive assistance with computer and mobile device issues. Students from grades 3 and up are welcome to attend Technology Drop-In Help, however students in grades 3-7 must be accompanied by a parent or guardian.

LIABILITIES

The Library allows the use of its facilities with the understanding that the Library accepts no responsibility for the personal safety of any person, either inside or outside the building, during that use. The Library is not responsible for damage, loss, or theft of personal property.

All users agree to hold the Library harmless from any losses, damages, liabilities, costs and/or expenses that may arise during or to be caused in any way by such use of the Library facilities.

All agree to compensate the Library for any damages to the LL or other property of the Library caused by, or resulting from, their use of the LL and its equipment.

Adopted: September 25, 2013
Revised: June 28, 2017; June 26, 2019, June 23, 2021; August 25, 2022
Manual Cash Handling Policy

I. Policy Statement:

This policy defines the responsibilities for any Mahopac Public Library (MPL) employee who handles currency, cash equivalents, charge card transactions, or checks (“Cash”). Personnel that receive, handle, transport or deposit cash must follow documented procedures to prevent financial loss, prevent and detect errors, and promote security and accurate financial reporting. Appropriate internal controls include the segregation of duties, safekeeping of cash, prompt deposit of all cash receipts, accurate reconciliation of collections, and appropriate record keeping.

II. Procedures

Cash Handling Procedures:
Procedures for the handling of cash receipts are designed to provide accountability for monies received. All MPL employees are responsible for complying with the policies and procedures described herein. Non-compliance with these policies and procedures may lead to disciplinary action.

- Use of MPL funds or receipts for cashing checks is prohibited. Retention of cash from outside sources for use as petty cash or making change is prohibited. Staff members cannot accept checks or credit card payments for over the amount due unless the patron intends the excess funds to be a donation to the library.
- Cash should never be left unattended, for any period of time.
- When a MPL employee receives cash, it is to be deposited immediately into the point of sale system under the correct Accounting Category Key. All cash receipts are then identified by category with a detailed report from the Square Dashboard.
- Cash payments of larger than a $20 bill shall not be accepted.
- If a patron wishes to pay using a credit card, the charge will be processed through the secure charge card reader. No copies of the patron’s account number, expiration date, or CVV security code will be kept.
- Patrons will receive a printed receipt for every transaction. The receipt will indicate the date of the transaction and the amount of the transaction.
- MPL does not accept credit card payments by mail, email, fax or telephone.
- MPL will accept personal or corporate checks for daily business transactions. Checks will be endorsed by a staff member with the Library’s “for deposit only” stamp when they are received.
- The amount of $35.00 will be charged to a patron whose check is returned due to insufficient funds. This amount should be included in all billings and a sign should be posted at the front desk.
- Previous payments for lost items that are subsequently found, are refundable in the amount of the replacement cost minus 10%, if both the item and receipt are returned, the item is in good condition as determined by Library staff, and the item is returned within six (6) months after payment of the bill. If
the receipt has not been returned however there is a record of the payment in the Sierra system, reimbursement will be issued. The payment must have been made at Mahopac Public Library. The refund is made with a check issued by the Library. Refund checks are issued after payment is approved by the Board of Trustees at one of their regularly scheduled meetings, therefore, it may take up to one month before a refund check is mailed. Refunds shall be issued from the Library’s cash collection only when items are found and returned on the same day on which they have been paid.

Checks received from other libraries, either as payment for lost items or fines paid, will be entered in the point of sale system and placed in the drop safe to be counted with that day’s cash drawer.

Cash will be kept on hand for making change at the Circulation Desk if necessary. The circulation change fund denominations are specified in the internal version of this policy.

The amount of change funds on hand should remain the same at all times; therefore the change funds do not require replenishment.

When necessary, the staff member designated to do the banking will make change to return the denominations to those as specified above.

**Point of Sale System Operation**

Only Library employees with appropriate training are authorized to use the point of sale system. Each staff member using the point of sale system has a unique 4-digit code which must be entered before the point of sale system is operated.

Library employees will enter their personal code prior to entering any transaction into the point of sale system. The list of employee codes is kept and updated by the Head of Readers’ Services, with a copy given to the Library Director.

The point of sale system keys will never be left in the machine unattended. When not in immediate use the key will be stored in a secure location.

**Point of Sale System Correction Log**

All cash register mis-rings and errors will be recorded on an error form (see page 8), including the date, time, person responsible, and the error made. The receipt for each occurrence will be placed with the error form. If there were any errors recorded, circulation staff will put the error form(s) in the cash pouch for that day.

Staff will enter their personal code for all NO SALE openings of the cash drawer.

**Safeguarding Funds:**

All funds collected during open operations are stored in a locked cash drawer. Only designated personnel will have access to these funds during the hours the library is open. Every morning, a circulation staff member will count the float funds from the cash drawer and place the remaining cash, checks, and receipts in the cash bag for the day before. A second staff member will recount the float funds to ensure they are correct. The cash is placed in the drop safe in a secure location. Access to library safes is limited to specific personnel.

Cash designated as float funds is used to begin each day in the cash drawer. The float fund denominations are specified in the internal version of this policy.
The amount of float funds on hand should remain the same at all times; therefore the float funds do not require replenishment. Change to keep the float as specific denominations will be made from the change funds.

**Public Photocopier and Envisionware Print/Fax System Procedures**
The public photocopiers, Envisionware print release stations, and the document station printer all have coin/bill accepter units attached to them.

Twice a week, a designated employee will open the back of each vending unit. Any bills and overflow coins are taken out of each vending unit, counted and the amount entered into the point of sale system under the appropriate key. The cash is placed in a designated cash bag which is then placed in the drop safe to be counted with the corresponding day’s funds.

**Patron Fine Waivers**
MPL materials are checked out for a specific period of time. Overdue fines are assessed only for inter-library loan materials, museum passes, iPads, audio-visual equipment and Kindles returned past their due date. Charges may also be assessed to a patron account for lost or damaged items. The Library’s policy is that fines and fees are not waived unless the charges are the result of an error, or if there are extenuating circumstances. All fines that are to be removed from a patron account must be done in Sierra as a WAIVE function. The staff member performing the waive should put their initials in the record.

**Staff Fine Waivers**
The waiving of fines for MPL employees does not include lost or damaged items. Lost or damaged items are the responsibility of the employee.

All fines that are to be removed from a staff member’s account must be done in Sierra as a WAIVE function. The staff member performing the waive must put their initials in the record. The waiving of staff fines is a benefit for the employee and does not include fine forgiveness for family members, friends or acquaintances.

There is no yearly maximum of fines to be waived for employees, but any use of this benefit deemed excessive will be reviewed by the Library Director and discussed with the employee.

**Reconciliation of Point of Sale System Money**
Each weekday morning, a designated staff member will retrieve the pouch(es) from the locked drop safe where they were placed for security purposes. Each day there will be a minimum of one pouch to be reconciled, with either two or three on Monday mornings depending on the time of year and what days the library is open on the weekend. Twice a week a designated employee will empty the cash boxes on the printers and copiers/fax. The cash will be counted and the amounts entered into the point of sale system under the appropriate key code. The cash will be secured in the drop safe to be counted in the next day’s cash drawer tally.

All payments for Book Barn purchases are collected at the Circulation Desk and are entered into the point of sale system under the appropriate key code by a staff member. The money, both cash and checks, is then secured in the drop safe by an MPL staff member to be counted in the next day’s cash drawer tally. The Friends’ money is secured in a designated cash bag in the Director’s safe until it is to be deposited in the Friend’s bank account each week.
Cash bags should contain the cash from the drawer (bills and coins), checks, and credit card slips.

Before completing the Daily Cash Drawer Tally sheet, run a Transaction Report, a Sales Summary Report, and an Item Detail Report for each day’s pouch to be counted [see RUNNING REPORTS FROM THE SQUARE DASHBOARD procedure]. Follow the instructions for filing out the Daily Cash Drawer Tally sheet [see the COMPLETING THE DAILY CASH DRAWER TALLY SHEET procedure]. The Business Office Manager also runs a CREDIT CARD DEPOSIT REPORT daily, enters the amount into Quickbooks, and gives it to the Director for approval.

Once the cash bags have been counted and reconciled, a Fines Paid report should be run through Sierra and compared to the amount of fines noted on the Item Detail report run through the Square Dashboard [see RUNNING FINES PAID REPORT THROUGH SIERRA procedure].

**Deposits**
Deposits are made twice a week. A designated employee will retrieve the cash bags from the safe in a secure location. Each cash bag will contain the cash, checks, daily cash drawer tally sheet and point of sale entry error slips (if any). The designated employee will recount the money and checks to ensure accuracy. Copies will be made of the checks to be deposited for each Daily Cash Drawer Tally sheet and the copies attached to the corresponding sheet. Once the deposit has been made, the deposit slip is paper clipped to all of the matching tally sheets and given to the Business Office Manager. Deposit slips will be attached directly to copies of checks that must be deposited separately for recordkeeping reasons.

The Library’s Business Office Manager will run an Item Summary report from the Square dashboard for each deposit period and fill out a Cash Tally Coding form to be attached to the corresponding deposit packet [see COMPLETING THE CASH TALLY CODING FORM procedure].

Coding will be noted directly on the copy of each check that has been deposited separately for recordkeeping purposes. The coding of these checks will not be included on the Cash Tally Coding form.

Friends’ funds are deposited weekly. A designated employee will verify that the amount of cash and checks noted on the Friends’ slips match the cash and checks to be deposited. Checks will be copied and, after the deposit is made, both the deposit slip and check copies will be given to the Business Office Manager to be filed in the Friends’ file in the Administrative offices.

Friends’ payments made by credit card are reimbursed monthly. At the beginning of each month, the Business Office Manager will run reports from the Square dashboard for the previous month to determine the amount to be reimbursed to the Friends [see RUNNING MONTHLY FRIENDS’ CHARGE REPORTS FROM THE SQUARE DASHBOARD procedure]. A check will then be issued by the Library’s Business Office Manager in that amount and will be deposited in the Friends’ account.

**Petty Cash**
Petty cash funds are for employee reimbursement of purchases of materials, supplies and services under conditions requiring immediate payment, in cash, in amounts of $25.00 or less, unless approved by the Library Director. Original receipts, with the petty cash slip, must be submitted for reimbursement. The Library does not pay sales tax on purchases. Employees should supply a vendor with the Library’s tax exempt certificate before each purchase to avoid being charged sales tax. Employees will not be reimbursed for sales tax payments.
Replenishment of petty cash fund is requested when fund balance is less than $100.00. The Library’s Business Office Manager issues a replenishment check when MPL submits an itemized voucher including original purchase and reimbursement receipts and creates a journal entry in Quickbooks. The Mahopac Public Library Board of Trustees has determined that the total MPL petty cash fund is $200.00.

Petty cash is secured in a locked cabinet in a secure location.

**Donations:**
Gifts and memorials (check or cash) received by a department should be forwarded to the Library Director with the corresponding library donation form. The Library Director acknowledges receipt of gift through a letter to the donor. A designated staff member deposits gifts into the Library’s bank account. Gifts are reported to the Board of Trustees at the next regularly scheduled meeting.

Gifts of materials are handled according to the Library’s Gifts Policy.

**Record Keeping:**
All records are kept in accordance with the retention and Disposition Schedule for New York Local Government Records (LGS-1), for the length of time and in the format required.

**Refunds for Fax or Print Issues**
In the event of equipment malfunction, refunds for faxes or prints will be given. A note is to be left informing the staff member designated to do the banking so the amounts can be balanced. The money should not be taken from the point of sale system.

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Policy Adopted: September 26, 2018
Revised: October 28, 2020; October 27, 2021, June 23, 2022
Point of Sale entry error/s

___ punched in the wrong amount
___ punched check for cash
___ punched cash for check
___ other (please explain)

Clip receipt to this note

___ Initials (very important)

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Point of Sale entry error/s

___ punched in the wrong amount
___ punched check for cash
___ punched cash for check
___ other (please explain)

Clip receipt to this note

___ Initials (very important)
Meeting Rooms

PURPOSE
Mahopac Public Library contains several rooms that will be made available to non-library groups and individuals on an as-requested and as-available basis. These rooms are available for educational, recreational, business, and civic purposes, provided that such use does not interfere with regular Library services or programs or place an undue burden on Library staff and resources.

The Library maintains a limited open forum and, therefore, it has the right to reasonably regulate the time, place, and manner of expressive activities in its facility including the Café and Study rooms.

In order to provide guidance for the use of these meeting rooms for non-library functions, the Trustees of the Mahopac Public Library have adopted this Policy that provides for application procedures, responsible party identification, usage fees, and limits on use.

Please note that the use of study rooms during Library hours shall be governed by the Study Rooms Policy. This policy shall be made part of any application.

Failure to comply with any part of this policy may result in future denial of meeting room use.

USE

Use of the meeting rooms does not imply endorsement, support, or co-sponsorship by the Library for the activities that take place in the meeting rooms nor the beliefs or views of the groups sponsoring the events.

The Library is a 501(c)(3) charitable organization and, therefore, its facilities and/or equipment shall not be used for any conduct which would violate the requirements of a 501(c)(3) charitable organization. No groups or individuals may use the Library’s facilities or equipment to campaign for candidates for political office or for any activities that may reasonably be viewed as endorsing, advocating for, supporting or opposing a particular candidate or elected official. This restriction, however, will not apply to groups or individuals sponsoring political debates.

Rooms may be booked a minimum of 24 hours or up to six months in advance; maximum room reservation length is two (2) hours. For-profit groups may reserve a meeting room for up to three (3) consecutive meetings and no more than six (6) meetings per year. Ad hoc requests will be accommodated subject to room availability and at the discretion of the Library Director.

Public meeting rooms may only be used upon written application, payment of applicable fees, and approval by the Library Director (or designated staff member).

No groups may charge or solicit an admission-type fee for any event or program held in the meeting rooms. Sale or marketing of goods or services by individuals or groups is prohibited.

The number of attendees shall be limited to the posted maximum occupancy.

Activities for children under the age of eighteen (18) must be supervised by responsible adults.
The meeting rooms are not intended to serve as a permanent public meeting location for any group. No organization or group may reserve a meeting room on a continual basis for the same date and time in such a manner that the Library meeting rooms become the regular meeting location of a group.

STUDY ROOMS

The use of Study Room 1 and 2 is governed by the Mahopac Public Library on Study Rooms.

GUIDELINES

The primary use of Mahopac Public Library meeting rooms shall be for Library sponsored and staff-led programs, activities, meetings and events, and for Friends of Mahopac Public Library sponsored programs or meetings. When available, the Library will offer meeting rooms for use by not-for-profit organizations, local for-profit businesses, Library-affiliated groups, and school-based and scout groups, for civic, educational, cultural, intellectual, and recreational purposes.

The Library shall not discriminate in granting permission for the use of Meeting Rooms on the basis of race, religion, age, gender, national origin, disability, sexual orientation, or gender identity and expression.

In fairness to all, a single group may not reserve or use a meeting room more than once per month without permission of the Library Director.

The meeting rooms may not be used for religious services, campaigns for specific partisan candidates, birthday parties, anniversary parties, showers, weddings, funerals, reunions, fundraisers, dances, mixers, or similar social events. Events sponsored by the Friends of Mahopac Public Library for the purposes of fundraising for the library are the exception.

The second floor meeting room (Land Use Center) is available for community use only during the posted hours of operation of the Library. Please note that the Land Use Center contains materials that may need to be accessed by Library staff during the reserved timeslot. All efforts will be made to be as unobtrusive as possible.

Third floor meeting rooms (Community Room, Third Floor Meeting Room, and the Conference Room) will be available during the posted hours of operation of the Library.

All programs must be scheduled to end at least 15 minutes prior to Library closing times. However, the Library reserves the right to require programs to end earlier. The rooms must be returned to their original condition and vacated by the posted Library closing time.

- No custodial services are provided in connection with the use of the rooms. The Library staff provides no furniture moving or hospitality services. The group making the application shall be responsible for topical cleaning of the room immediately after use and for the disposal and removal of all trash. All furniture is expected to be returned to its original configuration at the end of the function.
- Materials may not be affixed to the walls, ceilings, doors, or windows. The use of candles, flammable liquid, lighters or smoke machines is prohibited.
• No food or beverages shall be allowed in the Land Use Center without approval from the Library Director.
• Wine and/or champagne may be permitted in the Library with the approval of the Library Director and in accordance with the Library’s Policy on Alcohol Use. [See Mahopac Public Library Policy on Alcohol Use.]
• Soliciting or canvassing Library patrons is not permitted.

Smoking is prohibited in the Library and on all property under the control of Mahopac Public Library at all times, including, but not limited to: buildings, grounds, entrances, sidewalks, and parking lots. Smoking is defined as the use of cigarettes, pipes, cigars and other devices that produce smoke, including electronic cigarettes and water pipes. [See Mahopac Public Library Policy on Smoking.]

All members of the group are expected to abide by the Mahopac Public Library Code of Conduct and its emergency procedures. Users must vacate these rooms in the event of a fire alarm or other emergency.

The Library is not responsible for materials or equipment brought into the Library by individuals or groups. Such materials or equipment may not be stored in the Library.

No food or beverages may be stored in the Library’s refrigerators or freezers other than the day of the scheduled meeting. All remaining food or beverages must be removed from the Library at the conclusion of the scheduled meeting.

If a group violates one or more of the meeting room guidelines, the group will receive a written Mahopac Public Library Meeting Room Violation Notification. A group may be denied use of the facility after receiving the third violation notice.

A person or group denied permission to use the meeting room may appeal such denial with the Library Director.

EQUIPMENT

The Library is not responsible for providing any special equipment for a group’s use. Groups are welcome to bring their own audio-visual equipment. If a group wishes to use Library-owned audio-visual equipment, it must make arrangements at least one week in advance.

RESERVATIONS AND CANCELLATIONS

Applications for use of the meeting rooms shall be reviewed by the Library Director (or designated staff member). Availability of rooms, the Application for Meeting Arrangements, and the Hold Harmless Agreement are available on the Library’s website under “Room Reservations”.

The individual who signs the application must be at least 21 years of age and be in attendance when the meeting room is in use. S/he shall be responsible for the conduct of the group, payment of bills, and for protection of Library property in connection with the meeting. The Library shall be promptly reimbursed by the signing party for any expense or damage resulting from the use of the facility.
Twenty-Four (24) hour advanced notification is required for any cancellation in order to avoid the usage fee charge and receive a Mahopac Public Library Room Violation Notification.

Meeting room privileges will be rescinded for groups that book rooms on a regular basis and do not notify the Library of meeting cancellations.

The Library reserves the right to cancel any reservation (with notice) if a Library event/program needs the room. The Library reserves the right to cancel prior meeting room reservations without notice in the event of emergency, such as snow closings or unsafe building conditions. In the case of an unscheduled Library closing, a group may reschedule another meeting time or obtain a full refund of any fees paid in conjunction with the reservation.

FEES

The current Schedule of Fees can be found on the Application for Meeting Arrangements. Fees for room use are expected to be paid 48 hours prior to confirmation.

If food and/or beverages are served and cleanup is incomplete, or if craft materials’ wastes are not disposed of fully, then a custodial fee will be charged at a rate of $15 per meeting.

LIABILITIES

The Library allows the use of its facilities with the understanding that the Library accepts no responsibility for the personal safety of any person, either inside or outside the building, during that use. The Library is not responsible for damage, loss, or theft of personal property.

All users agree to hold the Library harmless from any loss, damage, liability, costs and/or expense that may arise during or to be caused in any way by such use of the Library facilities.

All groups agree to compensate the Library for any damages to the meeting room(s) or other property of the Library caused by, or resulting from, the use of the meeting room.

All groups must submit a Certificate of Liability Insurance form from an insurance company acceptable to Mahopac Public Library showing minimum limit of $1,000,000, which includes Mahopac Public Library as an additional insured, and providing contractual liability for the hold harmless agreement, which is acknowledged in this policy. The certificate will be provided to Mahopac Public Library prior to the first use of the premises.

Should the Mahopac Public Library waive the insurance requirement, it is agreed that this will not waive the hold harmless agreement. (See attached Hold Harmless Agreement.)

PUBLICITY

For non-Library related programs, all advertising and publicity material to be posted in the Library must be submitted to the Library Director for approval two weeks prior to distribution and/or publication.
Neither the name nor the address of the Mahopac Public Library may be used as the official address or headquarters of an individual or organization.

The Library will not advertise or promote any meeting or event unless it is a co-sponsor.

Groups or individuals using the meeting rooms may not imply that the event is sponsored, co-sponsored, or endorsed by the Library in any such advertising or publicity material and must include a disclaimer to this effect.

Groups using the meeting rooms may not instruct the public or their invitees to contact the Library for information regarding these events.

PARKING

Parking spaces in the Library lot are reserved for Library patrons. If the number of expected meeting attendees is 20 or more, alternative parking options must be used. The individual designated as the contact for the Application for Meeting Arrangements is responsible for informing the attendees of alternative parking options. Failure to comply with this policy may result in future denial of meeting room use.

Policy Adopted: December 15, 1999
Mahopac Public Library

Meeting Room Application

This form, and the Hold Harmless Agreement, must be submitted to, and approved by, Mahopac Public Library 24 hours prior to the scheduled date of the event. You will receive a confirmation email upon review of your request.

- **ALL MEETINGS MUST CONCLUDE 15 MINUTES PRIOR TO THE LIBRARY'S CLOSING TIME.**
- **For groups of 20 or more, you are required to inform attendees that they must carpool or park off site.**
  Failure to comply with this requirement will result in future meeting privileges being rescinded.
- **Sale or marketing of goods and/or services by individuals or groups is strictly prohibited.**

Sponsoring Organization/Business Name

Contact person ___________________________ Library card # ___________________________

Phone # ___________________________ email ___________________________

Name of Event ___________________________

Event Description: ___________________________

Event Date ___________________________ (snowdate) ___________________________ Day of week ___________________________

Time: from ___________________________ am/pm to ___________________________ am/pm *(Time must include setup and cleanup)*

Room reservations cannot be scheduled before 9:30 am and must end no later than 6:45 pm.

Open to the public? ___________________________ Estimated number of attendees ___________________________

Equipment request ( ) projector ( ) TV ( ) DVD/video player ( ) white board ( ) other ___________________________

*(Equipment must be requested at least 1 week in advance)*

Food/beverage plans ___________________________ *(if food is served and cleanup is not complete, or craft-materials waste is not fully disposed of, a custodial fee will be charged.)*

________________________

Room preference *(room capacities listed in brackets). Fees charged per 4 hour use (or fraction thereof):*

*(no charge for not-for-profit organizations)*

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I/we have read the Mahopac Public Library Meeting Room Policy and agree to abide by all of the stated rules and regulations.

Name (print) ___________________________ Signature ___________________________ Date __________________

Address ___________________________

For MPL office use only:

<table>
<thead>
<tr>
<th>Room Fee (per arrangement)</th>
<th>Custodial Fee ($15/event)</th>
<th>Optional Donation</th>
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Approved by: ___________________________ Date __________________

Fee paid ___________________________ Date __________________

Paid by check (#) ___________________________ ( ) Credit Card

( ) Cash
Mahopac Public Library
Current Schedule of Fees

Fees for room use during hours of library operation are as follows:
  • Private Groups: $125 for each block of four (4) hours or fraction thereof.
  • Public groups: no charge.
  • Residents/school-related groups: no charge.

Fees for room use before or after hours of library operation are as follows:
  • An additional $50 per hour will be charged to private groups
  • $50 per hour will be charged to public groups.

Custodial fee for incomplete cleanup of food, beverages, and/or craft material waste:
  • $15 per meeting.

Policy adopted:  May 26, 2004
Mahopac Public Library
Hold Harmless Agreement

I/We, __________________________________________, hereby agree to [Individual/Organization Name]

hold harmless and indemnify the said Mahopac Public Library, its officers, directors, employees, and agents, from any liability whatsoever arising out of the use of the premises by __________________________________________, our employees, members, [Organization Name]
guests, and invitees on __________________________________________. [Date and Time]

We further agree that we will neither commit nor omit any act, which may result in any type of liability against the said Mahopac Public Library during our use of the premises.

In the event that the said Mahopac Public Library suffers any loss whatsoever, as a result of our use of the premises, we further agree to fully indemnify Mahopac Public Library for any suffered loss.

Name (Print) __________________________________________ Date _____________________________

Signature __________________________________________

Organization __________________________________________

Policy adopted: May 26, 2004
Revised: August 25, 2004; February 28, 2007, May 23, 2018
Museum Passes

Mahopac Public Library offers a variety of free museum passes with support from the Friends of Mahopac Library. In order to insure fair and equitable access to these passes, the Library has established the following guidelines.

Museum passes may be borrowed by Mahopac Central School District residents who are 18 years of age or older, with a Mahopac Public Library library card in good standing. (A library card in good standing is defined as one with no fines, fees, or overdue materials.)

Museum passes are available on a walk-in, first-come, first-served basis. They cannot be reserved. Only one museum pass may be borrowed at a time by a household.

In order to borrow a museum pass, the museum circulation card and the patron’s library card must be presented at the Circulation Desk. The museum circulation card will be checked out to the patron who will be given the laminated museum pass.

Disposable, non-reusable, and non-returnable vouchers, such as the American Museum of Natural History vouchers, are limited to one (1) voucher per family per year.

Museum passes may be borrowed for four (4) days. They must be returned in person to the Circulation Desk before closing on the due date. Do not return museum passes in the book drop. Museum passes may not be renewed and patrons must return one pass before borrowing another.

An overdue fee of ten dollars ($10.00) per day will be charged for each museum pass that is not returned by its due date.

Borrowers who lose museum passes will be required to pay the full replacement costs designated by the museum.

The Library reserves the right to deny the use of museum passes to any borrower who repeatedly loses or returns them late.

Information about each museum is available in the Museum Pass binder located near the Circulation Desk. Each museum reserves the right to determine the rules and regulations governing the use of the museum pass. Patrons are responsible for contacting the museum directly for information on hours of operation, special exhibits, additional fees, parking, and/or directions. The Library assumes no responsibility of any kind arising from the terms of a particular museum pass.

Policy Adopted: December 17, 2008
Reviewed: February 27, 2019
Opioid Overdose Prevention Program

To combat the continuing rise in opioid related deaths in New York State and potentially save a life, the Mahopac Library has instituted an Opioid Overdose Prevention Program. This document sets forth the required policies and procedures necessary to provide and maintain intranasal (IN) naloxone on-site to ensure ready and appropriate access for use during emergencies to any patron or staff member suspected of experiencing an opioid overdose. The Mahopac Library has partnered with Arms Acres, a New York State Department of Health (NYSDOH) Registered Opioid Overdose Prevention Program, and will adhere to all requirements stipulated by the partner organization in addition to the procedures listed in the separate document. The Library Director is authorized to proceed with instituting a board-sanctioned Opioid Overdose Prevention Program.

New York State Legal Framework

To combat the continuing rise in opioid related deaths in New York State, laws allow New York State’s Public Libraries to participate in opioid overdose prevention programs by partnering with a NYSDOH Registered Opioid Overdose Prevention Program operated by another organization. Public Libraries, as well as any trustees and/or employees who volunteer to be trained and trained volunteer workers, including but not limited to volunteers associated with the Friends of the Mahopac Public Library, who choose to participate and acting reasonably and in good faith, shall not be subject to criminal, civil or administrative liability solely by administering naloxone and may maintain IN naloxone on-site in adequate supplies.

Applicable New York State Laws

- Education Law §922 & Commissioner’s Regulations §136.8: permits schools districts, boards of education, charter schools, non-public schools, and public libraries to participate in opioid overdose prevention programs.
- Public Health Law §3309 and its implementing regulation (10NYCR §80.138): establishes opioid overdose prevention programs which allow trained individuals to administer naloxone. Under this law and regulations, administration of naloxone shall be considered first aid or emergency treatment for purposes of any statute relating to liability.

Policy Adopted: January 23, 2019
Revised: January 27, 2022
Reviewed: January 27, 2021
Pandemic

Background
The purpose of this policy is to establish the protocol that will be used in the event of a pandemic. If there is a serious infectious disease outbreak, the library must be able to plan for staff being unable to report to work onsite. In addition, other public health measures may require limiting or canceling social and public gatherings, quarantines and/or other social distancing measures which can also impact library hours and services. If there is a serious infectious disease outbreak, recovery may be slow and it is important to ensure that the core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours.

The library staff and board are committed to providing excellent library service while doing all they can to support the health of the community.

When making decisions about whether to close the library to the public, and/or limit library staffing, the library will consider guidelines issued by federal, state and local authorities.

Closure/Curtained Hours

Closure
The library will be closed to the public due to pandemic if a mandate order or recommendation for closure is issued by public health or government officials on the local, county or state level, or in the event that an insufficient number of library staff are able to physically report to work at the library.

At the discretion of the Library Director or the Assistant Library Director, Mahopac Public Library may close, reduce its operating hours, or temporarily limit services (i.e. programming) based on the latest guidelines from federal, state and local authorities or in the event that there is not sufficient staff on site to maintain basic library service levels.

In the event of closure, the Library Director or designee will follow the communication procedures.

No overdue charges will be assessed for library materials that are still subject to fines.

The exterior book drop will be kept open and will be cleared as often as possible.

In the event of a closure of more than five business days, the Library will follow the procedures outlined on the Mid-Hudson Library System website.

Curtained Hours
In the event that an insufficient number of library staff are able to report to work, library hours will be curtailed. Shortened hours will be determined by the Library Director.

In the event of reduced staffing, employees shall perform priority responsibilities that most directly impact patrons prior to any other work tasks.

Story Times and Programs
Story times and programming will take place as outlined in the Continuation of Service Plan.

Use of Rooms by Outside Groups
Use of rooms by outside groups will be determined by the Continuation of Service Plan. It is the responsibility of the outside group to check the Library’s channels of communication (social media, telephone message, local media or the website) for emergency closings, delays, or curtailed hours.

Staffing and Compensation
If there is no internal threat to the health and safety of the staff, staff are expected to report to work whether the library is open, or closed to the public, unless they provide medical documentation to substantiate their absence.

The library shall maintain the discretion to determine when employees will report to work, the number of staff needed, and to determine which employees/titles shall be required to work. However, such discretion shall be exercised in conjunction with local, state, and federal guidance, law and regulations, and emergency orders.

In the event the library is closed and staff are required to stay home, the library will evaluate whether employees will be able to work from home during any portion of the period of closure. Employees may be required to work on projects or participate in training from home. Employees who are directed to work from home, and who refuse to do so, shall be charged leave accruals or be unpaid.

In the event the library is closed and staff are required to stay home and are unable to work from home, the library will evaluate the expected duration of the closure and determine if staff shall be paid. The library will notify staff of its decision and employee options.

In the event an employee is directed to report to work, even if other employees are not required to report to work, he/she must report to work, and if he/she refuses to do so due to the pandemic, he/she shall be permitted to use his/her leave accruals, if applicable, or shall be unpaid.

The Library may decide to reduce hours and/or layoff or temporarily furlough staff members whose services are not needed during a pandemic. In such event, the Library will evaluate which positions and how many employees are needed for continued Library operations. In the event of a temporary furlough, reduction of staff shall be done on a volunteer basis, and if there are not enough volunteers, in inverse seniority order.

**Reasonable Accommodations**

Employees with a qualified disability under the Americans with Disabilities Act who are unable to perform the essential functions of their job due to a pandemic, may apply for a reasonable accommodation by contacting the Library Director.

**Emergency Paid Sick Leave**

Additional Federal or State benefits may be available. For information, please consult the Library Director or Business Office Manager.

**Communication**

In the event of curtailed hours or closure necessitated by pandemic, effective communication is a priority. Information will be posted on the library’s website, Facebook page, Instagram and Twitter accounts, local media (WHUD), the automated telephone system, e-alerts and on a sign on the library doors. Every effort will be made to keep the information current. The Library Director and the Board of Trustees will communicate primarily by email.

**Critical Administrative Tasks**

**Payroll**

Payroll checks are direct deposit and will continue on the regularly scheduled bi-weekly basis.

**Library Bills**

When possible, bills will be paid on-line by the Library Director, the Assistant Library Director or the Business Office Manager. Bills to be paid online include electricity, gas, and telephone. Other library bills will be paid as soon as possible. All bills will be reviewed by the Treasurer and approved by the full Board of Trustees as soon as practicable.
Responsibility for Library Operations

Staff
If for any reason the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall be passed to the Assistant Library Director. If the Assistant Library Director is unable to perform the responsibilities and decisions, administrative authority will pass to the Head of Readers’ Services.

Prevention
Surfaces and objects (keyboards, computer mice, doorknobs, light switches, desks, telephones, etc.) will be disinfected as per the latest guidance from relevant authorities. Staff will be reminded of the importance of frequent and thorough hand washing.

If a serious infectious disease outbreak reaches our community, staff with even a mild cough or low-grade fever will be advised to stay home.

Staff members who believe they have had exposure to an infectious disease should notify the Library Director or the Assistant Library Director as soon as possible.

Daily Infection Control Practices
- Wash your hands frequently throughout the day for at least 20 seconds each time with hot water and soap.
- Drink plenty of fluids and get enough rest.
- Cover your cough by using the sleeve of your garment.
- Cover your nose and mouth with a tissue when either coughing or sneezing and immediately dispose of the tissue.
- Wash your hands after you cough or sneeze.
- Alcohol-based hands cleaners are also effective, but it is better to wash your hands with soap and water. Gels should be rubbed into hands until they are dry.
- Avoid touching your eyes, nose or mouth. Germs spread that way.
- Try to avoid close contact with sick people.
- If you get sick, stay home from work or school and limit contact with others to keep from infecting them.
- Regularly disinfect commonly touched surfaces, such as counters, desks, tables, doorknobs, railings, keyboards, mice, telephone handsets and drinking fountains.

General Guidance
If you develop flu-like symptoms and are not short of breath, or believe you have been exposed to COVID-19, the best thing you can do for yourself and your community is stay home. If you are concerned about exposure to COVID-19, you should call the NYS COVID-19 hotline (1-888-364-3065). If you are feeling more severely ill, and in particular, are having trouble breathing, do not delay seeking medical care. Prior to presenting to a healthcare provider’s office, urgent care or local emergency room, call ahead to inform them if you have had a risk of exposure to COVID-19. If you call 911, inform the dispatcher of your risk of exposure.

* Policy adopted: March 18, 2020
Revised: May 27, 2020; June 24, 2020; January 27, 2021; February 17, 2022
Patron Complaint

While the Mahopac Public Library tries to provide the highest levels of satisfaction and service to its patrons, we recognize that occasionally a patron may wish to make a complaint.

A Library patron may choose to start by making his or her complaint on an informal, oral basis to the Library’s staff. If the patron chooses not to do so, or if the complaint does not lend itself to informal resolution, the patron should request and complete a Patron Complaint Form. The Library Director will promptly review the completed Complaint Form and, where appropriate, attempt to resolve the complaint directly.

If the patron is not satisfied with the response provided, and/or if the Director decides that the situation warrants the input of the Board of Trustees, either or both parties may bring the written complaint to the attention of the Board. A patron desiring to do so may also request an opportunity to address the Board at one of its monthly meetings.

The Board will promptly review a complaint presented to it, provide an oral and/or a written response to the complainant, and take any further remedial action warranted by the particular circumstances.

The decision of the Board of Trustees with respect to a complaint will be final.

Policy Adopted: January 23, 2019
Reviewed: January 27, 2021, January 27, 2022
MAHOPAC PUBLIC LIBRARY
PATRON COMPLAINT FORM

Please complete all fields below. We will attempt to resolve your complaint quickly and fairly.

1. Name: ________________________________________________________________

2. Address: ______________________________________________________________

3. E-mail: ________________________________________________________________

4. Daytime Phone Number: ______________________________________________

5. Are you a Mahopac Public Library cardholder? Yes ____ No ____

6. If the answer to #5 is “no”, please state the name of any public library of which you are a cardholder. ________________________________________________________________

7. Please briefly describe your complaint in the space below or on an attached sheet. If relevant, include in your description where and when the incident occurred (date and time), the full names of any Library staff or patrons involved and how they were involved, any previous efforts made by you and/or Library staff to resolve the complaint, and any other significant information.  

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Signature: ____________________________ Date: ________________
Patron Privacy Policy

The Mahopac Public Library (MPL) is committed to user confidentiality. The confidentiality of library records is a core part of library ethics and the Mahopac Public Library follows the Code of Ethics of the American Library Association.

Related policies: Security Camera and Photography, Recording and Filming

CONFIDENTIALITY AND YOUR LIBRARY RECORD

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

Confidentiality extends to, but is not limited to, records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records.

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

- The cardholder (with card or other proper id). NOTE: Under New York State Law, if you are signing for a card for someone under the age of 18, the library is, under the above law, prohibited from revealing that minor’s borrowed materials to you absent the minor’s request or consent. The Library requests, but does not require, that minors over the age of 12 sign forms authorizing disclosure of information to the minor’s designated parents or guardian.
- Staff of the Mid-Hudson Library System acting within the scope of their duties in the administration of the library system and in facilitating interlibrary loans.
- Persons authorized by the cardholder to access the individual’s records identified by a waiver signed by the cardholder or, for cardholders aged eleven (11) and under, the parent/guardian listed as the co-holder of the library card.
- Representatives of any local, state, or federal government, pursuant to subpoena or search warrant authorized under the authority of federal, state, or local law relating to civil, criminal, or investigative power. Upon receipt of any such subpoena or search warrant, the Library Director will consult with legal counsel to determine if the subpoena or search warrant is in proper form and if there is a valid basis for its issuance before providing confidential information. NOTE: The USA PATRIOT ACT still requires a subpoena for access to your records.

PATRON PRIVACY AND DATABASE ACCESS

We often use third-party Library service providers and technologies to help deliver some of our services to you, such as databases, digital classes and programs, digital collections, streaming media content, communications to you, collaboration, projects, etc. If and when you choose to use such services, we may need to share your information with these third parties, but only as necessary for them to provide the services on behalf of Mahopac Library. We may also display links taking you to third-party services or content. By following these links, you may be providing information (including, but not limited to
personal information such as your name, username, email address, and password) directly to a third party, to us, or to both.

By using these services, you will be acknowledging and agreeing that Mahopac Library is not responsible for how those third parties collect or use your information.

Library patrons must understand when using remote or third-party vendor sites that there are limits to the privacy protection the Library can provide.

Third-party service providers may collect and share your information, including:

- Personally identifiable information you knowingly provide. This includes when you register for access to their site, provide feedback and suggestions, request information, or create shared content.
- Other information that you may not knowingly provide, but that could be used to identify you, such as your Internet Protocol Address (IP Address), search history, location-based data, and device information.
- Biometric data such as facial recognition, voice recognition. For more information, please see our Further Privacy Details and Information page.
- Non-personally identifiable information. This includes advertisements on the pages that you visit, analytics, browser information (type and language), cookie data, date/time of your request, demographic data, hardware/software type, interaction data, serving domains, page views, and the web page you visited immediately prior to visiting the third-party site.
- Other data as described in the vendor’s privacy policy and terms of use.

For more information on these services and the types of data that are collected and shared, refer to the Terms of Use and Privacy Policies on their webpages. You may choose not to use these third-party services if you do not accept their terms of use and privacy policies. Please take the time to read them carefully.

We encourage you to review the privacy policies of every third-party website or service with whom you interact through our Library services. You can always choose not to use third-party websites or services if you do not accept their privacy policies.

The Library may suggest links to external websites that are not under contract or our direct control. In these instances, you are not required to give these sites your Library card or any other personally identifiable information in order to use their services.

The information in your patron record is the property of the library listed as your home library. Mahopac Public Library occasionally conducts promotional campaigns to inform the community of our services. At those times, MPL may use patron email or postal addresses for the library's internal mailing lists.

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

As soon as you return an item within the due date, the link to that item is deleted from your patron record. However, the software retains the item’s record, the name of the last person to borrow it, and the name of the current borrower of the item. Additionally, if you owe a fine or have an outstanding bill, that item will remain on your record until removed by the Mid-Hudson Library System staff.

If you elect to use the Reading History option, the system will remember all items that you have checked out even after you have returned them. This information is protected under the privacy laws and can only be accessed by you or by the library if presented with a subpoena. You can delete items from your
reading history at any time. For patrons who do not choose the Reading History option, no history of checked out items is kept.

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

CONFIDENTIALITY AND OUR WEBSITE

Mahopac Public Library does not collect personal information about you when you visit our website unless you choose to provide that information to us.

Web site data is separate from individual library account data. The Library cannot look up your library record to determine what web sites were visited.

The MPL also offers a wireless network that allows you to connect to the Internet. Please be aware that data accessed and sent over the MPL's wireless network is not encrypted.

Information Collected & Stored Automatically

During your visit, as you browse through the web site, read pages, or download information, we will automatically gather and store certain information about your visit but not about you. This information does not identify you personally. This information may include:

- IP address (the number that is automatically assigned to a computer whenever it is surfing the web)
- Computer Operating System and browser software
- Screen resolution
- Date and time of access to our site
- The pages visited and the length of time visited
- The address of the website from which the initial visit was launched, if any.

We use this information to help us make our site more useful to visitors, by learning about the number of visitors and the technology in use. The data collected are not connected to your personal information or identity. This information is to help MPL determine what type of information is important to you, our visitors, as well as how to properly structure the site’s contents so that things are easier to find.

Forms and email

Personally identifying information that you provide by emails and web forms will be used only for such purposes as are described at the point of collection (for example on a web form), such as to send information, or to respond to your questions or comments. If you provide contact information, MPL staff or its contractors may contact you to clarify your comment or question, or to learn about your level of customer satisfaction with our services.

Any information you choose to provide on the website will only be used to provide or improve services. MPL guards your privacy and appreciates your trust.

Your Privacy

We will not sell, share, submit, or otherwise let any organization outside the library system have access to your personal information, except to comply with law enforcement if a need ever arises (see the Records Management section of MPL’s policies).

Our website contains links to other sites. MPL is not responsible for the privacy practices of other sites, which may differ from the practices described in this policy. We encourage you to become familiar with the privacy practices of other sites you visit, including those linked from our site.
Security
For site security purposes and to ensure that this service remains available to all users, MPL uses software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.

Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and 18 U.S.C. Sec. 1001 and 1030. Information also may be used for authorized law enforcement investigations. Except for the above purposes, no other attempts are made to identify individual users or their usage habits.

Revisions
We reserve the right to change or modify this privacy statement at any time. If we revise our privacy statement, we will post a link to those changes on the homepage and in other places so you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

Policy Adopted: July 6, 2016
Revised: July 14, 2022
Reviewed: July 12, 2017; August 21, 2019; July 14, 2021
Patron Privacy Policy FAQ’s

Q: Can my spouse/friend/neighbor/family member pick up my reserve materials for me?
A: Yes, if you have given them permission to use your card with a waiver signed by you.

Q: Can you tell me what items are out or overdue on the card of my child?
A: For cardholders aged eleven (11) and under, the parent/guardian listed on the application form and in the patron record is considered to be the co-holder of the library card and, as such, has access to all of the information regarding the card, including but not limited to, the items checked out and items placed on hold.

For cardholders aged twelve (12) and over, the parent/guardian listed on the application form and in the patron record is financially responsible for the items on the minor’s card. However, in order to have access to the titles of items on the account or to pick up items on hold for the cardholder, the library must have a waiver on file, signed by the cardholder, authorizing the disclosure of this information to the parent/guardian listed on library card account.

Q: If I forget my library card, can I still pick up my reserved book?
A: Yes, if you bring in some other form of identification. Acceptable forms of ID are:
• a valid New York State driver’s license or identification card issued by the New York Motor Vehicle Division with current residential address; or,
• a valid temporary driver's license with current residential address or,
• a valid passport
• a school ID with photo

Q: Last week I requested three books for my son. We used his card, I think, but I stopped by today and all I have is my card. Can I pick up his books?
A: If the cardholder is eleven (11) or younger and you are listed as the co-holder of the card, you can pick up the items. If the cardholder is twelve (12) or older, we must have a signed waiver on file giving you permission to pick up the items.

Q: The email address in my library card record is not right, but I can’t remember what our email address is. Could you check my husband’s card and tell me what it is?
A: We are sorry, but the information in his patron record is confidential unless we have a waiver on file giving you permission to access this information.

Q: How does the Patriot Act affect my privacy?
A: Patriot Act Sections 215 and 505 had allowed representatives of any local, state, or federal government, with a valid subpoena or search warrant, access to patron records and library workers were prohibited from informing you, or any other entity, that federal agents had
obtained those records. In March 2020 these sections were allowed to lapse under the sunset clause. However, patron records may still be turned over if they are sought in connection with investigations that were ongoing at the time of expiration or that occurred before the sunset, and Congress could choose to reinstate these sections at any time.

Q: If I email the library with a reference question will it be kept confidential?
A: Yes, reference requests are protected by New York Civil Practice Law and Rules § 4509.

Q: If I email the library will you give my address to outside parties?
A: No, all personal information is for internal use only. We may use your email address for notices and library promotions.

Q: How does the library contact me with information about my account?
A: The library will notify you of holds by phone or email, depending on which you have chosen. You will be notified of overdue materials in one of three ways: by phone, by email, or by mail.
Petty Cash Policy

A petty cash fund, in an amount not to exceed $200, shall be established for Mahopac Public Library for the purchase of materials, supplies or services under conditions requiring immediate payment, in cash, in amounts of $25.00 or less, unless approved by the Library Director.

The Mahopac Public Library Board of Trustees shall appoint the Business Office Manager to be the custodian of the library’s petty cash fund and, under the supervision of the Director, they shall administer and be responsible for the security of the funds and the control of disbursements.

To ensure that the funds are properly managed, the following guidelines shall be followed:

1. Receipts and cash-on-hand must always remain within the authorized fund amount. All disbursements from such funds are to be supported by receipts or other evidence documenting the expense.

2. Individual payments from petty cash may not exceed $25.00, unless approved by the Library Director.

3. Payments may be made from petty cash for materials, supplies or services, requiring immediate cash payment, but shall not be used for frequently purchased items.

4. The library does not pay sales tax on purchases. Employees should provide a vendor with the library’s tax exempt certificate before each purchase to avoid being charged sales tax. Employees will not be reimbursed for sales tax payments and will be responsible for reimbursing the library for taxes paid using petty cash funds.

5. Replenishment of petty cash funds will be requested when the cash on hand is less than $100.00.

Policy adopted: February 25, 2015
Revised: December 18, 2019; October 27, 2021
Reviewed: January 24, 2018; October 27, 2022
Photography, Recording or Filming

Purpose
This policy will be used by Mahopac Public Library to address non-employees photographing, recording, and/or broadcasting/streaming images on library property.

Board Policy Statement
It is the policy of the Board of Trustees (the "Board") of the Mahopac Public Library (the "Library") to permit photography, recording or filming under the conditions described herein only to the extent that it does not interfere with the operations, programs and activities of the Library, and is consistent with the Library’s Bylaws.

As a limited public forum whose primary purpose is library service, the Library reserves the right at all times to refuse any photography, recording or filming that will negatively impact safety, patron privacy, employee work conditions, and/or routine library operations, or a violation of library policy.

Per Open Meetings Law, photography, recording and streaming is allowed at all meetings of the Library’s Board of Trustees, with the exception of executive sessions. Reasonable restrictions for safety and smooth operations apply.

Definitions
The terms “photograph” or “photography”, “recording” or “filming” are used generally and refer to any method of photography, filming, streaming, videotaping, audio recording or any other process of still or moving images, audio, or audiovisual capturing in any method used now or in the future.

“Casual” photography, recording, or filming means engaging in such conduct for a noncommercial purpose and/or without the use of specialized equipment including but not limited to lighting equipment, interchangeable lens cameras, and tripods.

Permitted Photography, Recording or Filming
The Board hereby authorizes filming and photography on Library grounds or in Library facilities as follows:

1. Casual Photography, Recording, or Filming

Casual photography, recording or filming is permitted in public areas of Library facilities for patrons and visitors, provided that the photography, recording or filming does not interfere in any way with Library operations or capture any identifiable likeness of individuals without their permission. The Library and its staff shall have the sole discretion to determine whether such photography, recording or filming interferes with Library operations.

Any persons engaging in such photography, recording or filming are responsible for arranging all necessary releases and permissions from the persons who are photographed, recorded or filmed.

Except as permitted in Paragraph 3, by the Library’s staff or representatives, in no circumstances may anyone take a photograph of, or otherwise make a recording or film of a Library patron without the consent of the patron, or their parent/guardian, if a minor.

2. Non-Casual Photography, Recording or Filming.

Non-casual photography, recording or filming is prohibited in Library facilities without the prior written permission and approval of the Director. Such approval shall contain the conditions under which the non-casual photography, recording or filming will take place and address the rights to ownership of the
product of such photography, recording or filming. Any persons engaging in such photography, recording or filming are responsible for arranging all necessary releases and permissions from the persons who are photographed, recorded or filmed.

For non-casual photography, recording or filming requests, please call 845-628-2009 ext. 107 or email director@mahopaclibrary.org.

3. Photography, Recording or Filming by the Library, its staff, or its representatives.

When attending Library-sponsored classes or events, you are entering into an area where photography, recording or filming may occur. Prior to the start of the class or event, Library staff will notify attendees, or in the case of a minor attendee, the parent/legal guardian, that the class or event will be photographed, recorded or filmed.

Attending Library-sponsored classes or events constitutes consent of the attendee, and the consent of the parents or legal guardians of any minor children in attendance to photography, recording, filming and its/their release, publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on websites, social media, or any other purpose, by the Library, its affiliates and representatives. Images, photos, and/or videos may be used to promote similar Library-sponsored classes and events in the future, highlight the class or event and exhibit the capabilities of the Library.

To ensure the privacy of all individuals, images will not be identified using full names or personal identifying information without written approval from the photographed subject. Children under the age of 18 will be identified using their first name(s) only, not their full name(s).

You release the Library, its officers and employees, and each and all persons involved from any liability connected with the taking recording, digitizing, or publication and use of photographs, video and/or recordings.

By attending the Library-sponsored class or event, you waive all rights you may have to any claims for payment or royalties in connection with the use, exhibition, streaming, webcasting, televising or other publication of these materials regardless of the purpose or sponsoring of such use, exhibiting broadcasting, web casting or other publication irrespective of whether a fee for admission or sponsorship is charged. You also waive any right to inspect or approve any photo, video or recording taken by the Library or person or entity designated to do so by the Library.

Revocation of Permission

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

Policy adopted: April 22, 2020
Revised: April 28, 2021, June 23, 2022
Programming

Mission:
Mahopac Public Library provides in-person and virtual [see Virtual Programming Policy] programming for all ages to create opportunities for socialization, education, personal development, creative expression, and to promote the use of library materials and all forms of literacy. The Library seeks to share ideas and offer a variety of programs that reflect the interests of our diverse population.

Purpose
This policy provides Library staff and other groups and agencies working with the Library with the necessary guidelines to assist them in the development of Library programs. It is also intended to inform the public about the principles and criteria by which programs are selected.

This policy addresses programming (1) developed and sponsored by the Library and (2) developed in cooperation with community organizations or individuals and co-sponsored by the Library. This policy does not apply to programs offered by other organizations on library premises where space is reserved and/or rented under the terms and conditions of the Meeting Room policy.

Programming Policy
Mahopac Public Library sponsors a broad range of public programs and partners with non-profit organizations, local businesses, county-based and regional libraries, and individuals to develop co-sponsored public programs to fulfill its planning goals and promote the enjoyment of reading, greater cultural understanding, lifelong learning and civic engagement. The Library’s investment in public programs recognizes that people learn in many different ways and that diverse programming enables the Library to reach a wide range of participants.

Programming is an integral part of library service that:

- Expands the Library’s role as a community resource;
- Introduces patrons, visitors and community residents to Library resources;
- Provides entertainment and cultural enrichment;
- Provides opportunities for lifelong learning;
- Expands the visibility of the Library;
- Provides equal access to individuals with disabilities.

All members of the public are welcome to attend the Library’s public programs, subject to any occupancy limits and registration requirements. A person’s right to attend a program will not be denied because of nationality, race, age, gender, religion, background, views, sexual orientation or disability.

In order to maintain an environment conducive to the purpose of the program, all attendees must comply with the following regulations:

- All Library users and attendees must comply with the Library’s Code of Conduct;
- Persons shall not be allowed to enter meeting rooms once the legal occupancy limit has been reached; and
- The Library does not permit:
  - carrying or displaying signs, posters, or placards within the Library premises;
  - actions that will block access or egress to Library premises or create safety hazards;
  - actions that would disrupt a program or obscure a presenter from the audience’s view or prevent the audience from hearing the presenter; and
• any use of force or violence damaging to property or threatening or intimidating to any person or group.

Failure to comply with these regulations may result in expulsion from a Library program or facility and/or suspension of Library privileges.

The Library reserves the right to use videorecordings or photographs taken of program participants for internal use, publication, use in promotional outlets, social media and for evaluation purposes. Attendees will be asked to sign our Photo/Video/Quote Release Form before their images, or images of their minor children, are used to promote, publicize or advertise the library and its programs, services and collections.

**Program Planning**

Ultimate responsibility for programming at the Library rests with the Library Director who administers under the authority of the Board of Trustees. The Director, in turn, delegates the authority for program management to designated Library staff.

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

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

Unsolicited offers and/or requests from individuals or organizations to present programs will be evaluated using the above criteria.

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

Programs will be developed with consideration for the principles of accessibility and equity. These include, but are not limited to, access for people with disabilities, and times and locations that maximize convenience and encourage attendance by the target audience. Programs represent the wide range of ideas and views contained in the library's collection, respond to a topical issue or popular trends and are planned to meet the expressed and anticipated needs of the community.

**Community Participation**

The Library draws upon community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Co-sponsored programs must include participation by Library
staff to plan and develop program content, provide logistical support, advertise, or include information about Library resources relevant to the program content.

Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs, opinions, or program content by any Library personnel, Trustee, or by the Mahopac Public Library.

The sale of products at Library programs is not allowed except in the following situations:

- Writers, performers and artists may sell their own work at Library programs;
- Third-party vendors may be invited by the Library to sell the work of the writer, performer, or artist that is the subject of the particular program;
- The Friends of the Library may sell items at Library programs they sponsor.

Any sales of products at Library programs must be approved by the Library Director. Programs are not to be used for commercial, religious, or partisan purposes or for the solicitation of business. The presenter may leave business cards for participants to pick up after the program should anyone be interested in purchasing items or services at a later date. Program participants cannot be required to sign in or add their name to an email contact list; lists of registered attendees (names, phone numbers and email addresses) are not provided to the program presenter.

The Library welcomes expressions of opinions from patrons concerning programming. Patrons who question a Library program should first address the concern with the program coordinator or appropriate Department Head. Patrons who wish to request a review of a Library program may submit a Request for Reconsideration form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library’s Collection Development Policy.

The Library recognizes and supports the rights of attendees and other members of the public to exercise their rights of freedom of speech and peaceable assembly. Accordingly, picketing and distribution of literature in a traditional public forum (generally the sidewalk) outside Library premises may be conducted so long as it does not interfere with access or egress, is not disruptive to the activities within the Library, and is otherwise undertaken in accordance with any applicable local permitting and public assembly laws and regulations. Organizers of demonstrations adjacent to Library facilities are requested to inform the Library Director forty-eight (48) hours in advance so the Library may put in place any necessary arrangements, including safety and security measures.

**Program Participation**

A fee may be charged in one or more of the following instances:

- To cover the cost of materials used in a program;
- For participation in a series of workshops or classes (i.e., yoga, meditation, stress management);
- or
- For programming that results in certification or similar credit (i.e., CPR, Defensive Driving).

Registration is required for most Library programs for planning purposes or when space is limited. For Early Literacy programs requiring registration, preference is given to Mahopac Central School District (MCSD) residents. Patrons who are not MCSD residents are placed on a waiting list on a first come, first served basis and notified prior to or on the day of the program.

In some cases, the nature and success of a program may require that attendance is limited based on age, especially programs intended for children and teens that are geared to their interests and developmental needs. In no case will attendance at a program be limited because the content of a program may be controversial.
In the event that a program attracts more audience members than the Library can safely accommodate, the Library will limit admission to a number that meets the fire and building code safety standards.

**Program Cancellation**
The Library reserves the right to cancel a program and to reschedule (or not) at its discretion.
**Parking**

Parking in the Library lot is limited. Program attendees must park in valid parking spaces. Attendees must not park in fire lanes, next to the islands, or in the exit driveway. If a car is parked illegally, staff will attempt to locate the owner of the vehicle so that it can be moved. If the owner cannot be located, the police will be contacted.

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Policy adopted: August 21, 2019  
Revised: July 14, 2021; July 14, 2022
Purchasing

1. PURPOSE
In order to comply with New York State General Municipal Law governing the purchase or lease of products and services and to provide a system for their competitive procurement in accordance with generally accepted auditing standards, the Board of Trustees of Mahopac Public Library has adopted the following policies and procedures.

2. PROTOCOLS
Unless otherwise provided for in this policy, the Library Director, or designee, shall have the authority to purchase or lease products or services provided that the amount budgeted for any expense line of the annual budget shall not be exceeded. Purchases above an established dollar amount threshold or purchases for which there are not sufficient budgetary appropriations shall require prior approval by either the Board President or the Finance Committee and shall be reported to the Board of Trustees. The Board of Trustees, by formal resolution, shall authorize the funds for these purchases through an appropriate transfer of funds between budget line items, from the capital reserve fund to the operating budget, through a bank loan, or through a bond issue.

Further, with the few exceptions described below and those purchases that require immediate action in order to secure the safety of the staff and public, all purchases require advanced planning.

The Library shall act to procure products and services at the lowest possible cost, consistent with its needs and with regard to durability, performance, quantity, delivery, and service.

The Library Director, or designee, shall have the authority to pay all claims made for purchases and shall provide a written report of such activity to the Board of Trustees on a monthly basis.

3. BIDDING PROCEDURES
With the understanding that purchases of library materials are often available through statewide or national discount programs for libraries, the Board of Trustees establishes the following policy related to bids.

Library Materials: Books, magazines, audiovisual materials, online databases, and other such materials intended for patron use are generally purchased from vendors offering volume discounts or vendors offering a state contract. Materials available only from the publisher are generally purchased with little or no discount.

Purchases of library materials generally are not subject to competitive bidding regulations.

Other Purchases: The following schedule is for purchases involving the acquisition of materials, supplies, or equipment for which there are stated prices and sufficient budget appropriations. Catalogs or price lists may be substituted for verbal, telephone, or written quotes. If the item is offered under state contract and the price is equal to or less than the state contract price, then no quotes are required.

- No Quotations: Materials and services where the aggregate amount involved in any one transaction does not exceed $2,500. The Library Director may approve these purchases without securing competitive quotations and bids if the price quote is considered to be reasonable and terms and delivery dates meet the needs of the Library.
• **Telephone Quotations:** Materials and services that range in price from $2,501 to $5,000 require verbal competitive bidding. The bids may be obtained through telephone quotations. A minimum of three (3) documented quotes must be attached to the purchase order.

• **Written Quotations:** Materials and services that range in price from $5,001 to $20,000, and contracts for public works that are less than or equal to $35,000, require written competitive bidding. A minimum of three (3) written quotes on business stationery must be attached to the purchase order.

**Formal Bid Process:** All contracts for public works (for example, construction) in excess of $35,000 and purchase contracts (for example, equipment) in excess of $20,000 must be awarded, after advertising for sealed bids, to the lowest responsible bidder who furnishes the required security.

4. **EXCEPTIONS TO THE COMPETITIVE BID PROCESS**

Emergency: emergencies arising from an accident or other unforeseen occurrence, or situations in which public buildings, property, or occupants are at risk, or situations which require immediate action that cannot await competitive bidding.

Sole source: goods or services for which there is no substantial equivalent or which are provided by only one source.

Professional services: services which involve specialized expertise or knowledge such as architects, engineers, land surveyors, attorneys, insurance brokers.

Government contracts: state contracts which are regulated by the Office of General Services.

“Piggybacking”: may purchase goods or contract for services through a political sub-division (for example, the county) if available from, and permitted by, that political sub-division.

5. **METHOD OF DETERMINING WHETHER PROCUREMENT IS SUBJECT TO COMPETITIVE BIDDING**

The Library will determine if the proposed procurement is a purchase contract or a contract for public work. If the procurement is either a purchase contract or a contract for public work, then the Library will determine whether the amount of the annual procurement is above the applicable monetary threshold as set forth above.

The Library also will determine whether any applicable exceptions to the competitive bidding requirements exist.

6. **CONTRACT COMBINING PROFESSIONAL SERVICES AND PURCHASE**

In the event that a contract combines the provision of professional services and a purchase, the Library, in determining the appropriate monetary threshold criteria to apply to the contract, will determine whether the professional service or the purchase is the predominant part of the transaction.

7. **PROCUREMENT PROCEDURES**
Purchases outside ordinary operation and maintenance shall require the approval of the Library Director or designee.

Packing slips, receipts, or other tangible documentation shall verify receipt of all purchased items. Such verification shall be attached to the appropriate invoice.

All invoices and pre-payments shall be approved by the Library Director or designee. Approved invoices and pre-payments are forwarded to the Business Office Manager. Payments are made biweekly except where the due date would result in a penalty.

Policy Adopted: December 15, 2010
Revised: February 16, 2011; September 27, 2017; August 25, 2022
Reviewed: September 18, 2019; August 18, 2021
Records Management

1. CONFIDENTIALITY OF LIBRARY RECORDS

The Library protects the privacy and confidentiality of its patrons and staff as required by state and federal law. Confidential library records, whether those records are in print, film, magnetic tape, electronic, or some other format still to be developed, shall not be released or made available to a federal agent, law enforcement officer, or other person unless a court order in proper form has been entered by a court of competent jurisdiction after a showing of good cause by the law enforcement agency or person seeking the records. (See New York State Civil Practice Law and Rules, Section 4509, Confidentiality of Library Records Law.) The Library Director and the Library's legal counsel are responsible for handling law enforcement requests.

2. PROCEDURES FOR HANDLING REQUESTS FOR LIBRARY RECORDS

If a law enforcement officer requests library records or information about a library user or staff member, staff will:

- Ask for the officer's identification and record the information.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires them to refer the officer to the Library Director.
- Refer the officer to the Library Director.

If a law enforcement officer requests library records or information about a library user or staff member and the Library Director is not available, staff will:

- Ask for the officer's identification and record the information.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires them to refer the officer to the Library Director, who is currently unavailable.
- Refer the officer to the Assistant Library Director or, in their absence, the Person in Charge (PIC) who will attempt to reach the Library Director or the library's legal counsel.

If the Library Director or a designated alternate cannot be reached, utilize the procedures outlined below. A written report describing the officer's inquiry should be provided to the Library Director at the earliest opportunity.

Responsibilities of the Library Director or a designated alternate:

In all cases:

- Ask for the officer's identification and record the information.
- If possible, ask a colleague to be present during the interview with the officer and to take notes in case a record of the encounter is needed in the future.
- Requests for voluntary assistance or warrantless searches (the officer does not present a subpoena or court order):
  - Explain the library's privacy policy, informing the officer that library records and information about library users and library staff are not made available to law enforcement agencies unless a proper court order in good form has been presented to the library.
  - If the officer persists, provide the officer with the contact information for the library's legal counsel and ask the officer to speak to the library's attorney and inform the officer of his right to request records under the Freedom of Information Law.
Without a court order, neither the FBI nor local law enforcement has the authority to compel cooperation with an investigation or require answers to questions, other than the name and address of the person speaking to the agent or officer.

If the officer claims that an emergency or other circumstance requires the library to turn over records or provide information without a court order, call the library's legal counsel and ask for assistance.

If the officer employs force to take possession of library records or other library property, do not obstruct the search in any way. Keep a written record describing the incident.

Provide all notes and records to the library's legal counsel. If library staff is required to respond to a voluntary request or a warrantless search in the absence of the Library Director or a designated alternate, all materials should be turned over to the Library Director.

After a federal agent or law officer has presented proper identification, he or she must be referred to the Library Director. Only the Library Director is authorized to accept the court order. Upon presentation of the court order, the Library Director will contact the Library’s legal counsel for review. (If the Library Director is not available, then the Assistant Library Director and/or one of the Department Heads will contact the Library’s legal counsel.)

2.1 SUBPOENAS

A subpoena does not require immediate response from the Library. The Library Director will inform the officer that the Library will respond within the time allotted and in conformity with the law. The subpoena will then immediately be referred to the library’s legal counsel.

- Counsel will examine the subpoena for any legal defect, including the manner in which it was served on the Library, the breadth of its request, its form, or an insufficient showing of good cause made to the court. If a defect exists, then counsel will advise on the best method to resist the subpoena.
- The Library Director, through legal counsel, should insist that any defect be cured before records are released and that the subpoena is strictly limited to require release of specifically identified records or documents.
- The Library Director and legal counsel will review the information that may be produced in response to the subpoena before releasing the information. The Library Director will follow the subpoena strictly and will not provide any information that is not specifically requested in it.

If disclosure is required, then the Library Director will ask the court to enter a protective order (drafted by the Library’s counsel) keeping the information confidential and limiting its use to the particular case. The Library will ask that access be restricted to those persons working directly on the case.

If the Library Director is not available, staff will inform the officer that the Director is the individual authorized to respond to requests for records and information, and that library policy requires them to refer the officer to the Library Director and they must return when the Director is available.
2.2 SEARCH WARRANTS
A search warrant is executable immediately, unlike a subpoena. The agent or officer may begin a search of the Library’s records as soon as the Library Director is served with the court’s order.

- The Library Director should ask to consult with the Library’s legal counsel before the search begins in order to allow legal counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant.
- If the officer refuses to delay the search, the Library Director will examine the warrant to be sure it has been issued by a local or Federal court in New York State and it is not expired. If the validity of a warrant is questioned, the issuing court will be called to determine the validity. The warrant will also include information that identifies the premises and the items or records to be searched.
- The Library will cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users’ records are viewed or scanned.
- An inventory of the records or items seized from the Library will be recorded. If possible, keep the originals and provide the agent with copies (or make copies for the library’s reference).

If the Library Director is not available, staff will inform the agent or officer that the Director is the individual authorized to respond to requests for records and information, and that library policy requires them to refer the officer to the Library Director and they must return when the Director is available.

In the event the agent or officer insists on executing the search warrant in the Director’s absence, the Assistant Library Director and/or one of the Department Heads will:

- Ask to consult with the Library’s legal counsel before the search begins in order to allow legal counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant.
- If the officer still refuses to delay the search, the Library will cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users’ records are viewed or scanned. While the search is taking place, the Library’s legal counsel should be called to examine the search warrant.
- An inventory of the records or items seized from the Library will be recorded. If possible, keep the originals and provide the agent with copies (or make copies for the library’s reference).

2.3 SEARCH WARRANTS ISSUED UNDER THE USA FREEDOM ACT AMENDMENT OF THE FOREIGN INTELLIGENCE SURVEILLANCE ACT (FISA):

- The recommendations for a regular search warrant still apply. However, a search warrant issued by a FISA court also contains a “gag order.” That means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant.
- The Library and its staff must comply with this order. No information can be disclosed to any other party, including the patron whose records are the subject of the search warrant.
- The “gag order” does not change a Library’s right to legal representation during the search. The Library can still seek legal advice concerning the warrant and request that
the Library’s legal counsel be present during the actual search and execution of the warrant.

2.4 COURT ORDER ISSUED AS A NATIONAL SECURITY LETTER
The procedure is the same as for a search warrant. However, a gag order applies. The Director will contact Library counsel. If the Director is not available, contact the Assistant Director or Librarian in charge. S/he may request that the Library’s legal counsel be present during the search and that the search be delayed until counsel examines the court document. If law enforcement chooses to proceed, the Library must comply.

2.5 FOIL (FREEDOM OF INFORMATION LAW) REQUESTS
The Mahopac Public Library, as a New York State governmental entity, complies as required by law with the New York Freedom of Information Law (Public Officers Law, Article 6, Section 87, Freedom of Information Law).

A person may request information and records available to the public in the following manner:

- Use the Freedom of Information Law request form (attached).

- Direct the request to the following address:
  Records Access Officer
  Mahopac Public Library
  668 Route 6
  Mahopac, New York 10541

- Specify the records requested to be disclosed for inspection or to be copied. If any records are to be certified, then they must be specified.

- Reimburse the Library the actual costs for reproducing and certifying (if requested) the records. The following fees shall be charged: $0.25 per page not in excess of nine inches by fourteen inches, or the actual cost of reproducing any other record. The Library, upon notice to the individual requesting the record, may charge an amount equal to the hourly salary of the lowest paid Library employee who has the skill to prepare the copy, and will charge such amount only if at least two hours of Library employee time is needed to prepare the record. The Library may also, upon notice to the individual requesting the record, charge the actual cost of engaging an outside professional service to prepare a copy of the record. If the records can be scanned and transmitted via email, and doing so will not involve any additional effort to an alternate method of responding by the Library, then the Library will transmit the records via email and will not charge a fee. However, if more than two hours of Library employee time is needed to prepare an electronic record, upon notice to the person requesting the record, the Library may charge an amount equal to the hourly salary of the lowest paid Library employee who has the skill to prepare a copy of the requested record.

- The Records Access Officer shall respond to a written request within five (5) working days or sooner if possible. If additional time is necessary, the Library will provide
written acknowledgement of receipt of the request and a statement of the approximate date when such request will be granted or denied.

- Records shall be available for inspection in person at no cost and by appointment. An employee must be present throughout the inspection.

- Any person denied access to a record may appeal, in writing, within thirty (30) days to the President of the Board of Trustees, using the Freedom of Information Law Appeal form (attached).

Information about the Freedom of Information Law can be obtained from:
New York State Committee on Open Government
Department of State
One Commerce Plaza
99 Washington Avenue, Suite 650
Albany, NY 12231
(518) 474-2518

3. RETENTION AND DISPOSITION OF RECORDS

3.1 The records of the Library will be retained and disposed of in accordance with the schedules published in Records Retention and Disposition Schedule for New York Local Government Records (LGS-1) by The University of the State of New York and The State Education Department. The following sections are most pertinent to the Library: Library/Library System, Fiscal, and Personnel/Civil Service. The current Schedule is on file in the office of the Library Director and is available during normal business hours.

The Library Director shall serve as the Records Management Officer for the Library in order to insure compliance with the aforementioned Records Retention and Disposition Schedule for New York Local Government Records (LGS-1).

3.2 The Library Director shall serve as the Records Access Officer for the Library in order to insure compliance with the Freedom of Information Law.
Mahopac Public Library
Freedom of Information Law (FOIL) Request Form

To: Records Access Officer, Mahopac Public Library

Date: ______/_____/____

Name (please print): ___________________________________________

Signature: ______________________________________________________

Address: ______________________________________________________

Phone: _______________________________________________________

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to (or containing the following):

Choose one:

- I am requesting an appointment to inspect the records at the Mahopac Public Library at no charge.
- I am requesting copies of all records. I understand that the fees are $0.25 per page for employee-copied records, and $1.00 per page for certification of records.

As per the Freedom of Information Law, the Mahopac Public Library must answer your request within five (5) days of receipt of your request. We will call or write if there is a problem with your request. Should your request be denied, we will send you a letter explaining why your request was denied. Denied requests may be appealed to the President of the Board of Trustees if you believe you were unfairly denied access to the requested records.

Space below is for Library use.

Date of Decision:

Decision (circle): Approved Denied

If denied, please state why:
To: Records Access Officer, Mahopac Public Library  
Date: ______/_____/_____

Name (please print): ______________________________________________________
Signature:  
Address:  
Phone: ________________________________________________________________

I hereby appeal the denial of access regarding my request, which was made on _____/_____/_____ and sent to ________________________________.

The records that were denied include (Please attempt to identify the records in which you are denied access to as clearly as possible):

As per the Freedom of Information Law, the President of the Board of Trustees must answer your request within ten (10) days of receipt of your request. Should your request be denied again, we will send you a letter explaining why your request was denied. In keeping with New York State law, a copy of the verdict on your appeal will be sent to the Committee on Open Government, Department of State, 41 State Street, Albany, New York 12231, regardless of the verdict.

Space below is for Library use.

Date of Decision:  
Decision (circle): Approved Denied

If denied again, please state why:
Reference & Information Services

1. PURPOSE
Reference and Information Services at the Mahopac Public Library support the educational, informational, and recreational needs of the residents of Mahopac School District, Town of Carmel, and Putnam County. As the County Reference Center, people outside this geographic area may contact the reference department for assistance on matters pertaining to this region.

2. PROTOCOLS
Librarians are trained to use a variety of sources in order to assist patrons in locating information and/or using specific materials. Answers will be given in a timely manner as staff and resources permit. Services fall into one of the following categories:

- **Ready Reference/Quick Technology Help** – is a service for questions that require a few minutes to answer.
- **In-Depth Reference/Technology Help** – is a service that addresses requests for help that require more than a few minutes of staff assistance. This type of request may require scheduling an appointment, referral to subject specialists and/or referral to another library. A referral is determined by the librarian based upon knowledge of the limits of Mahopac Public Library’s resources.
- **Closed Reference Materials** – items of particular interest or value that are housed in a staff-only area, away from the rest of the collection, and only are accessible to patrons upon request. A security/identification item such as a driver’s license or keys may be held at the Reference Desk while the materials are being used.
- **Instructional Workshops** – the Library provides instruction on the use of computers, new technology, office software programs, and selected resources.
- **Access to Electronic Resources** – online catalogs, databases, and journals are available in the Library, and in many cases, for off-site use, through the Internet, and on the Library’s Web site. Access to electronic resources may require a Library card. Remote access for some resources are only available to Mahopac residents or Mahopac Central School District attendees. Mahopac residents 14 years of age or older who do not have a library card, can fill out and submit an online library card application and receive account information for remote access in 1-2 business days. To apply for a card online, visit the Library’s website.
- **Interlibrary Loan** – materials not available at Mahopac Public Library can be borrowed from other libraries in the Mid-Hudson Library System or nationwide (certain fees may apply).
- **Research** – can be done onsite in one of the Library’s special collections, such as the Hudson Valley Autism Resource Center, the Foundation Center, fundraising, law, land use, local history, and genealogy collections. Researchers and scholars in other areas will be referred to resources in other libraries.

3. ACCESSING SERVICES
Every librarian is able to answer most questions. Librarians may determine that one of their colleagues is better qualified to answer a patron’s question based upon assessment of skills such as special subject training. In such cases, questions may be referred to the most qualified librarian.

Services may be accessed in one of the following ways:
• In person -- the librarian will conduct a reference interview, direct the patron to appropriate resources, and show the patron how to use them.
• Telephone -- if the question is not Ready Reference, the librarian will take patron's name and telephone number for a call back.
• E-mail -- the library has an email request feature, askus@mahopaclibrary.org, that people may use to ask reference questions or other services.
• Virtual Meeting platforms -- if appropriate, help may be offered via virtual meeting platforms so that screen sharing and live computer demonstrations can be provided.
• Chat Service – patrons can use the website’s chat feature to obtain reference information, as well as general and technical assistance. Live chat has limited hours of availability; when staff is offline, an alternate email form is available.

4. DELIVERY OF INFORMATION
Information is provided via telephone, fax, e-mail, photocopies, and/or print and non-print materials. There may be charges or fees, licensing, and/or use of materials restrictions. The Mahopac Public Library will not request or deliver information until the patron agrees to the relevant terms and conditions.

The library cannot fulfill requests that either:
• infringe upon copyright, or
• violate the privacy of individuals, or
• require an opinion based on the data such as legal interpretations, medical diagnoses, the financial significance of stock quotes, and so forth.

5. PATRON RESPONSIBILITIES
Patrons who use the reference services of Mahopac Public Library are expected to comply with the above policies without harassing staff or other Library users, without damaging Library materials or facilities, and without violating applicable local, state, and/or federal laws (for example, New York State Penal Law Articles 145, 235, 240.)

Patrons who violate these policies and statutes may lose their privilege to use the library and its resources and/or be subject to criminal prosecution and other legal action.

Policy Adopted: August 28, 2002
Revised: January 27, 2010, March 22, 2017; March 31, 2021; March 24, 2022
Reviewed: March 27, 2019
Security Camera Policy

PURPOSE
The Mahopac Public Library employs video security cameras to ensure the physical security of the library facility, staff and patrons. A sign is posted at the library entrance informing the public that security cameras are in use.

The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded digital video images at the Mahopac Public Library.

SECURITY CAMERA LOCATIONS
Reasonable efforts are made to safeguard the privacy of library patrons and employees. The video security cameras are positioned to record only those areas specified by the Director, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations shall not be changed or added without permission of the Director.

Cameras may be installed in locations where staff and customers would not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating, and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person’s reading, viewing or listening activities in the library.

ACCESS TO DIGITAL IMAGES
Recorded digital video images may contain personally identifiable information about an individual who has used any library service or borrowed any library materials (“patron information”), and will be accorded the same level of confidentiality and protection provided to library users by the Mahopac Public Library’s Patron Privacy Policy.

Camera feeds are located at the Reference Desk, the Youth Services Desk, and the Circulation Desk as well as in the Administrative Offices and may be monitored for the safety of patrons and staff. Confidentiality/privacy issues prohibit the general public from viewing security camera footage.

Only the Director is authorized to access the recorded digital video images in pursuit of incidents of criminal activity or violation of the Library Code of Conduct. Other staff members may be given authorization to access this equipment on a limited basis.

Occasional spot checks of the recorded data may be made by the Library Director to assure proper operation of the system and to review access procedures. The frequency of viewing and the amount of video reviewed at one time will be limited to the minimum needed to give assurance that the system is working and to verify compliance of access policies.

USE/DISCLOSURE OF VIDEO RECORDS
Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations.

Video records and still records may be shared with authorized library employees when appropriate or, upon approval by the Director, other library staff to identify those suspended from library property and to maintain a safe, secure and policy-compliant environment.

Under certain circumstances, individuals authorized under this policy may use a still photograph or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

LAW ENFORCEMENT ACCESS TO SECURITY CAMERA FOOTAGE
Library staff and volunteers are required to refer any law enforcement request for security camera footage or still photographs to the Library Director, or, in his or her absence, the designated Person in Charge [PIC]. The library does not make security camera footage or still photographs available to any agency of federal, state, or local government unless a subpoena, warrant, or court order is issued pursuant to law. Before complying with any such requests, legal counsel is consulted to determine the proper response.

In the event of a search warrant, which is executable immediately, Library Administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, Library Administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, Library Administration shall insist any defect be remedied before releasing records that contain patron information.

GENERAL PUBLIC ACCESS TO SECURITY CAMERA FOOTAGE
Confidentiality/privacy issues prohibit the general public from viewing security camera footage. If a member of the general public wishes to obtain a copy of video footage they should make the request to the Library Director.

RETENTION OF DIGITAL IMAGES
The Library avoids creating unnecessary records, retaining records not needed for the fulfillment of the mission of the Library, as well as practices that could place personally identifiable information on public view.

Recorded digital video images are stored on hardware in a locked area in the Library. Recordings are retained for one month.

Policy adopted: July 6, 2016
Reviewed: December 19, 2018; December 16, 2020
Revised: December 22, 2021
Smoking

Pursuant to New York State Public Health Law Section 1399-o, smoking is prohibited in libraries. Further, smoking and vaping will be prohibited on all property under the control of Mahopac Public Library at all times, including, but not limited to: buildings, grounds, entrances, sidewalks, and parking lots. Smoking is defined as the burning of a lighted cigar, cigarette, pipe or any other matter or substance that contains tobacco, or products intended to mimic tobacco including snuff or chewing tobacco products, use of an electronic cigarette, personal vaporizer, water pipes, or electronic nicotine delivery system, or any other battery powered vaporizer which produces a mist rather than cigarette smoke.

Policy Adopted: May 28, 1997
Revised: October 22, 2014, November 28, 2018, November 18, 2020
Reviewed: December 13, 2017; November 17, 2021
Social Media

The Mahopac Public Library (MPL) uses social media to create a welcoming online presence for users to find entertaining and useful information and to encourage interaction and involvement in order to expand the Library’s connection with the community. MPL uses social media platforms to enhance communication between the Library and staff, patrons and the public, and to inform patrons about Library services, events, programs and updates.

Staff maintains and edits the content of MPL social media sites to comply with Library policies.

The Library Director must approve any and all representation of the Library on the internet. No online accounts that represent MPL may be set up without the approval of the Director.

SOCIAL MEDIA DEFINITION

Social media is defined as websites and applications that enable users to create and share content or to participate in social networking. The Library utilizes Facebook, Instagram, Pinterest, Twitter and YouTube, social media platforms that are used to share photos, videos, web links, news and information regarding Library programs, events and updates.

The Library maintains a staff blog featuring news, links and original content written by staff members. The opinions expressed on the blog and on other staff created social media projects, included but not limited to podcasts and vlogs, are the opinions of individual staff members and do not represent the opinions of MPL.

RULES FOR PUBLIC COMMENTING AND POSTING

Although comments and posts are welcome on many of the Library’s social media sites, the Library does not intend to create an open forum through its social media presence. All comments, posts, and messages will be periodically reviewed and the Library reserves the right to, but is not required to, remove any comment, post, or message that it deems inappropriate or off-topic. Any views expressed are those of the individual poster, and the Library accepts no liability for the content of any such postings. Users are allowed to comment on, share and tag the information posted by MPL.

Users should have no expectation of privacy in postings on Library sponsored media sites; by using such sites, you consent to the Library’s right to access, monitor, and read any postings on those sites. Users must understand that social media is permanent, retrievable, and public. The Library recommends that users do not post their personal information or contact information on social media sites.

The Library reserves the right to reproduce comments, posts and messages in other public venues; such reproduction may be edited for space or content while retaining the original intent of the post.

Any comment, post or message containing any of the following will be removed from any Mahopac Public Library social media forum:

- Offensive, obscene, threatening, or abusive content. Comments containing abusive, vulgar, offensive, threatening or harassing language, personal attacks of any kind, or offensive terms that target specific individuals or groups. Individuals are fully responsible for libelous or defamatory comments.
- Hate speech. Posts containing racism, homophobia, sexism, or any other form of hate speech will be removed.
- Potentially libelous statements.
- Plagiarized or copywritten material. Individuals should not post anything that they do not have the right to post.
• Private, personal information, including phone numbers and addresses, published without consent, or requests for personal information.
• Comments, links, or information totally unrelated to the purpose of the forum.
• Hyperlinks to material that is not directly related to the discussion.
• Spam or other commercial, political, or religious messages unrelated to the Library or its social media postings.
• Organized political activity.
• Any images, links or other content that may fall into any of the above categories.

By choosing to comment, you agree to these rules.
The Library reserves the right to ban or block users who have posted in violation of this policy.
In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate Federal and State law.
The Library is not responsible for any of the patron-generated comments or content that appear on social media. A posted comment is the opinion of the poster only, and publication of a comment does not imply endorsement or agreement by the Mahopac Public Library.
The Library asks that individual user complaints be addressed directly to the Library Director so that they can be addressed quickly and specifically. Social media is not the mechanism used by the Library to document or address patron problems or concerns or influence Library policy, procedures, or programs.

Policy adopted: January 23, 2019
Revised: January 27, 2021, January 27, 2022
Study Rooms

PURPOSE
In addition to the larger meeting rooms, Mahopac Public Library has two smaller rooms (Study Rooms 1 and 2) that are available during the hours the Library is open, until fifteen (15) minutes before closing. These rooms may be used by same-age, small study groups, and individuals, on an as-available basis. In order to provide guidance for the use of these study rooms, the Trustees of Mahopac Public Library have adopted the following Policy that defines the conditions limits of use.

Not-for-profit organizations and local businesses seeking to meet at the Library should follow the procedures outlined in the Mahopac Public Library Meeting Room Policy.

Failure to comply with any part of this policy may result in future denial of study room use.

USE
Study rooms may be reserved by an individual or small study groups, up to 24 hours in advance, by contacting the Reference Department if they are:

- attending a meeting, interview, or tutoring session via digital technology including, but not limited to, cell phone or video conferencing;
- if they are taking an online or proctored exam that does not required monitoring by a library staff member.

Confirmed room reservations will be held for 15 minutes past the reserved time, unless the patron has notified the library that s/he will be late, after which time the room will be available to others.

Contact by phone: 845-628-2009, ext. 130
Contact by email: askus@mahopaclibrary.org

When not reserved, study rooms are available for individual study and for same-age, small group study and/or meetings on a first-come, first-served basis. Users should verify the availability of these rooms at the Reference Desk on the second floor.

A two-hour limit on the use of the rooms is enforced if others are waiting to use them. If no one is waiting, then a patron may continue to use the room until another patron requests it.

Children under the age of 18 may not use these rooms with adults, unless a parent or relative stays in the room with them.

Study Rooms 1 and 2 may not be used for tutoring (see Tutoring Policy).

The number of attendees shall be limited to the posted maximum occupancy.

All study room users must sign in at the Reference Desk on the second floor.

GUIDELINES
Library staff will have access to these rooms at all times.

Cell phone use is allowed in these rooms at the discretion of the Reference staff.

Smoking is prohibited in the Library and on all property under the control of Mahopac Public Library at all times, including, but not limited to: buildings, grounds, entrances, sidewalks, and parking lots. Smoking is defined as the use of cigarettes, pipes, cigars and other devices that produce smoke, including electronic cigarettes and water pipes. [See Mahopac Public Library Policy on Smoking.]

Users will not leave library materials or personal belongings unattended in these rooms (except for very short trips to the book stacks or the restrooms). These items will be removed after a 15-minute vacancy and kept behind the Reference Desk, making the room(s) available to others.
All study room users are expected to abide by the Mahopac Public Library Code of Conduct and its emergency procedures. Users must vacate these rooms in the event of a fire alarm or other emergency. The rooms must be returned to their original condition and vacated 15 minutes prior to Library closing times.

**EQUIPMENT USE**
The Library is not responsible for providing any special equipment for study room use. If a group or individual wishes to use Library-owned audio-visual or technology equipment, then arrangements must be made with the Reference Department.

**LIABILITIES**
The Library allows the use of its facilities with the understanding that the Library accepts no responsibility for the personal safety of any person, either inside or outside the building, during that use. The Library is not responsible for damage, loss, or theft of personal property.

All users agree to hold the Library harmless from any loss, damage, liability, costs and/or expense that may arise during or to be caused in any way by such use of the Library facilities.

All individuals and groups agree to compensate the Library for any damages to the study room(s) or other property of the Library caused by, or resulting from, the use of the study room(s).

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Policy Adopted: July 12, 2006
Revised: February 28, 2007; October 22, 2014; April 29, 2015; September 27, 2017; September 18, 2019; March 24, 2022
Reviewed: August 18, 2021
Tutoring

The Mahopac Public Library permits tutoring on its premises as part of its educational mission. Both tutors and students are required to abide by all rules and policies of the Library.

- Tutors are required to observe the following guidelines when tutoring in the Mahopac Public Library; failure to comply may result in the loss of tutoring privileges in the Library.

- Tutors may not publish or distribute advertising or letters identifying the Library as their place of doing business or imply Library sponsorship or endorsement of their professional activities. Pursuant to the Library’s Code of Conduct, tutors may not solicit Library patrons in the Library (see Code of Conduct).

- The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of the tutor and all arrangements must be made between the student/parent and the tutor. The tutor is responsible for establishing communication protocols for the students and their parents. The Library staff is not responsible for making or canceling tutoring sessions or relaying messages between tutors and students.

- The Library may not be used as a classroom or office space, but as a safe, quiet workspace for students and tutors.

- There is no designated space in the Library for tutoring, nor may any space be reserved for tutoring.* Tutors may use any public space in the Library, including the meeting rooms if they are not being used. Tutors should always check with a Library staff member prior to using a meeting room. Study Rooms 1 and 2 may not be used for tutoring.

  - Tutors with students in grades 5 and under should use public space on the first floor of the Library including the Lakeview Room if available. As per the Library’s ‘Children’ Policy, Children in fifth grade and under shall be accompanied in the building by a responsible adult who must remain with the children at all times. (See Children) In this instance, the tutor becomes the responsible adult unless the parent/caregiver remains in the building during the entire tutoring session.

  - *Tutors who are providing Mahopac Central School District mandated student evaluations or early intervention assessments may reserve a Study Room at the Library by submitting a Room Request Application and Hold Harmless agreement at least 24 hours in advance. The Room Request Application must be approved by the Library Director or designated staff member.

- Tutors and students must bring their own supplies.

- Tutors and students being tutored are encouraged to obtain a Library card.
• Tutors and students are subject to the Library’s Code of Conduct and Internet Use Policy. The tutor shall be responsible for the students’ compliance to Library rules.

Policy Adopted: January 23, 2019
Reviewed: January 27, 2021, January 27, 2022
Use of Materials

1. RATIONALE AND SCOPE

In order to insure a fair and equitable access to the materials and information in the Library’s collection, the Mahopac Public Library sets policies for length of loan periods, renewals, reserves, fines, and fees. The Library determines which materials may be borrowed, for how long, and who is eligible to borrow them.

2. ELIGIBILITY AND REGISTRATION

2.1. CATEGORIES OF ELIGIBILITY

Persons who reside or pay taxes on property in the Town of Carmel, in Mahopac or in the Mahopac Central School District are issued a library card at no charge upon presentation of acceptable proof of residency, in person, as described in Section 2.2. Residents in good standing must have cards renewed every three (3) years at which time residency will be verified. This card may be used at any one of the 66 member libraries in the Mid-Hudson Library System.

Persons who work or attend school in the Town of Carmel and who reside outside of the Mid-Hudson Library System service area are issued a library card, at no charge, upon presentation of acceptable identification and proof of employment or school attendance, in person, as described in Section 2.2. Non-residents in this category, who are in good standing, must have their cards renewed annually at which time acceptable identification will be verified.

Mahopac residents fourteen (14) years of age or older can fill out and submit an online library card application. They will then receive an email with their library card number and temporary PIN. This card number and PIN will be authorized for digital services only. For full borrowing privileges, a patron must visit Mahopac Library with acceptable ID.

Organizations located in the Town of Carmel may apply for a library card at no charge upon presentation of acceptable identification. The organizations must agree to accept responsibility for all materials that are checked out using the organizational cards and the cards must be renewed annually.

Persons who reside outside the Mahopac Central School District and the Mid-Hudson Library System service area may obtain a Mahopac Public Library card upon presentation of acceptable proof of residency, in person, and payment of an annual non-resident’s fee.

2.2. ACCEPTABLE IDENTIFICATION

Applicants for Mahopac Public Library cards must show identification with a current residential address. Identification with only a post office box number or with a motel address is not sufficient. The following are considered acceptable proofs of identification:

- a valid New York State driver’s license or identification card issued by the New York Motor Vehicle Division with current residential address; or,
- a valid temporary driver’s license with current residential address or,
- a valid passport

If the applicant’s current address does not match the address on their photo identification, the following will be considered acceptable proofs of residency:
• school ID with photo; or,
• canceled mail postmarked within the last week; or,
• telephone, utility, rent, or tax bills.

Applicants who work or attend school in the Town of Carmel must show proof of employment or school attendance. Applicants must include this information on their registration form.

Organizational applicants must show proof of location within the Town of Carmel and an employee of the applicant organization must sign the acceptance of responsibility on the registration form.

Applicants must verify the accuracy of the information on the registration form, read the statement of responsibility, and provide an original signature on the form. For applicants under the age of fourteen (14), the parent, custodial parent, or legal guardian must be present with the applicant, accept responsibility for the use of the child’s library card, and sign the registration form.

Applicants age fourteen (14) to seventeen (17) will be issued a library card upon presenting their school ID and filling out an application form. A letter will be mailed to the minor’s parent or guardian informing them that a card has been issued and that they are responsible for the items on their child’s card. The parent or guardian is given the option of contacting the library to have the card status changed to digital use only so their child cannot borrow physical items.

Policy Adopted: April 25, 2001
Reviewed: September 22, 2021
Revised: April 23, 2003; February 4, 2009; September 25, 2013; June 22, 2016; October 24, 2018
3. **BORROWING LIBRARY MATERIALS**

3.1 **RESPONSIBILITY**

In order to borrow library materials, a patron must present a valid library card or an acceptable alternative proof of identity at the time of check out.

The patron is responsible for all library materials checked out on his/her library card. For patrons under the age of eighteen (18), the adult who signed the registration form takes this responsibility.

For cardholders aged eleven (11) and under, the parent/guardian listed on the patron record is considered to be the co-holder of the library card and, as such, has access to all of the information regarding the card, including but not limited to, the items checked out and items placed on hold.

For cardholders aged twelve (12) and over, the parent/guardian listed on the patron record is financially responsible for the items on the minor’s card. However, in order to have access to the titles of items on the account or to pick up items on hold for the cardholder, the library must have a form on file, signed by the cardholder, authorizing the disclosure of this information to the parent/guardian listed on the library card account.

A patron will have his/her library privileges suspended if one or more of the following conditions exists:

- a patron owes more than $10.00 in fines or replacement costs of materials; or
- mail is returned;

Library privileges will be restored when accounts have been cleared and/or updated.

3.1(a) **SUSPENSION OF LIBRARY PRIVILEGES FOR REASONS OF HEALTH AND SAFETY**

It is the responsibility of the Mahopac Public Library to maintain a healthy and clean environment for all library patrons, and to protect the library’s collections, equipment, and property in this regard. To this end, the library may restrict a patron’s ability to borrow material and/or to visit library facilities when such use may jeopardize the health and cleanliness of library facilities, collections, and users.

Health and Safety Instances in which borrowing materials may be suspended could include, but are not limited to:

- Evidence that items checked out on a patron's card were returned with insects known to be damaging to library materials, e.g. roaches, silverfish, and some types of beetles.
- Evidence that items checked out on a patron's card were returned with insects that could result in pest infestations in library facilities, e.g. fleas, lice, bed bugs or roaches.
- Evidence that library materials checked out on a patron's card were returned with stains that are clearly and obviously urine, feces, or blood, whether human or animal.
Health and Safety Instances where an individual may be asked to leave the library facilities, and/or have future access to library facilities suspended, could include, but are not limited to:

- Patrons or patron possessions with fleas, lice, roaches, bed bugs, or other insects or pests.
- Patrons with clothing stained with blood, urine or feces.
- Patrons who are actively bleeding from or have exposed open and infected wounds.
- Borrowed materials returned with evidence of pest infestation may also result in suspension of patron use of the library facility.

Should it become necessary to suspend a patron's library privileges in order to protect library collections, facilities, or other individuals, direct notification of the suspension will be made by library staff at the time of the occurrence. Suspension of access to facilities and borrowing privileges will be considered temporary and will be restored when the suspended patron demonstrates that the originating situation has been remediated. This may include proof of qualified extermination procedures conducted at the patron's primary residence, proof of medical attention received, or further proof.

**Returning Material That May Have Come in Contact with Pests**

If library materials may have come into contact with bed bugs, roaches, lice, fleas, or other insects or pests while in a patron's possession, the patron SHOULD NOT return the material through the book drop. Instead, the patron should place the items in a securely closed plastic bag and notify a staff member immediately upon return of the materials to the circulation desk, so the staff member can take necessary precautions.

Materials that are returned with bed bug or other pest infestation will be treated or discarded at the library's discretion. Materials that must be discarded may be charged to the patron at full replacement value, and all relevant circulation policies regarding fines and fees apply. If further occurrence of infestation of materials occurs, library privileges may be permanently withdrawn.

**Bed Bug Prevention & Containment**

The potential for bed bugs is a reality in today's library environment. The Mahopac Public Library strives to prevent and contain the presence of bed bugs and their eggs both in the library facility and on library materials by ensuring that library staff is fully aware of prevention, recognition, containment and elimination protocol and related procedures, and by regularly reviewing and updating those procedures to maintain best practices.

The library works proactively to:

- Reduce the risk to patrons, staff, facility and materials.
- Perform visual inspections of all returned materials upon receipt, and report findings to library administrators.
- Perform visual inspections of library furnishings on a regular basis, and report findings to library administrators.
- Contract only licensed and accredited pest control companies in the prevention and treatment of the facility.
• Review and maintain best practices from public health authorities to ensure policies and procedures remain current.
• Encourage the immediate reporting of all sightings of live or dead bed bugs and eggs by staff and/or patrons.

If bed bugs are found in the library, licensed exterminators will be called in to treat the facility, including carpets and furnishings. The public will be notified as to exactly what procedures and chemicals are used at the time of the occurrence. The facility will remain closed until it is re-checked and found to be free of bed bugs.

3.2 LOAN PERIODS AND LIMITS
Loan periods and limits are designed to balance the individual user’s needs with those of the user community. The Board of Trustees sets these loan periods and limits; current values are contained in Section 8.1 and are available at the circulation desk.

3.3 RENEWALS
A circulating item, except E-readers, iPads, and museum passes, may be renewed if it is not on hold for another patron. Current renewal periods are contained in Section 8.2. Items may be renewed in the Library, by telephone, by e-mail, or via the Library’s online catalog.

3.4 RETURN OF ITEMS
Items, except E-readers, iPads, WiFi hotspots, audiovisual equipment and museum passes, may be returned to any library in the Mid-Hudson Library System. Anything returned to Mahopac Public Library before the Library opens for the day is considered returned the previous day.

3.5 OVERDUE NOTICES
In order to remind users that they have overdue items, two (2) notices will be sent out. The first notice is an overdue/reminder notice that is sent out after items are approximately fourteen (14) days late. The second notice is a bill for the value of the missing items that is sent out after the items are twenty-eight (28) days late or later.

3.6 CLAIMS RETURNED
If a Library user feels that he/she has returned an item from the Mahopac Library collection and if that item is not on the shelf, then the user may claim the item returned with no penalty, at the discretion of the Head of Readers’ Services.

There is a limit of three (3) claims returned per user.

3.7 NON-CIRCULATING ITEMS
Newspapers and items whose physical format is very susceptible to damage do not circulate. In addition, books that have been designated for reference use do not circulate. In general, these are titles that are not designed to be read from cover to cover but are used to find answers to specific questions, and must be available at all times to the Reference staff in order to respond to requests for information from the public as efficiently as possible. The Library Director may grant exceptions to this rule.

3.8 EQUIPMENT
The Library does not accept any responsibility for damage caused to patrons’ equipment as a result of using borrowed media.
Policy Adopted: April 25, 2001
Reviewed: September 22, 2021
Revised: April 23, 2003; June 22, 2016; October 24, 2018, September 23, 2020
4. **FINES AND FEES**

4.1 Overdue fines are assessed for inter-library loan materials, museum passes, iPads, audio-visual equipment and Kindles returned past their due date to encourage Library users to return their materials by the designated return date so that they are available for other users. The Board of Trustees sets these fines and fees; current values are contained in Sections 8.3 and 8.4 and at the circulation desk. New York State Education Law Section 265 provides for additional penalties.

All other items in the Mahopac Public Library collection will not incur fines for their late return. However, borrowing privileges will be suspended and outstanding materials billed to the patron’s account for items retained more than 28 days past their due date. This suspension will remain in effect until all items are returned.

Items borrowed from any other Mid-Hudson Library System library may incur fines

4.2 Lost or damaged items are assessed at their current, full replacement costs. The Library does not accept replacement materials without the approval of the librarian(s) who ordered the material. If the item is found and is in good condition, then a refund of the replacement cost less 10% will be made upon presentation of a receipt or other proof of payment within six (6) months of issuance.

4.3 Manual fees may be charged to replace missing parts of items such as media cases, missing parts of kits, etc.

4.4 The Circulation staff has the option of waiving or reducing charges if they determine that there are extenuating circumstances.

4.5 A Returned Check Fee will be assessed for any check returned to the Library for any reason.

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Policy Adopted: April 25, 2001  
Reviewed: September 22, 2021  
Revised: February 4, 2009; April 22, 2009; December 15, 2010; June 22, 2016, September 23, 2020
5. SPECIAL SERVICES

5.1 RESERVES OR SYSTEM HOLDS
Library users may place a reserve or hold on circulating items within the Mid-Hudson Library System. Patrons may reserve these materials at any Mid-Hudson Library System library, by telephone, by e-mail, or via the Library’s online catalog. There are no applicable charges.

5.2 INTERLIBRARY LOAN REQUESTS
Library users may request that the Library attempt to locate and borrow for their use a specific book or magazine article or audio-visual item that is not available in the Mid-Hudson Library System.

Library users shall complete an Inter-Library Loan request Form and agree to pay any fee that the lending library may charge for its service.

The circulation policies of the lending library will prevail. The lending library may limit the number of interlibrary loan requests that it will accept.

5.3 CENSUS MICROFILM
Mahopac Public Library can borrow census microfilm from the National Archives. Users of this service are responsible for the shipping fees.

5.4 SERVICES TO THE HOMEBOUND
See Mahopac Public Library Policy on Homebound Delivery Services.

Policy Adopted: April 25, 2001
Reviewed: September 22, 2021
Revised: April 23, 2003; February 16, 2011; November 16, 2011; September 22, 2022
6. **CONFIDENTIALITY OF LIBRARY USER RECORDS**

6.1 Pursuant to New York State Civil Practices Law and Rules Article 45 §4509, all Library records that identify types of materials used by or personal information about individuals are confidential in nature. Under no circumstances shall Library staff provide information of any kind about an individual Library user.

Patrons who wish to allow other individuals or family members to have access to information about materials on their library card or to pick up and check out material on reserve must sign a Confidentiality Waiver naming the person(s) with whom the staff is authorized to share this information.

6.2 No Library records shall be made available to the public, press, or governmental agency, except by such process, order, or subpoena authorized by federal, state, or local law, or upon the written consent of the Library user.

See the full [Patron Privacy Policy](#) for further details.

Only the Library Director is authorized to accept the court order or subpoena. Detailed **PROCEDURES FOR HANDLING REQUESTS FOR LIBRARY RECORDS** are found in the Mahopac Public Library Policy on [Records Management](#).

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Policy Adopted: April 25, 2001
Reviewed: September 22, 2021
Revised: April 23, 2003; June 22, 2016; October 24, 2018
7. **PROTECTION OF COPYRIGHT**

It is the intent of Mahopac Public Library to comply with Title 17 of the United States Code, titled "Copyrights," and other federal legislation related to the duplication, retention, and use of copyrighted materials. A notice of copyright shall be affixed to any library equipment capable of duplicating or reproducing copyrighted materials.

Library staff will follow copyright law in selecting and using audiovisual materials for public performances and for sharing on the library social media platforms.

Computer software applications are licensed to Mahopac Public Library and may not be duplicated.

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Policy Adopted: April 25, 2001
Revised: June 22, 2016; September 22, 2021
8. **CURRENT VALUES**

8.1 **LOAN PERIODS AND LIMITS**

The majority of items within the Library's collection may be borrowed for twenty-eight (28) days. If the due date falls on a holiday when the Library is closed, then the loan period will be extended until the next day that the Library is open. Loan periods for materials from other libraries will be adjusted, whenever possible, to conform with Mahopac Public Library's loan periods.

Special periods have been established for the following library materials:

- New books: fourteen (14) days.
- Circulating encyclopedias: fourteen (14) days.
- DVDs: seven (7) days.
- DVD TV Series: twenty eight (28) days.
- Videogames: seven (7) days.
- Music CDs: seven (7) days.
- Museum passes: four (4) days.
- WiFi hotspots: fourteen (14) days.
- iPads: fourteen (14) days.
- E-readers: twenty eight (28) days.
- Audiovisual equipment: four (4) days.

The following subject and media limits have been established:

- Three (3) books per subject per family, or at the discretion of the librarian(s).
- Four (4) music CDs per card.
- Four (4) audiobooks per card.
- Six (6) DVDs per family.
- Four (4) Playaways per card.
- Four (4) magazines, two (2) per title per card.
- Two (2) book and puppet kits per family.
- One (1) juvenile kit per family.
- Four (4) computer software disks per card.
- Four (4) videogames [two (2) per game system] per family.
- One (1) E-reader/iPad per family.
- One (1) museum pass per family.
- Three (3) ILL books per card.
- Four (4) children's book and CD sets per family.
- One (1) WiFi hotspot per family.
8.2 RENEWAL PERIODS
A renewal only may occur if no other patron is waiting for the item. Renewals only apply to Mahopac Public Library materials; other libraries may not allow renewals of their materials.

- Books – two (2) renewals.
- Music CDs – one (1) renewal.
- Books on CD – one (1) renewal.
- DVDs – one (1) renewal.
- Playaways – one (1) renewal.
- Computer software disks – one (1) renewal.
- Magazines – one (1) renewal.
- Juvenile kits – one (1) renewal.
- Videogames – one (1) renewal.
- E-readers/iPads – no renewals.
- Museum passes – no renewals.
- WiFi hotspots – no renewals.
- Audiovisual equipment – no renewals.

8.3 FINES

- Interlibrary loan books $0.25 per day
- Interlibrary loan AV $1.00 per day
- E-readers/iPads $10.00 per day
- Museum passes $10.00 per day
- WiFi hotspots $2.00 per day
- Audiovisual equipment $5.00 per day

8.4 FEES

- Lost library cards $2.00
- Lost media cases and bags $2.00
- Non-resident card $60.00 per year
- Returned check fee $35.00

Lost or damaged items are assessed at their current, full replacement costs. The Library does not accept replacement materials without the approval of the librarian(s) who ordered the material. If the item is found, then a refund of the replacement cost minus 10%, will be made upon presentation of a receipt within six (6) months.

Policy Adopted: April 25, 2001
Reviewed: September 22, 2021
Virtual Programming

Mahopac Public Library is pleased to be able to provide quality virtual programming on a number of virtual meeting platforms. This document outlines our policies regarding virtual programming. These rules are subject to revision at any time and users are responsible for staying informed about current policy.

1. Virtual programs are a free service extended to the public by the Mahopac Public Library. Mahopac Public Library virtual programs may be hosted on Zoom, Facebook Live, Google Meet, Youtube Live, or any other virtual meeting platform designated by library staff. A library staff member set as the “host” will be present for all virtual programs to manage the event and deal with any technological, logistical, or behavioral issues that may arise.

2. Any member of the public is welcome to attend any age-appropriate virtual program. Whether a virtual program is “age-appropriate” is determined by the Mahopac Public Library, which shall inform the public regarding the minimum age allowed for each event. Community groups, organizations, or other interested parties may approach the library to co-host a virtual program. The Director or designee shall have sole discretion to determine if the library will host or co-host a program.

3. Library patrons shall not participate in any virtual program in any manner that violates library policy, federal, state or local laws. As all virtual programming is made available via the Internet, it is the responsibility of the user to acquaint himself/herself with Mahopac Public Library policies, and what may constitute legal非法 behavior on the Internet. By attending a Mahopac Public Library virtual program, the attendee agrees that the Mahopac Public Library is not responsible for the actions of patrons. In addition, by attending a virtual program, attendees agree that they shall indemnify the Mahopac Public Library from any action taken against it as a result of the attendee’s conduct that is negligent, grossly negligent, reckless, criminal, or that may otherwise impose liability on the Mahopac Public Library or any of its officers, directors, agents or employees.

4. Mahopac Public Library supports the Constitutional right to free speech and will not impose restrictions on what is said or shared during the course of a virtual program. At the same time, the library prohibits unwanted or unlawful sharing of what, in its opinion, is disruptive, objectionable, or harmful material, including but not limited to, images or videos used as part of virtual backgrounds or shared via a virtual meeting platform’s chat function.

5. Library staff reserves the right to end any virtual program at their discretion, or to eject any attendee from a virtual program if they fail to adhere to the policies outlined herein.

6. For those programs presented in partnership with an outside organization or party, no publicity of any virtual program may be released until the program details have been confirmed by the Director or designee via email. The library reserves the right to publicize any or all virtual programs. However, this right does not
obligate the library to publicize an event or provide publicity for any group acting as a program co-presenter. Virtual programs hosted in partnership with the library may not be publicized in a manner that suggests library sponsorship or affiliation. Groups and organizations may not use the name, telephone number, or address of the library for the official address or headquarters of their organization, with the exception of the link to the virtual program. Banners, literature, photographs, or signage may not be placed anywhere in the library without the Director’s permission.

7. It is the responsibility of those attending a virtual program to educate themselves regarding the function and navigation of the specific digital platform on which the program is hosted (eg. Zoom, Facebook Live, Google Meet). Mahopac Public Library will make reasonable efforts to provide video tutorials and point to other Internet-based resources to assist in this education.

8. Mahopac Public Library makes no guarantees of the quality of the audio or visual aspects of its virtual program, nor the stability of the internet connection on the side of the patron, presenter or library host.

9. While Mahopac Public Library will make all reasonable efforts to ensure the digital security of its virtual events, patrons attending said events understand and accept that all online activity comes with some degree of risk and agree the library is not liable for any emotional or financial damages that may result from attending a library virtual event.

10. Mahopac Public Library reserves the exclusive right to record any or all virtual programs. The Library may publish, display, or use such recordings for any lawful purpose. Library staff will inform all program participants when recording takes place. At the same time, in order to protect the privacy of all meeting attendees, the library does not permit the recording of virtual programs by any attendee, either on their local computer or via an external device such as a tablet or smartphone.

11. By participating in a virtual program presented by Mahopac Public Library, you indicate agreement with the policies stated in this document and any additional policies posted or verbally transmitted during a virtual meeting.

**Code of Conduct for Virtual Programs**

Patrons attending library virtual programs are expected to adhere to Mahopac Public Library’s Code of Conduct for Virtual Programs while in attendance. Failure to do so may result in their immediate removal from the program. Depending upon the severity of the violation, as determined by Mahopac Public Library, individuals may also be banned from attending some or all future library virtual programs.

Participants shall:
- Show respect to all participants
- Take direction from library staff
- Refrain from using abusive or foul language
- Refrain from bullying other participants
Vulnerable Adults Policy

Mahopac Public Library strives to provide a warm, welcoming and safe environment for all community members. The Library is particularly concerned for the safety of vulnerable adults* in and around the Library. A parent/guardian or caregiver eighteen years of age or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits.

Definitions
*A vulnerable adult is an individual over the age of eighteen who is mentally or physically challenged to a degree that significantly impairs the individual’s ability to provide adequately for their own care or manage their own behavior without assistance.

Policy Statement
1. Vulnerable adults who can understand and follow the rules of conduct and who can care for themselves are welcome to be in the Library unattended. Vulnerable adults will be expected to follow the rules of conduct as outlined in the Code of Conduct. They should have contact information for a parent/guardian or caregiver who can assist them in an emergency.
2. Vulnerable adults who are unable or unwilling to care for themselves must be attended and have adequate supervision at all times.
3. The Library assumes no responsibility for vulnerable adults left unattended on the Library premises. Staff members are responsible for assisting all Library customers and cannot adequately monitor unattended vulnerable adults.
4. Staff cannot be expected to monitor or prevent vulnerable adults from leaving the building/grounds or to assume responsibility for monitoring their behavior.
5. Sudden emergencies may occur in the Library and in such cases the Library assumes no responsibility for unattended vulnerable adults.
6. Staff will attempt to contact a parent/guardian or caregiver when a vulnerable adult’s:
   a. Health or safety is in doubt
   b. Behavior disturbs other Library users
   c. Actions violate the Code of Conduct
   d. Parent/guardian or caregiver is not present at closing time
7. Every reasonable effort will be made by the staff to assist the vulnerable adult in contacting the appropriate parent/guardian or caregiver. If no responsible adult is reached, or the vulnerable adult is not picked up by closing, staff may notify the police.
8. Library staff may not drive vulnerable adults to any location, even at the request of the parent/caregiver.
9. Any time vulnerable adults are left unattended in the Library, staff will discuss this policy with the parent/caregiver.

Policy Adopted: October 25, 2017
Reviewed: September 22, 2021
Revised: October 23, 2019
Wi-Fi Hotspot Lending

Mahopac Public Library has established a Wi-Fi hotspot lending program to provide temporary internet access to patrons in our community who currently do not have high speed internet access or are in need of portable internet access. With this program patrons can further what they have learned in our computer classes by accessing tutorials and assignments from home, employees can travel with reliable internet access to meetings and presentations, and patrons can have home access to the library’s digital resources such as our databases, eBooks, streaming music and movies.

The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

Wi-Fi hotspots may be borrowed by Mahopac Central School District residents who are 18 years of age or older, with a Mahopac Public Library card in good standing (a library card in good standing is defined as one with no fines, fees, lost or overdue materials). Checkout is limited to one per household at any given time. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.

Wi-Fi hotspots are available at the Circulation Desk on a first-come, first-served basis. They may not be reserved. In order to borrow a hotspot, the patron’s library card or government-issued photo identification must be presented. At the time of check-out, a patron must complete a Wi-Fi Hotspot Lending Agreement. Once a hotspot is checked out to a patron, it becomes the responsibility of that patron per the Wi-Fi Hotspot Lending Agreement.

Hotspots may be borrowed for two (2) weeks. They must be returned in person to the Circulation Desk, and never to another library or in the book drop. Devices returned in the book drop will result in a $25 fine. If damage to the device is discovered by Library staff, these costs will be added to the patron’s account. The overdue cost for the item is $2.00 per day up to the full cost of the item. If a hotspot is not returned, the borrower will be charged the full replacement cost. Patrons who consistently return hotspots late or lose a hotspot may lose the right to borrow them.

Adopted: November 28, 2018
Reviewed: November 17, 2021
Revised: November 18, 2020
Appendices
Appendix I
Library Bill of Rights

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

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

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

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

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

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

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

VII. All people, regardless of origin, age, background or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.


Revision adopted by the Mahopac Library Board of Trustees: January 22, 2020
Re-adopted: December 22, 2021
Appendix II
The Freedom to Read

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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


Adopted by the Mahopac Library Board of Trustees: February 28, 1990
Appendix III
The Freedom to View

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979.

This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Adopted by the Mahopac Library Board of Trustees: February 28, 1990
Re-adopted: January 25, 2017; January 22, 2020, December 22, 2021
Appendix IV
Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights

[Formerly titled “Free Access to Libraries for Minors”]

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association’s Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library’s failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.1 Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.2 Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the Library Bill of Rights states, “All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.” This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.3 The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.”4 Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only
parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor’s access to materials. Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.


2 Erznoznik v. City of Jacksonville, 422 U.S. 205 (1975): “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.” See also Tinker v. Des Moines School Dist., 393 U.S.503 (1969); West Virginia Bd. of Ed. v. Barnette, 319 U.S. 624 (1943); AAMA v. Kendrick, 244 F.3d 572 (7th Cir. 2001).


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